

**MEETING NOTICE AND AGENDA**  
**MEETING OF PERSONNEL AND POLICY COMMITTEE**  
**June 6, 2025 @ 4:30 p.m.**  
**North Prairie Village Hall - 130 N. Harrison Street**  
**North Prairie WI 53153**

Call to Order.

Roll Call.

Confirmation of Proper Notice of Meeting.

1. Discussion and/or action as necessary: Approval of April 3, 2025, meeting minutes.
2. Discussion and/or action as necessary: Review Job Description for DPW Supervisor and create timeline for hiring position.
3. Motion to Adjourn.

Dan Miresse, Chair  
Mike McCormack, Member  
Vacant

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. Contact the Village Administrator/Clerk/Treasurer at 262-392-2271.

June 3, 2025

**MEETING NOTICE AND AGENDA  
MEETING OF PERSONNEL AND POLICY COMMITTEE  
VILLAGE OF NORTH PRAIRIE  
April 3, 2025 @ 8:30 a.m.  
North Prairie Village Hall - 130 N. Harrison Street  
North Prairie WI 53153**

Call to Order. D. Hall called the meeting to order at 9:00 a.m.

Roll Call. Trustee Rewasiewicz and President Hall present; Trustee McCormack – absent.

Confirmation of Proper Notice of Meeting. D. Hall. Confirmed proper notice of meeting.

1. Discussion and/or action as necessary: Approval of March 18, 2025, meeting minutes. Motion by F. Rewasiewicz; second by D. Hall to approve meeting minutes; motion carried.
2. Discussion and/or action as necessary: Deputy Clerk/Deputy Treasurer/Administrative Assistant employment process. D. Hall stated Administrator Etten is in the process of conducting phone interviews and in person interviews and will provide an update at the April 10, 2025, board meeting.
3. Discussion and/or action as necessary: North Prairie Village Board Committees & Responsibilities with recommendation to the Village Board. The committee discussed the final version as drafted by D. Hall; no changes were made. Motion by D. Hall; second by F. Rewasiewicz to recommend approval by the board as drafted; motion carried.
4. Discussion and/or action as necessary: Code Codification project. D. Hall stated no update was available and the project will need to be addressed at a future meeting; no action taken.
5. Discussion and/or action as necessary: HR Policy 2010-04 with recommendation to the Village Board. Administrator Etten drafted an updated Credit Card Usage Policy (HR Policy 2025-01), which is intended to rescind and replace HR Policy 2010-04 so that the credit card users and limits are better aligned with the spending authorization and staff positions. Motion by D. Hall; second by F. Rewasiewicz to recommend approval by the board as drafted; motion carried.
6. Motion to Adjourn. Motion by D. Hall; second by F. Rewasiewicz to adjourn at 9:03 a.m.; motion carried.

Deborah Hall, Chair  
April 14, 2025

## **The Village of North Prairie, WI seeks a Full-Time Public Works Supervisor**

The Village of North Prairie, Wisconsin (population 2,199) located in Waukesha County is seeking a full-time, highly qualified and motivated individual to fill the position of **Public Works Supervisor**. This vital leadership role is responsible for overseeing and managing the village's public works department ensuring the delivery of high-quality infrastructure services that support the growth and well-being of our community; and reports to the Village Administrator/Clerk/Treasurer.

### **Position Overview:**

As the Public Works Supervisor, you will be responsible for overseeing the planning, development, maintenance, and management of the village's streets and roadways; parks and other municipal property; the village owned buildings and structures; operation and maintenance of village equipment and vehicles; and other public works related activities as needed. This position is a "working" supervisor that requires a blend of leadership, mechanical, and technical knowledge and skills, and the ability to collaborate with other village departments, contractors, and the community to deliver essential services. We are a rural community that has wells and septic systems. The Prairie Village Water Trust operates the water supply to some residents.

### **Working Conditions:**

The job entails regular exposure to cold, heat, dust, fumes, precipitation and noise; frequent lifting of heavy loads; frequent bending, kneeling, stooping and standing; occasional evening and/or weekend work is required; requires 24-hour on-call status for emergency situations; long hours operating heavy equipment; ability to be on call 24/7 between Nov. 1<sup>st</sup> through April 30<sup>th</sup> for snow plowing.

