

**AUGUST 4, 2025 MEETING MINUTES
COMMUNICATION AND PERSONNEL COMMITTEE
VILLAGE OF NORTH PRAIRIE**

Call to Order: 4:00 p.m.

Roll Call: Present – Committee Members Mike McCormack, Cheri Lampe and Deb Hall
Others Present – Administrator Evelyn Etten

Announcement of Closed Session pursuant to WI State Statute §19.85(l)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; specifically to review resumes and to consider employment for the Department of Public Works Supervisor position in the Village of North Prairie; and, per Wisconsin State Statute §19.89, No member of the Village Board may be excluded from the closed session, however only committee members are allowed to speak or further participate during the closed session of the meeting.

1. Discussion and/or Action: Motion to go into closed session pursuant to WI State Statute §19.85(l)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; specifically, to review resumes and to consider employment for the Department of Public Works Supervisor position. **Motion by Deb Hall, second by Cheri Lampe to go into closed session. Roll call vote.: Mike McCormack – yes; Deborah Hall – yes; Cheri Lampe - yes; motion carried.**
2. Motion to reconvene into open session. **Motion by Deb Hall, second by Cheri Lampe to reconvene into open session 4:30 p.m. Motion carried.**
3. Discussion and/or action as necessary: for any items brought forward from the closed session. **Motion by Deb Hall; second by Cheri Lampe authorizing Mike McCormack to conduct phone interviews and set up in person interviews for prospective candidates for the DPW supervisor position. Interview schedule below. motion carried.**

Interview schedule:

 - August 11, 2025 at 3:30 p.m.
 - August 12, 2025 at 7:00 a.m.
 - August 14, 2025 at 3:00 p.m.
 - August 15, 2025 at 7:00 a.m.
4. Discussion and/or action as necessary: Vacation time for current DPW Supervisor, Dave Molitor. Employee Molitor presented questions in an email to President Dan Miresse regarding his vacation time for the years 2024, 2025 and 2026. Administrator Etten provided the committee with a printout of the 2025 vacation that Employee Molitor has taken through June 30, 2025, which was earned in 2024. Section IV. Employee Pay and Benefits, Section D of the Employee and Elected Officials Manual adopted by Village Board on May 13, 2010, updated September 8, 2011 (“Handbook”) sets out the vacation schedule for full time employees. Employee Molitor is a full time employee with 10 or more years of service. Per the Section, vacations are earned in one year and are taken during the subsequent service year i.e. the employee earned his 2025 vacation in 2024, he earned his 2024 vacation time in 2023, etc. Employee Molitor earned vacation time for 2026 in 2025 and his retirement date is September 19, 2025.

The committee also discussed that Employee Molitor has stated to Administrator Etten that in lieu of a raise for 2025, he was to be given four (4) extra days of vacation in 2025. Chairperson Hall to investigate this matter further and the committee will discuss at a future meeting.

The committee also discussed how Employee Molitor's vacation time was utilized during his required time off in 2024 due to a required surgery. Administrator Etten was instructed to provide Chairperson Hall with additional information on how this was handled. The committee will continue discussions regarding this specific question at a further meeting.

Motion by Deb Hall; second by Cheri Lampe that the committee recommend to the Village Board that Employee Molitor be paid out the 2026 prorata amount of vacation that he earned while employed by the Village of North Prairie from January 1, 2025 through September 19, 2025, which is his last day of employment with the Village due to his retirement; motion carried.

5. Discussion and/or action: Approval of July 8, 2025 meeting minutes. **Motion by Deb Hall, second by Mike McCormack to approve the minutes as presented; motion carried.**
6. Discussion and/or action: Approval of July 10, 2025 meeting minutes. **Motion by Deb Hall, second by Mike McCormack to approve the minutes as presented; motion carried.**
7. Discussion: Confirm next meeting date See agenda item no. 3 above.
8. Motion to adjourn. **Motion to adjourn by D. Hall, second by M. McCormack to adjourn at 5:28 p.m.; motion carried.**

Submitted August 6, 2025
Chairperson Deborah Hall