

**MEETING NOTICE & AGENDA
VILLAGE OF NORTH PRAIRIE
SPECIAL VILLAGE BOARD MEETING
MUNICIPAL CENTER-130 NORTH HARRISON STREET
June 30, 2025, at 6:30 P.M.**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Confirmation of Proper Notice of the Meeting**
- 5. PUBLIC COMMENT** – (No official action will be taken under Public Comment)
Note: Comments will be limited to 3 minutes per resident. Please state your name and address before speaking.
- 6. Discussion and/or Action:** Vacant Trustee position – Review Letters of Interest.
- 7. Discussion and/or Action:** Appointment to the vacant Trustee position pursuant to Section 17.24 Wis. Stats.
- 8. Discussion and/or Action:** Committee Appointments
- 9. Discussion and/or Action:** Revised Full-Time Employee Benefit Policy – HR 2025-01
- 10. Discussion and/or Action:** Update on the DPW Supervisor's position.
- 11. Motion for Adjournment.**

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at 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. For additional information please contact the Village Office at 262-392-2271.

Submitted by:
Evelyn Etten
Administrator/Clerk/Treasurer

June 24, 2025

VILLAGE OF NORTH PRAIRIE

POLICY No. HR 2025-01

BENEFIT PACKAGE FOR NEW FULL TIME PERSONNEL

The Village Board wishes to adopt an administrative policy which designates an annual Benefit Package for full-time employees. This policy does not include part-time, permanent part-time or on-call personnel as employees with these statuses do not qualify for Benefits.

The Village Board hereby provides the following Benefit Package for full-time salaried employees:

Village Benefits:

- Paid Holidays – (Federal)
- Paid Time Off (PTO)
- WRS – Wisconsin Retirement System – (½ paid by employer & ½ paid by employee)
- Disability Insurance – Short-Term
- Life and Accidental Death/ Dismemberment (AD&D) Insurance - \$25,000
- Health Insurance Stipend – 6% of annual salary

Elective Benefits:

- Retirement Benefits –WI Deferred Comp
- AFLAC
- Globe Life

The Village Board authorized approval of the above Policy on the 30th day of June 2025 to be effective as of the 1st day of July 2025.

Dan Miresse, Village President

Attest: _____

Evelyn Etten

Village Administrator/Clerk/Treasurer

DPW Supervisor – (Full-Time Employee)

Salary & Benefits Summary

Salary Range: \$60,000 - \$75,000, DOQ

Village Benefits: *(Village Paid Benefits)*

All Federal Holidays (Off & Paid)

New Year's Day, Martin Luther King, Jr. Day, Washington's Birthday, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Paid Time Off (PTO)

Year 1 = 1 Week

Year 2 - 5 = 2 Weeks

Year 6 – 10 = 3 Weeks

Year 11 and after = 4 Weeks

WRS – WI Retirement System

(Contribution rate is based on the approved annual percentage rate approved by the WRS, subject to change annually. Employer contributes 50%, Employee contributes 50%)

Short-Term Disability

Life & AD & D Policy - \$25,000

Health Insurance Stipend – 6% of annual salary

(The remainder of Health Premium is paid by the employee)

Elective Benefits: *(Employee Paid Benefits)*

WI Deferred Comp

AFLAC

Globe Life

These benefits are subject to change at the discretion of the Village Board upon the updating of the Employee Handbook.

Timeline for Hiring the DPW Supervisor

06/13/25	Ad placed on Village Website and WI League of Municipalities
06/30/25	Application Deadline, Develop Questions for Interviews
07/01/25 – 07/06/25	Review of Candidates, Schedule Phone Interviews
07/07/25 – 07/11/25	Phone Interviews, Schedule In-Person Interviews
07/14/25 – 07/18/25	In-Person Interviews
07/21/25 – 07/25/25	Selection Process & Background Checks
07/28/25 – 07/31/25	Submit Offer Letter to Candidate
August	Negotiations & Two-Week Notice
09/02/25	Start Date