

VILLAGE OF NORTH PRAIRIE
Village Board Meeting
January 9, 2025 – 6:30 p.m.
Community Center – 130 N Harrison St.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Confirmation of Proper Notice of Meeting**
5. **Approval of December 12, 2024 – Village Board Meeting Minutes**
6. **Presentation of Civic Pride Award** and donation to Friends of Native Gardens
7. **Reports:** Building Inspector, Fire, Police, and Public Works Department
8. **PUBLIC COMMENT** – (No official action will be taken under Public Comment)
Note: Comments will be limited to 3 minutes per resident
9. **VILLAGE PRESIDENT**
 - a. Report to Village Board
 - b. Discussion and/or Action as Necessary: Resignation from Trustee Amber Pelligrino
 - c. Discussion and/or Action as Necessary: Appointment of Trustee Donna Samuels as Building & Grounds Chair
 - d. Discussion and/or Action as Necessary: Appointment of Trustee Dave Schroeder on to the Public Works, Building & Grounds Committee.
 - e. Discussion and/or Action as Necessary: Appointment of Trustee Dave Schroeder to Plan Commission as the Trustee appointment.
 - f. Discussion and/or Action as Necessary: Regarding the rate increase announced by the Prairie Village Water Trust, effective 1/1/25.
 - g. Discussion and/or Action as Necessary: To review dual-authenticity sign in process.
 - h. Discussion and/or Action as Necessary: To review and adopt the proposed organizational chart.
 - i. Discussion and/or Action as Necessary: To review the job description for the Deputy Clerk/Treasurer's position.
 - j. Discussion and/or Action as Necessary: To authorize the Village Administrator to post the employment ad.
 - k. Discussion and/or Action as Necessary: To authorize the Village Administrator to begin the hiring process for the Deputy Clerk/Treasurer's position.
 - l. Discussion and/or Action as Necessary: Extension of Nancy Zastrow's contract.
10. **VILLAGE ADMINISTRATOR/CLERK/TREASURER**
 - a. Report to the Village Board

11. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE (Police, Fire, Municipal Court)

- a. Report on discussion and/or action taken at previous meetings, reports or future agenda items

12. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE (Streets & Roads, Parks, Community Center, Civic Pride)

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.

13. PERSONNEL & POLICY COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.

14. FINANCE & FEE COMMITTEE

- a. Report on discussion or action taken at previous meetings, reports, or future agenda items.
- b. Discussion and/or Action as Necessary: Review and approve monthly bills and payroll.

15. Motion to Adjourn

Personnel matters are not an appropriate subject for this forum and should be referred to the Village Office. Any comments which may violate the individual rights of an employee and/or representative of the Village will not be permitted. It is possible that members or possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting(s) other than the governmental body specially 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.

**VILLAGE OF NORTH PRAIRIE
Village Board Meeting
December 12, 2024**

1. Call to Order

Village President Hall called the December 12, 2024, Village Board meeting to order at approximately 7:00 pm.

2. Roll Call

Roll call was taken with the following present: President Deb Hall, Trustee Donna Samuels, Trustee Mike McCormick, Trustee Dave Schroeder, Trustee Frank Rewasiewicz and Trustee Cheri Lampe.

Excused Absent: Trustee Amber Pellegrino

Also Present: Evelyn Etten, Police Chief Sal Tamez and Nancy J. Zastrow, Acting Clerk/Treasurer

3. Pledge of Allegiance

President Hall led the board in the Pledge of Allegiance.

4. Confirmation of Proper Notice of Meeting

Acting Clerk/Treasurer Zastrow confirmed the agenda was posted in three locations and on the Village website.

5. Approval of November 14, 2024 – Village Board Meeting Minutes

Trustee Samuels noted several errors in the minutes along with spelling errors.

Trustee Samuels moved, seconded by Trustee McCormick to approve the November 14, 2024, minutes with the corrections. Motion carried.

6. Reports: Building Inspector, Fire, Police, and Public Works Department

Monthly reports were included in the board agenda packet. There was no report from the Public Works Department or Building Inspector. Staff will follow up and make sure there are reports for next month.

7. PUBLIC COMMENT – (No official action will be taken under Public Comment)

Note: Comments will be limited to 3 minutes per resident

Trustee Rewasiewicz moved, second by Trustee Lampe to open public comment at approximately 7:10 pm.

Jon Russell – 416 Prairie View Drive – He is extremely concerned with traffic and speed in the neighborhoods and asked what the department is doing about this issue.

Village President Hall noted this will go to Police Chief for review and if not resolved will come before the Protective Safety Committee for review.

Mr. Russell also asked if the board agendas are on-line, he was looking for it and could not locate. The agendas are posted on the website and starting this meeting the full board packet will also be on the Village website.

President Hall moved, second by Trustee Samuels to close the public hearing at approximately 7:13 pm.

8. Public Hearing regarding Amending the Zoning Code of North Prairie Chapter I – 1 Industrial Zoning District Section 4.10 (10)

a. Motion to open the Public Hearing

President Hall moved, second by Trustee Lampe to open the Public Hearing at approximately 7:14 pm. Motion carried.

b. Public Comments on the proposed zoning amendment

President Hall explained this comes as a recommendation from the Plan Commission to amend 4.10(10) of the Zoning Ordinances. The amendment is to remove the wording “located in the Village”. This section will now allow any property owner the opportunity to voice concerns about proposed zoning applications. This is a direct result of the situation with the Laue property on Hwy ZZ, North Prairie.

