

**NOTICE AND AGENDA
COMMUNICATION & PERSONNEL COMMITTEE MEETING
Village of North Prairie
130 N. Harrison St., North Prairie WI 53153
January 7, 2026, at 4:00 p.m.**

Pursuant to the requirements of Section 19.84, WI Stats., notice is hereby given of a meeting of the Village of North Communication & Personnel Committee, at which a quorum of the Village Board may be in attendance to gather information about subjects which they have decision making responsibility. Notice of Village Board Quorum, Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: please let the minutes reflect that a quorum of the Village Board is present.

Call to Order

Roll Call

Confirmation of Proper Notice of Meeting

1. **Discussion and/or action as necessary:** Approval of September 9, 2025, and November 5, 2025, Communications & Personnel meeting minutes.
2. **Discussion and/or action as necessary:** Policy regarding naming of Ordinances, Resolutions and Policies.
3. **Discussion and/or Action:** Policy for Board, Committee and Plan Commission packets.
4. **Discussion and/or action as necessary:** Meeting Agendas and Minutes for Board, Plan Commission and Committees.
5. **Discussion and/or action as necessary:** Snow removal ordinance and review of snow removal policy.
6. **Discussion and/or action as necessary:** Administrator/Clerk/Treasurer Etten's attendance at meetings.
7. **Motion to Adjourn**

Deb Hall, Chair

Cheri Lampe, Member

Mike McCormack, Member

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.

Evelyn Etten

Village Administrator/Clerk/Treasurer

December 22, 2025

**SEPTEMBER 3, 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, performance evaluation of the Administrator/Clerk/Treasurer.

1. Discussion and/or Action: Approval of August 11, 2025 meeting minutes. **Motion to approve by D. Hall; second by C. Lampe. Motion carried.**
2. Discussion and/or Action: Approval of August 14, 2025 meeting minutes. **Motion to approve by D. Hall; second by C. Lampe. Motion carried.**
3. Discussion and/or Action: Approval of August 15, 2025 meeting minutes. **Motion to approve by D. Hall; second by C. Lampe. Motion carried.**
4. Discussion and/or Action: Plan Commission vacant citizen position. **No discussion/action taken.**
5. Discussion and/or Action: Onboarding of new DPW supervisor. **Administrator Etten provided an onboarding timeline for onboarding and confirmed it went well; no action taken.**
6. Discussion and/or Action: Employee evaluation timeline. **Committee discussed having all evaluations completed by September 26, 2025; Administrator Etten to follow up with Police Chief Tamez to confirm police staff evaluations are completed.**
7. Discussion and/or Action: Insurance options for full-time employees through Wisconsin Department of Employee Trust Fund. **Committee discussed that this wasn't an option for budget year 2026; no action taken.**
8. 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 performance evaluation of Administrator/Clerk/Treasurer. **Motion by D. Hall, second by M. McCormack to go into closed session. Roll call vote.: M. McCormack – yes; D. Hall – yes; C. Lampe – yes. Motion carried.**
9. Motion to reconvene into open session. **Motion by D. Hall, second by M. McCormack to reconvene into open session. Motion carried.**
10. Discussion and/or action as necessary: for any items brought forward from the closed session. **No items brought forward from closed session to act upon.**
11. Discussion: Confirm next meeting date. **Next meeting scheduled for October 1, 2025 at 4:00 p.m.**
12. Motion to adjourn. **Motion to adjourn by M. McCormack, second by C. Lampe to adjourn at 5:58 p.m.; motion carried.**

Submitted November 4, 2025
Chairperson Deborah Hall

**NOVEMBER 5, 2025 MEETING MINUTES
COMMUNICATION AND PERSONNEL COMMITTEE
VILLAGE OF NORTH PRAIRIE**

Call to Order: 5:00 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 Statue §19.85(1)(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 performance evaluation of the Administrator/Clerk/Treasurer and pursuant to WI State Statue §19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where 19.85(1)(b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in histories or data, or involved in such problems or investigations, specifically to consider the medical history of Police Chief Tamaz.

1. Discussion and/or Action: Approval of September 3, 2025 meeting minutes. **Motion to approve by D. Hall; second by M. McCormack. Motion carried.**
2. Discussion and/or Action: Onboarding of new DPW supervisor. **Administrator Etten stated Ricky Reed has not signed the employee handbook yet due to concerns regarding outside part time employment. Administrator Etten to obtain additional information for the committee to consider; no action taken.**
3. Discussion and/or Action: Policing regarding naming of Ordinances, Resolutions and Policies. **D. Hall stated there have been different naming conventions used over the years for these items; committee to review at a further meeting; no action taken.**
4. Discussion and/or Action: Policy regarding Board, Committee and Plan Commission packets. **The committee discussed the extensive amount of paper that is used in printing agenda items for these bodies to use for meeting. D. Hall and E. Etten to investigate creating a policy and set of questions for each sitting member of these bodies to reduce paper usage; no action taken.**
5. Discussion and/or Action: Motion to go into closed session pursuant to WI State Statute §19.85(1) (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 performance evaluation of the Administrator/Clerk/Treasurer and pursuant to WI State Statue §19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where 19.85(1)(b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in histories or data, or involved in such problems or investigations, specifically to consider the medical history of Police Chief Tamaz. **Motion by D. Hall, second by M. McCormack to go into closed session. Roll call vote.: M. McCormack – yes; D. Hall – yes; C. Lampe – yes. Motion carried.**
6. Motion to reconvene into open session. **Motion by D. Hall, second by M. McCormack to reconvene into open session. Motion carried.**
7. Discussion and/or action as necessary: for any items brought forward from the closed session. **Motion by D. Hall, second by M. McCormack to authorize Administrator Etten to contact and gather information regarding engagement of a labor and employment attorney; motion carried. Motion by D. Hall, second by M. McCormack authorizing Administrator Etten to gather all medical history of Police Chief Tamaz; motion carried.**

8. Discussion and/action: Policy regarding citizen complaints. **Item tabled.**
9. Discussion and/or Action: Ordinance No. 08-2020; the keeping of domesticated chickens. **Item tabled.**
10. Discussion: Confirm next meeting date. **Next meeting scheduled for December 3, 2025 at 4:00 p.m.**
11. Motion to adjourn. **Motion to adjourn by M. McCormack, second by D. Hall to adjourn at 6:13 p.m.; motion carried.**

Submitted November 9, 2025
Chairperson Deborah Hall