

**MEETING MINUTES**  
**PERSONNEL AND POLICY COMMITTEE**  
**July 2, 2024 @ 5:00 p.m. Meeting**

Call to Order: 5:06 p.m.

Roll Call: Present: Frank Rewasiewicz, Deb Hall, Mike McCormack

Others

Present: Dave Schoeder, Donna Samuels

1. Discussion and/or action as necessary: Staffing needs for the Village of North Prairie with recommendation to the Village Board.

The committee members discussed the resignation of Village Clerk/Treasurer, Virginia Keleher. The committee members further discussed the creation of the Administrator position for the Village of North Prairie. D. Hall stated that per information she has obtained, in order for qualified applicants for a position of this nature, the salary range needs to be \$85,000 to \$100,000, with 10 days PTO, all federal holiday off, health insurance stipend, and other typical benefits of a full time position. The committee discussed places to post employment ad.

2. Discussion: Confirm next meeting date. Next meeting set for July 9, 2024 @ 7:00 a.m.
3. Motion to Adjourn. Motion by D. Hall, 2<sup>nd</sup> by F. Rewasiewicz to adjourn at 5:38 p.m. Motion carries.

Deborah Hall, Chair  
Frank Rewasiewicz, Member  
Mike McCormack, Member

July 7, 2024