Kevin Mickelberg – He thanked the board for taking this up, this has been very contentious for the neighbors. He encouraged the board to support and approve the amendment.

Katie Mickelberg – She stated she agrees with the amendment and explained the past twenty-two months have been rough. She appreciates the Village Board and Plan Commission and thanked President Hall for all the works on this.

Jon Russell – He inquired where this Laue property is located. President Hall explained the location is on Hwy ZZ and this amendment will be in effect moving forward with any other zoning issues.

President Hall read into record a letter from Jake & Michelle Trussoni – S55W32067 Cty Rd ZZ – they are in support of the amendment. (Letter is on file in Clerk’s office)

c. Motion to close the Public Hearing

President Hall moved, second by Trustee Rewasiewicz to close the public hearing at approximately 7:20 pm. Motion carried.

9. VILLAGE PRESIDENT

a. Report to Village Board

President Hall reported the Plan Commission approved a new business at their meeting. 117 N. Oakridge Drive will have a new towing business.

She attended a servant leadership roundtable through the League of Municipalities recently and stated there will be another one on December 20th. She encourages other board members to participate if they can. One thing she learned from the roundtable is that the governing bodies need to listen to the citizens. She reiterated if the board members have the time this session was valuable and interesting even to just listen in.

b. Discussion and/or Action as Necessary: Approval of Ordinance 2024-Z01 to Amend the Zoning Code of North Prairie Chapter I-1 Industrial Zoning District Section 4.10 (10).

President Hall explained this is amending the wording in the zoning code. The Plan Commission recommends approval, and the public hearing was conducted this evening.

Trustee Samuels moved, second by Trustee Lane to approve Ordinance 2024-Z01 as presented. Motion carried.

- c. Discussion and/or Action as Necessary: Approval of offer of employment to Evelyn Etten to serve as the Administrator/Clerk/Treasurer for the Village of North Prairie

President Hall explained this is the new offer of employment with Evelyn Etten and the Village. This offer will be effective January 1, 2025.

President Hall moved, second by Trustee Schroeder to approve the Employment Offer of Employment between the Village of North Prairie and Evelyn Etten to serve as the Administrator/Clerk/Treasurer beginning January 1, 2025. Motion carried.

- d. Discussion and/or Action as Necessary: Approval of termination of contract with Evelyn Etten to serve as the Administrator/Clerk/Treasurer for the Village of North Prairie

President Hall explained the previous contract with Evelyn Etten is effective through January 2, 2025, but will terminate as of December 31, 2024 as she will be on staff on January 1, 2024.

President Hall moved, second by Trustee Rewasiewicz to approve the termination of contract dated October 14, 2024, with Evelyn Etten effective December 31, 2024. Motion carried.

- e. Discussion and/or Action as Necessary: Changing the beginning time of monthly Village Board meeting from 7:00 p.m. to 6:30 p.m.

President Hall brought the starting hours of the board meeting for discussion item. Fee & Finance usually meets an hour before the board meeting and the members of the committee verbally agreed to start their meeting at 5:30 to allow the board meeting to begin at 6:30 pm. The board consensus was to change the meeting start time to 6:30 for the Village Board effective immediately.

President Hall moved, second by Trustee Schroeder to change the Village Board meeting times to 6:30 pm beginning with the January 9th, 2025, meeting. Motion carried.

- f. Presentation of Civic Pride Award to Gary Nickerson posthumously

President Hall explained the award would be posthumously. She spoke with his wife Debby Nickerson, and they agreed to postpone the award until January.

President Hall moved to suspend the rules to allow the public to speak to allow John Heinz Taylor – 318 N. Main St, to address the board. Trustee Rewasiewicz second. Motion carried.

John Heinz Taylor stated that his family would like to donate two trees in memory of Gary Nickerson, one tree to the family and one to the Village. The trees would be of his choosing and would not be available until April. He will contact Mrs. Nickerson and let her know of his offer and work with her as to where they should be planted.

10. VILLAGE ADMINISTRATOR/CLERK/TREASURER**Report to the Village Board**

E. Etten reported the following staff updates.

- Dave Molitor is out with rotator cuff surgery and is scheduled to come back December 19th with restrictions.
- Pauline Wigderson has resigned her position as part time Deputy Clerk.
- Melissa Rabay will be out of the office beginning January 16th and a return date has to be determined.

b. Discussion and/or Action as Necessary: Approve the remaining ARPA fund to be used to purchase an additional ExPress Vote voting machine and Badger Books i-Pads

There are funds remaining from ARPA funds. Staff are recommending using the funds to purchase another ExPress Voting machine and also to implement Badger Books. The voting machine is approximately \$4,000.00 and the I-pads for Badger Books are around \$750.00. There may some additional expenses with Badger Books, staff will check into the procedure for implementation. Discussion followed.

Trustee Samuels asked if Thunder Road Asphalt was paid in full along with the additional crack filling and how much of the ARPA funds were used for the 2024 road projects. The road projects were paid by both ARPA funds and General levy.

Acting Clerk Zastrow stated the Village may need to look at adding additional outlets to accommodate Badger Books. Trustee Rewasiewicz asked if the blinds/curtains for Village Hall be paid for with ARPA funds. Staff believe this would be an acceptable use of the funds.

