

MEETING MINUTES
VILLAGE OF NORTH PRAIRIE PERSONNEL AND POLICY COMMITTEE
MARCH 21, 2024, 6:30 P.M.
NORTH PRAIRIE VILLAGE HALL- 130 N HARRISON STREET

1. Call to Order. Meeting was called to order at 6:38 p.m.
2. Roll Call: John Heintz Taylor and Frank Rewasiewicz.
Absentee: Deb Hall
Others present: Dan Meier – Lynch & Associates
3. Public Comment. None
4. Discussion and/or Action: Approval of the February 15, 2024 meeting minutes. Tabled until next meeting.
5. Discussion: Update from the Law Firm Stafford Rosenbaum on the Employee Manual.
Firm request single point of contact. Committee consensus contact should be committee Chair. Committee consensus – employee manual to require training of newly elected and re-elected officials within the 1st 6 months following their election or re-election to office, and to provide a certificate of completion similar to , training programs offered by WI League of Municipalities.
6. Discussion and/or Action: Review Attorney Response to Proposed Ordinance 2-5, Section 3. Tabled until next meeting.
7. Discussion and/or Action: On Proposed Ordinance to Re-Create Section 2-5 of the Village Code to Address Conduct at Village Meetings and Recommendation to the Village Board to Set a Public Hearing Date. Motion by Frank Rewasiewicz and second by John Heintz Taylor to recommend Board approve Proposed Ordinance to Re-Create Section 2-5 of the Village Code to Address Conduct at Village Meetings. Pending Attorney's explanation of Trustee Hall questions presented during March 14, 2024 Village Board meeting. Motion carried.
8. Discussion and/or Action: Review the Submitted Engineering Service Proposals Received from Municipal Engineering Firms. Respondents were SEH, Ruckert-Mielke, Lynch & Associates. No response from RA Smith. Committee reviewed the proposals. Committee received comments from Dan Meier of Lynch and Associates, that if contracted, Lynch and Associates would like to do the following: 1 – meet with the Board or Committee to review various engineering projects. 2 – Review grant opportunities in ARIP, LRIP and HISP regarding roads and Pacer ratings. 3 - – prefer to work on a 5 year plan 4 - experience in grant writing. 5 – provided 3-year service rates. Discussion reference information provided in their color binder, including services which are of similar capabilities as the other proposals received, and rates which were the lowest of all proposals received.
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9. Discussion and/or Action: Recommend Engineering Firm to the Village Board for Village Engineering Services. Motion by Frank Rewasiewicz, John Heintz Taylor second to recommend the engineering firm of Lynch & Associates to the Village Board for engineering services. Motion carried
10. Next Meeting Date: April 4, 2024 at 6:30 p.m.
11. Motion to Adjourn. Motion to adjourn at 8:05 p.m. by Frank Rewasiewicz, second by John Heintz Taylor. Motion carried.

Respectfully Submitted,

John Heintz Taylor, Chair