### **Supervision:**

This position is primarily self-supervised on a day-to-day basis. The position will have direct reporting responsibility to the Administrator/Clerk/Treasurer. This position supervises the part-time employees of the highway and parks departments. This person has frequent interaction/communication with the Administrator/Clerk/Treasurer and the Public Works Committee.

**Requirements:**

- Valid State of Wisconsin CDL, A & B
- Mechanical, welding, torching, and fabricating aptitude
- Ability to work with limited supervision
- Dependability
- Self-Starter
- Favorable background check as a condition of employment
- Subject to random drug tests

**Key Responsibilities:**

- Maintain all village streets, roadways, parking lots, and village sidewalks. Includes snow plowing, sanding, and salting, patching, crack sealing, sweeping and other maintenance as required.
- Maintain all village drainage ditches, and right of ways including cleaning out of drainage culverts, grading, and sealing of ditches, and other maintenance as required.
- Performs routine inspection and preventative maintenance on all public works equipment and vehicles. Maintenance will be limited by the availability of repair equipment and mechanical expertise.
- Refers defects and needed repairs to Chairperson of the Public Works Committee (budgeted or unbudgeted).
- Installs and maintains all street and road signs including street name signs, traffic control signs, warning and informational signs, other signs as needed.
- Placement and removal of village Christmas decorations, flags, and other approved decorations on village streets and property.
- Maintain all village parks and other public areas including grass cutting, weed control, tree trimming, trash removal, other maintenance as required.
- Maintain all village recreation facilities including soccer fields, baseball fields, tennis/basketball courts, playground areas and equipment, and other recreation areas as needed.
- Prepare all village recreational facilities for use as season require including placement and removal of picnic tables, opening and closing of park access.
- Maintains village owned buildings, properties, and structures including snow removal, ice control, general maintenance and repair, organization of storage areas, other duties as needed.
- Custodial and janitorial duties at Village Hall, and other village facilities as directed.
- Maintain logs of equipment, repairs, purchase, hours worked on specific tasks, etc. to aid in development of the public works budget.
- Attend training classes as directed by the Chairperson of the Public Works Committee.

- Acquire state and/or federal certifications as directed by the Chairperson of the Public Works Committee.
- Operation of all vehicles, equipment and tools required to perform the duties of this position
- Work a varied time schedule as required by assignment, duties, and/or season.
- Perform all duties in conformance to appropriate safety and security standards.
- Supervising part-time department staff, including recruitment, training, and performance management.
- Overseeing budgeting, purchasing, and procurement for public works projects.
- Ensuring compliance with village codes, regulations, and safety standards.
- Coordinating long-term planning for the village public works projects.
- Responding to community inquiries and concerns regarding public works issues.

*\*The first initial application deadline is Friday, June 27, 2025. The position will remain open until it is filled.*

## **VILLAGE OF NORTH PRAIRIE EMPLOYMENT PRACTICES:**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Village of North Prairie will be based on experience, skills, ability, qualifications and training. North Prairie does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or any other characteristic protected by law.

The Village of North Prairie complies with the provisions of the Americans with Disabilities Act (ADA). The Village of North Prairie will not discriminate against any qualified employee or job applicant with respect to terms, privileges, or conditions of employment because of a person's physical or mental disability or a person's diseases such as AIDS or AIDS related virus, Sickle-Cell Trait, cancer, heart disease or other life-threatening illnesses or diseases. We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to Village of North Prairie.

Before an offer of employment is tendered, a reference check will be completed to verify claims of educational attainment, previous employment and other information provided by the applicant. Final candidates will also be required to have a background investigation by the North Prairie Police Department and/or another law enforcement agency. Temporary employees must be approved by the Village Administrator prior to any offers of employment. Permanent employees must be approved by the Village of North Prairie Board of Trustees prior to any offer of employment. Newly hired employees must fill out all the required employment paperwork in the Administrator/Clerk/Treasurer's office prior to commencing work with the Village of North Prairie.

The Village of North Prairie strives to be a drug and controlled substance free workplace. Therefore, an applicant may be required to undergo a controlled substance screening at an occupational health facility as a condition of employment. A positive drug screening test will result in disqualification from further consideration for employment.

## **Public Works Supervisor Village of North Prairie, WI**

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