President Hall moved, second by Trustee Schroeder to approve the usage of ARPA funds in the amount of \$14,506.30 and any additional interest to purchase and upgrade election equipment, including implementation of Badger Books and purchasing another ExPress Voting machine with staff discretion. Motion carried.

President Hall moved, second by Trustee Rewasiewicz to suspend the rules to allow Mr. Russell to address the board.

Jon Russell – asked if the board had an electrical quote. He stated this could be quite expensive to add outlets.

c. Discussion and/or Action as Necessary: Approve Resolution No. R09-2024 – Authorized Signature for withdrawal and disbursement of funds from all Village designated depositories.

E. Etten explained the Village should really have two signatures on all payable checks. Currently one signature is required.

President Hall explained there are two signatures on file at the bank and this would bring us to having four signatures on file. She suggests the Admin/Clerk/Treasurer, Deputy Clerk/Treasurer, Village President and Chairman of Fee & Finance.

President Hall moved, second by Trustee Rewasiewicz to approve Resolution No. R09-2024 Authorized signature for withdrawal and disbursement of funds from all Village designated depositories. Motion carried.

d. Update on Election deadlines for Spring 2025 Election

E. Etten explained in the agenda packet is a copy of the 2024 financial report. This is not final, but it does show the Village is financially okay.

Election deadlines, non-candidacy forms must be filled in the Clerk office no later than December 27th. Nomination papers are due to Village Hall on Tuesday, January 7th by 5:00 pm to be on the ballot in April.

11. PUBLIC SAFETY & PROTECTIVE SERVICES COMMITTEE (Police, Fire, Municipal Court)

a. Report on discussion and/or action taken at previous meetings, reports or future agenda items.

Trustee Mc Cormick reported a meeting was held last week regarding municipal court.

President Hall stated that we need to look at the fire agreement and also look at the percentage rates.

The Police Chief stated they have two unserviceable radios and will need to look at updating so we have four. Trustee Samuels stated the board will need to look at the department and the total needs.

b. Discussion and/or action regarding the safety and security of the Village Clerks office during court

Trustee McCormick reported on the recent meeting where the safety/security of the Clerk office was discussed. Chief Tamez drafted a SOP, and we will be working through this. Trustee McCormick reported several items that will be implemented immediately:

- Village Hall door to Clerk office will be locked on court night.
- The Bailiff will be located in front of the Clerk office door.
- The conference room will be utilized for payments.

Trustee McCormick has a meeting scheduled with the Judge on December 17, 2024 to discuss these items as well as other matters concerning the Municipal Court in more detail.

c. Discussion and/or action regarding the costs or future costs charged to the Municipal Court and other communities that use the Village of North Prairie's facilities.

Trustee McCormick explained discussion was also held regarding the costs of Municipal Court to the Village of North Prairie. There are duties that should be done by the court staff but because of their hours, it falls on the Village Clerk & staff and the Police Clerk. The Village also processes all disbursements and payroll for the court along with deposits. None of the other communities involved with the municipal court help us with the court. We need to make sure we are covering the costs so we can address them at budget time.

e. Discussion and/or action regarding the posted hours of the Municipal Court on our Village Hall and the recent issues of irritated citizens trying to make payment to the Municipal Court when they are not there during posted hours of operation.

The last item discussed at the meeting was the hours of operation for municipal court. Village Hall staff have been dealing more with disgruntled patrons wanting to pay their fines or to schedule court, but they are not in the office during normal business hours. This will be discussed with the Judge.

Trustee McCormick noted we are looking to the future and to see what the best for our staff and the court will be.

12. PUBLIC WORKS BUILDING & GROUNDS COMMITTEE (Streets & Roads, Parks, Community Center, Civic Pride)

a. Report on discussion or action taken at previous meetings, reports, or future agenda items.

The meeting was canceled – there are no updates.

b. Snow Removal Policy

President Hall requested the snow removal policy be on the agenda. She stated this had not been enforced and with D. Molitor on medical leave she wanted to make sure the Board was aware of the policy. She noted it is up to DPW to send the snowplows out. She noted past practice was when the county roads were being treated the Village would also send out its snow plows.

Trustee Samuels stated this was implemented when the current public works staff began to clarify the procedure to use. Discussion followed. Trustee Samuels will speak with the seasonal staff to make sure they are aware of this policy. Discussion was also held on educating the public. This policy will be put on the Village website.

13. PERSONNEL & POLICY COMMITTEE

Report on discussion or action taken at previous meetings, reports, or future agenda items.

President Hall noted the Personnel & Policy Committee will schedule a meeting in January to begin working on Employee Handbook and other staffing policies.

14. FINANCE & FEE COMMITTEE

a. Report on discussion or action taken at previous meetings, reports, or future agenda items.

Trustee Rewasiewicz reported on the meeting conducted tonight. Discussion was held on the rental of Community Room policy for collection and refund of security deposit.

The accounting firm (which also acts as the Village auditor) provided notice that they will not be available to work with the Village going forward due to staffing issues on their end.. Clarification was needed on who was going to draft the RFP for new accountant/auditor. E. Etten will create a draft RFP and bring it back to the committee for review and recommendation.

b. Discussion and/or Action as Necessary: Review and approve monthly bills and payroll.

Trustee Rewasiewicz moved to approve checks for the month in the amount of \$86,402.07 with two voided checks. Trustee Schroeder seconded the motion. Motion carried.

President Hall asked about paying former Village Board President Nickerson's estate for his time served on the Board and that we should do it in 2024. Discussion followed regarding this may have been paid out in November. E. Etten will check and if not will make the payment.

President Hall asked if all road projects have been paid for 2024. E. Etten explained she is confident all bills have been turned in and paid but will check with D. Molitor to make sure.

15. Motion to Adjourn

Trustee Rewasiewicz moved, second by Trustee Samuels to adjourn the December 10th, 2024, Village Board meeting at approximately 8:13 pm. Motion carried.

Respectfully submitted,

Nancy J. Zastrow
Acting Clerk/Treasurer

Village Clerk

From: Dave Molitor
Sent: Thursday, January 2, 2025 4:34 PM
To: Village Clerk; Dave Schroeder; Deborah Hall; Frank Rewasiewicz; Cheri Lampe; Michael McCormack; Donna Samuels
Subject: December DPW
Follow Up Flag: Follow up
Flag Status: Flagged

I was not here so best guess
Plow snow and salt as needed
Clean Village Hall as needed
Sort thru papers in Village Hall meeting room, what's needed and not needed.

Dave Molitor
North Prairie Public Works
Cell Phone: 262-470-9425
130 N Harsion Street
North Prairie, WI 53153
dave.molitor@northprairiewi.gov

North Prairie Police Department
Monthly Report
 December 2024

	Current Month	YTD*
Calls for Service	19	451
Citations/Charges	07	227
Parking Tickets	00	07
Warnings	00	29
Incident Reports	02	35

CITATIONS/CHARGES ISSUED

OAS after Registration Revoked, Suspended or Cancelled.

Operating while Suspended

Unreasonable and Imprudent Speed

Exceeding Speed Zone/Posted Limits

SQUAD MILES: & MAINTENANCE

SQUAD 687: 717

SQUAD 686: —

OTHER CALLS

911 Disconnect

Alarm-Business

Alarm-Residential

Animal at Large

Assist Citizen

Assist Citizen-PBT

Assist NPPD/EMT

Child Safety

Extra Patrol

Business Check

House Check

Matter of Record-WSD

ID Theft

Lost Items/Property

Matter of Record-WSD

Monitor School Zone

School Safety

Traffic Accident-Property Damage

HOURS:

CHIEF: 67.5

ASSISTANT CHIEF 36

PATROL 173.5

CLERICAL: 115.25

(7-2)

Work Shift Comparison

NORTH PRAIRIE POLICE DEPARTMENT

From 12/1/24 To 12/31/24

Date Run: 1/3/2025

Category: AssistNature of Incident

Assist Citizen
 Assist Citizen-PBT
 Assist NPPD/EMS
 Assist Waukesha Sheriff
 Child Safety
 Extra Patrol
 Matter of Record- WSD

<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
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1	1		
1			
	1		
1			
1			
1	2		
5	8	3	

Assist subtotals:

10	12	3	0
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Category: OrdinanceNature of Incident

Animal At Large

<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
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1			
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Ordinance subtotals:

1	0	0	0
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Category: ServiceNature of Incident

911 Disconnect
 Alarm - Business
 Alarm - Residential
 House Check
 School Safety

<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
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1			
	1	1	
		1	
	2		
2			

Service subtotals:

3	3	2	0
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Category: TrafficNature of Incident

Monitor School Zone
 OAS/OAR/Other License Violations
 Speeding Violation
 Traffic Accident - Property Damage

<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
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2			
2			
2	1		
	1		

Traffic subtotals:

6	2	0	0
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Grand Totals:

<u>1st Shift</u> <u>07:00 to 14:59</u>	<u>2nd Shift</u> <u>15:00 to 22:59</u>	<u>3rd Shift</u> <u>23:00 to 06:59</u>	<u>No Time Entered</u>
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20	17	5	0
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December 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Sarah	3 Justin H	4 Justin B	5 Justin H.	6 Violet 10a-10p	7 Violet 10a-10p
8	9 Brad	10 Brent	11 Kyle	12 Justin H	13	14
Sarah	Brad	Justin	Brent			
15	16 Justin H	17	18 Brent	19 Brent	20 Justin	21
Matt	Brent		Kyle			
22	23 Justin H	24	25	26	27	28
Matt	Brad			Justin		
29	30 Justin H	31 Justin B				
Brad						

(T)

(9-8)

Village Clerk

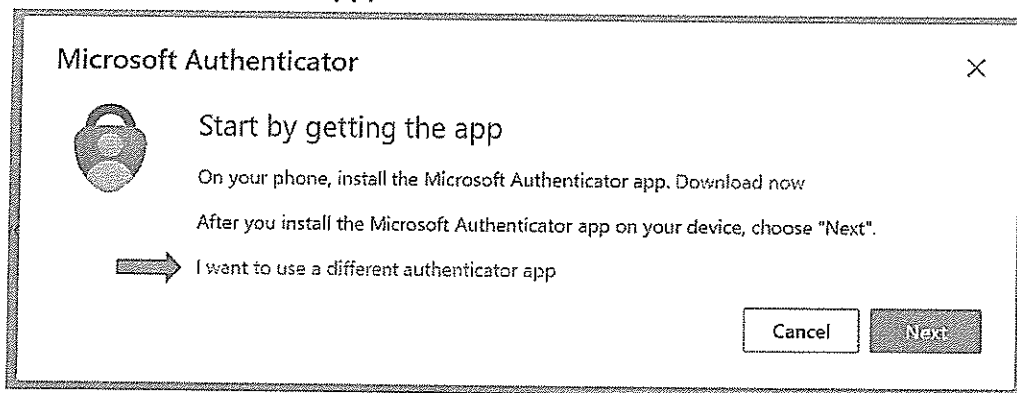
From: Bill Arendt <barendt@aeapro.com>
Sent: Friday, January 3, 2025 3:50 PM
To: Village Clerk
Subject: RE: Board Member's iPads or laptops

On the **Start by getting the app** page, select **Download now** to download and install the Microsoft Authenticator app.

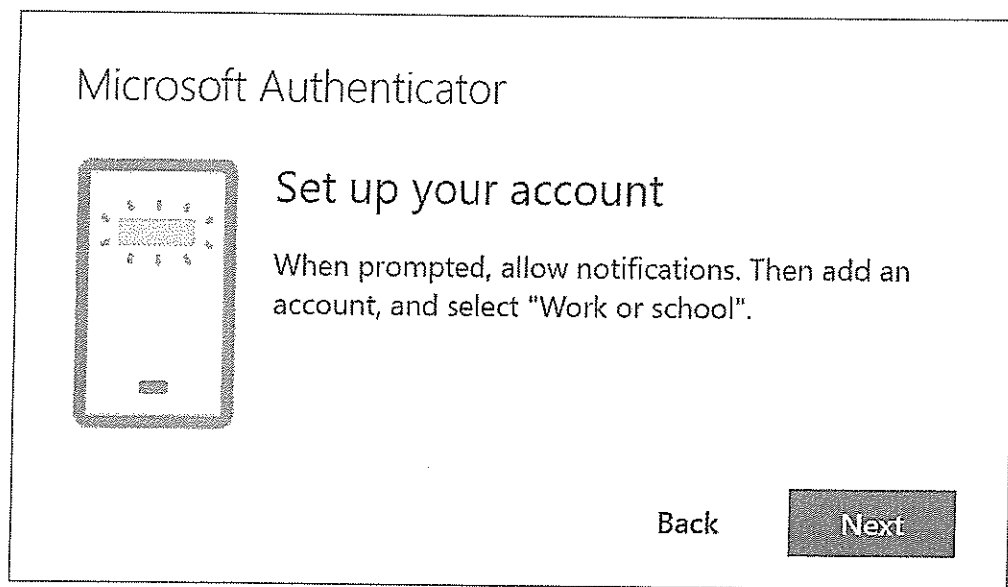
Scan the QR code matching your mobile device type, you can also get the authenticator app by [using this link](#).

If you can't scan the QR code, click the **Get the app** button under your mobile device type.

(If you prefer to use Google Authenticator instead of MS Authenticator, choose **I want to use a different authenticator app**):



Remain on the **Set up your account** page on your desktop or laptop while you set up the Authenticator app on your mobile device:



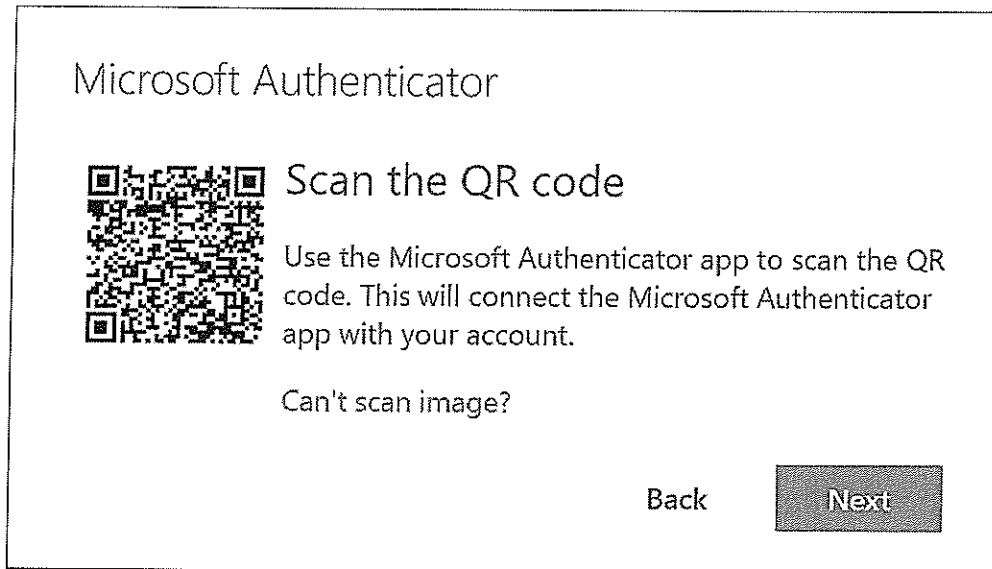
Open the Microsoft Authenticator app, select to allow notifications (if prompted), select **Add Account** then choose Work or School account. Choose Scan QR Code.

(If it takes you to a sign-in screen, click *cancel* then begin again by clicking Add Account, Work or School

account again. You are looking for the Scan QR Code prompt.)

Note: The first time you set up the Microsoft Authenticator app, you might receive a prompt asking whether to allow the app to access your camera (iOS) or to allow the app to take pictures and record video (Android). You must select **Allow** so the authenticator app can access your camera to take a picture of the QR code in the next step.

Return to the **Set up your account** page on your computer or laptop, and then select **Next**.
The Scan the QR code page appears:



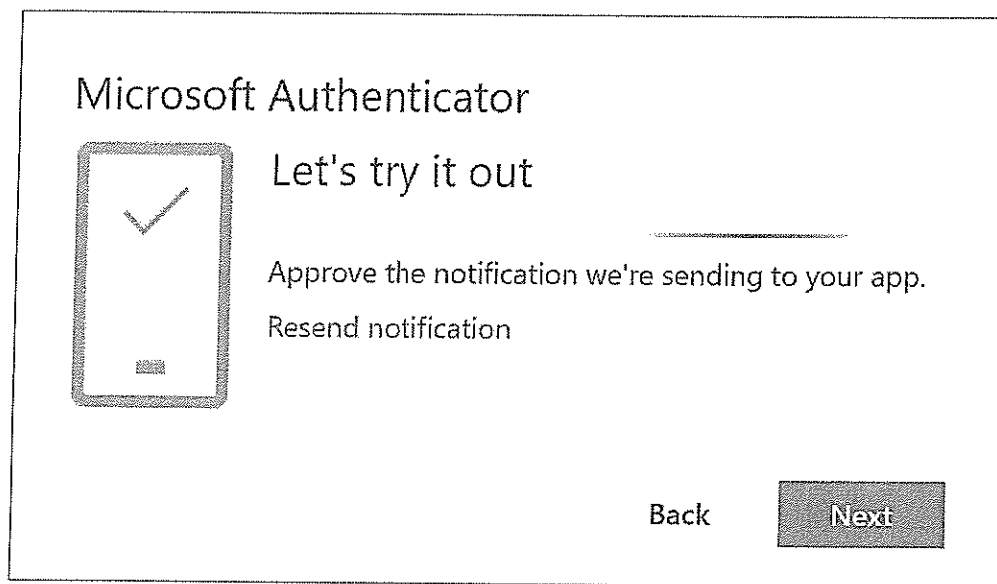
Scan the provided code with the Microsoft Authenticator app QR code reader, which appeared on your mobile device after you created your account in Step 6.

(If using Google Authenticator, open the authenticator app, click on the + in the bottom right, choose scan a QR code, and scan the QR code. This will connect your authenticator app with your account.)

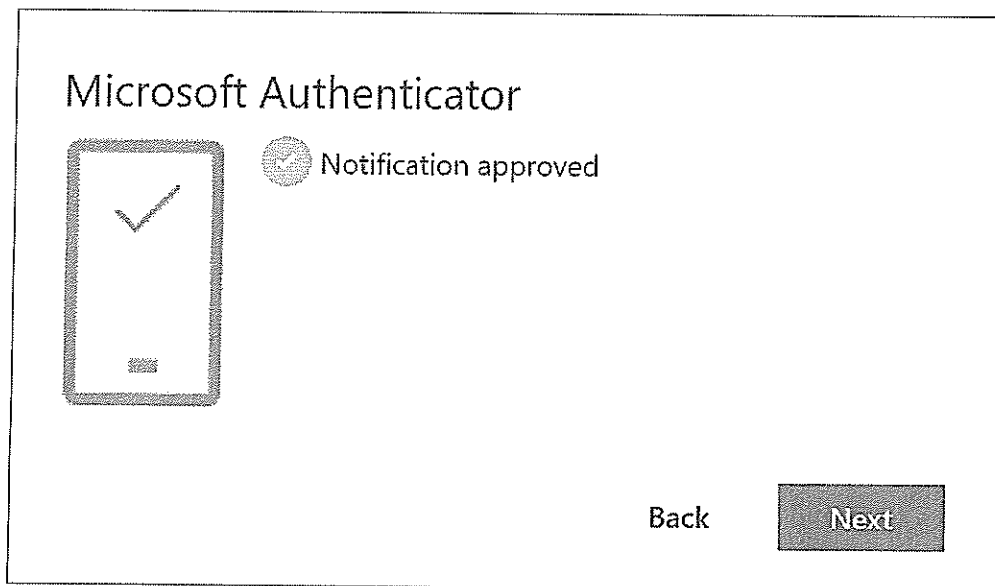
The authenticator app should successfully add your account without requiring any additional information from you. However, if the QR code reader can't read the code, you can manually enter the code and URL into the Microsoft Authenticator app.

Select **Next** on the **Scan the QR code** page on your computer. A notification is sent to the Microsoft Authenticator app on your mobile device, to test your account.

17-g)



Approve the notification in the Microsoft Authenticator app, and then select **Next**.
Your security info is updated to use the Microsoft Authenticator app by default to verify your identity when using mfa or password reset.



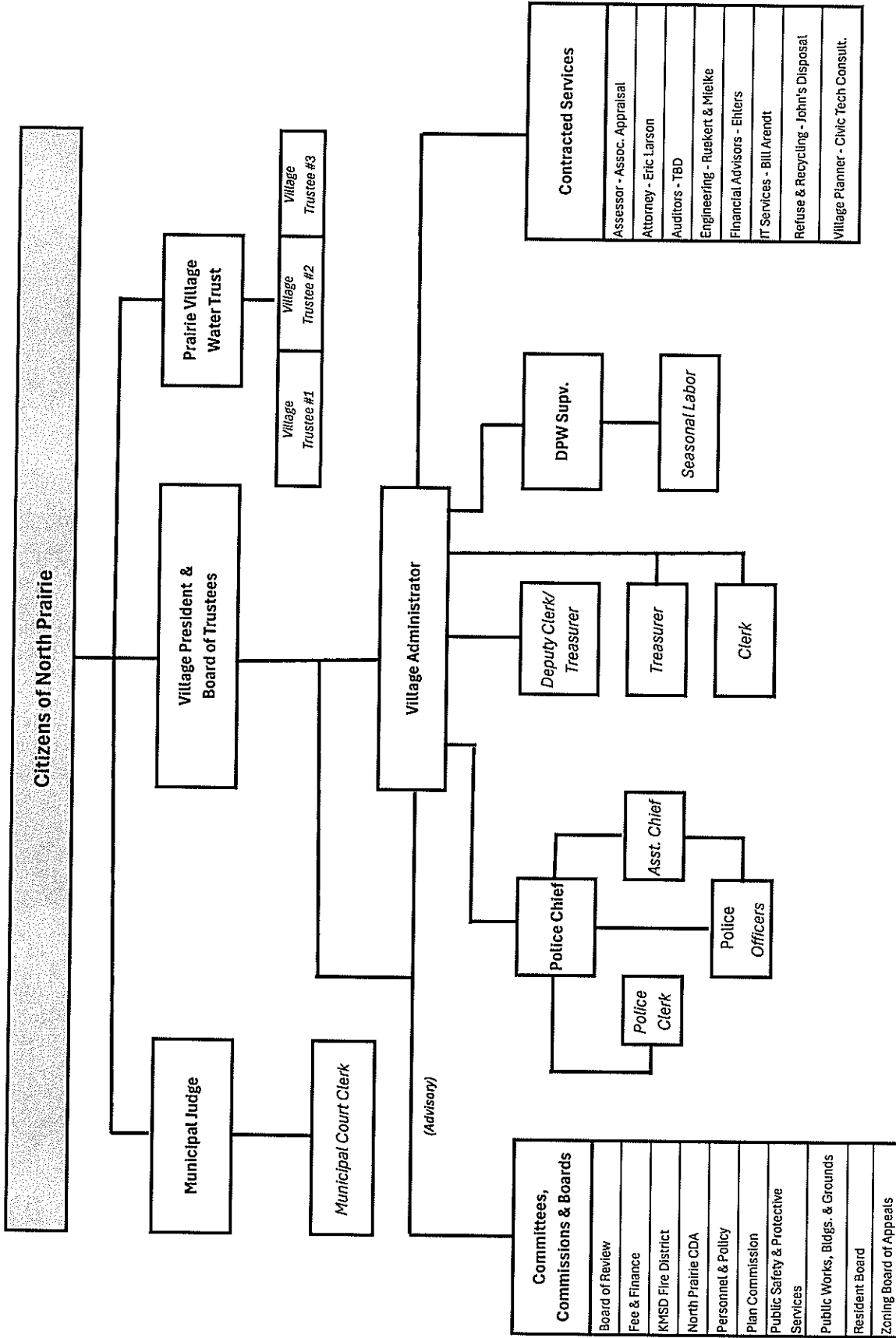
From: Village Clerk <clerk@northprairiewi.gov>
Sent: Friday, January 3, 2025 12:30 PM
To: Bill Arendt <barendt@aeapro.com>
Subject: RE: Board Member's iPads or laptops

Thanks, I appreciate it if I can get those by Monday, if possible.

Evie

From: Bill Arendt <barendt@aeapro.com>
Sent: Friday, January 3, 2025 11:43 AM

(9-h)



(9-i)

VILLAGE OF NORTH PRAIRIE, WISCONSIN
DEPUTY CLERK/TREASURER
Position Description

Title: Deputy Clerk/Treasurer
Department: Clerk's Office
Reports to: Administrator/Clerk/Treasurer

Status: Part-Time (15-20 hrs./wk.)
Revision Date: December 24, 2024
Adoption Date: January 09, 2025

- I. **PRIMARY FUNCTION:** The Deputy Clerk/Treasurer performs a variety of clerical functions in the Village Administrator/Clerk/Treasurer's office and assists with a variety of duties related to elections, the issuance of permits and licenses, the open records law, open meetings law, record keeping, and bookkeeping, as authorized by the Village Board, Village Administrator, and Wisconsin State Statutes. This is considered a confidential position.
- II. **ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned at any time.

GENERAL DUTIES

- Perform duties of the Village Clerk in Clerk's absence pursuant to SS61.25, Wis. Stats.
- Coordinate agendas, copy supporting documents for meetings, transcribe minutes for Plan Commission and various Committee meetings, and prepare agenda packets.
- Post meeting dates, agendas and minutes to the village website.
- Prepare and publish public hearing/legal notices with accuracy and detail including any required notification of surrounding property owners.
- Election process - registration management, scheduling, assist with training poll workers, managing Election Day activities.
- Maintain filing Ordinances, Resolutions, Village Board and other Committee books.
- Assist in the preparation of special assessment letters as requested by title companies.
- Assists with the maintenance and processing of all licenses issued by the Village.
- Process and maintain calendar for village hall community room and park rentals.
- Maintain dog/cat license records and prepare report for the Waukesha County Clerk settlement.
- Assist in managing incoming mail for distribution.
- Receive the public and answer questions; respond to inquiries from citizens and others and refer, when necessary, to the appropriate departments and answer phone calls.
- Perform Notary services.
- Act as ombudsman and distribute complaints received to the appropriate department(s) for processing.
- Type reports and letters as requested from various Village Departments, Boards, and Committees.

- Assist Administrator/Clerk/Treasurer with the processing of payroll and new employees as needed.
- Assist with the processing of accounts payable, accounts receivable, billing and bank reconciliation.
- Performs other related work as required.

III. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

- A. High school diploma or GED
- B. Knowledge of office procedures and terminology, calculators, copy machines, computer data entry, and websites.
- C. Preferred completion of an accredited two-year college program or course(s) leading to a degree program, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- D. Any prior municipal experience is a plus.

IV. ESSENTIAL SKILLS OF THE JOB

- A. Ability to communicate effectively orally and in writing.
- B. Ability to utilize computer programs, office equipment and website experience.
- C. Ability to multi-task and solve problems.

V. WORK ENVIRONMENT: The work environment is reflective of the responsibilities described in the major duties and responsibilities. Work is performed in an office environment. Contact with employees, vendors, public and governmental agencies are required.

VI. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS:

- A. Must be able to sit, stand, bend, walk and climb with or without back support.
- B. Able to lift up to 25 pounds.
- C. Must have the dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.

VII. ADDITIONAL REQUIREMENTS:

- A. Compliance with the conditions of employment as stated in the Village of North Prairie Handbook.
- B. Must keep current with new computer technology which would benefit the Village and its residents.
- C. Take an oath of office.
- D. Implement the policy directives of the Village Board.

The Village of North Prairie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

(7-2)

Village of North Prairie Deputy Clerk/Treasurer Position

The Village of North Prairie (pop. 2,100) is searching for a candidate to fill the position of Deputy Clerk/Treasurer.

The Village of North Prairie is seeking an energetic and qualified individual to fill the vital role of the Deputy Clerk/Treasurer. This position is a critical link, as it's the first contact between the residents of the Village of North Prairie and their local government. An energetic and enthusiastic person is encouraged to apply and join our team.

Schedule: Monday – Wednesday – 9:00 am – 1:00 and every other Friday 9:00 am – 5:00 pm. Flex hours will be allowed due to possible evening hours for meetings and elections.

Successful candidates shall possess a minimum of a high school diploma, two to three years of related experience such as moderate administrative experience or municipal experience and strong communication and computer skills (Microsoft Office). Any experience in WisVote, Sage Accounting or other office/accounting software is preferred.

Hourly range: \$20.00 - \$22.00 depending on qualifications.

The Village of North Prairie is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities.

Applications and Resume' may be submitted electronically to clerk@northprairiewi.gov. Position is open until filled. A full job description may be found on the Village of North Prairie website at www.northprairie.net

VILLAGE OF NORTH PRAIRIE

Board Report – January 9, 2025

from the Village Administrator/Clerk/Treasurer

January 6, 2025

To: Village Board Members

Personnel/Policy - I have prepared an organization chart, a revised job description for the Deputy Clerk/Treasurer's position and I am working on updating the "Employee - Code of Conduct & Employee Manual. The organizational chart and the deputy clerk/treasurer's job description are being presented to the board at the January 9th board meeting for consideration. On the back of my memo is a draft calendar of the hiring timeline for the deputy clerk/treasurer's position. The employee manual (if completed) will be presented to the Personnel and Policy committee for review on January 21st.

Property Tax Bills – were mailed out mid-December and payments have been steadily flowing in either by ACH online payments, mail or drop off at the Village Hall. I am delivering the tax bills collected at Village Hall to the County Treasurer's office weekly. As of 1/3/25, we have received a total of \$2,334,600.11.

ARPA Funds:

- The final report for all the ARPA funds was completed and submitted on 12/26/24. We expended 100% of the funds we were awarded. I recently transferred \$68,000 from the ARPA bank account to reimburse the General Fund for expenses paid for ARPA.

Update on Spring Election:

- Non-Candidacy Forms – were submitted and received from Trustee Pelligrino on 12/24/24.
- Incumbents filing candidacy papers are:
 - Deborah Hall – Village President
 - Donna Samuels – Trustee
 - Frank Rewasiewicz - Trustee
- As of noon, on 1/6/25, the following residents submitted candidacy papers:
 - Andrew Harmann - Trustee
 - Dan Miresse – Village President & Trustee
- If necessary, the **Spring Primary date is February 18th, 2025.**
- The **Spring Election is April 1, 2025.**

Respectfully submitted,
Evelyn Effen

(10a)

January/February/March

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Submit employment ad to Waukesha Freeman, WI Municipal Clerk's Assoc., the League of Municipalities, & Village of North Prairie Website on January 10th.						
2	3	4	5	6	7	8
Application Reviews						
9	10 Initial Interviews AM	11	12 Initial Interviews PM	13	14	15
16	17	18 Second Interviews w/Personnel Comm.	19 Background Checks	20	21 Offer of Employment	22
23	24	25	26	27	28	1 March
2	3	4	5	6	7	8
9	10 Anticipated Start Date	11	12	13	14	15