

MEETING MINUTES OF PERSONNEL AND POLICY COMMITTEE
VILLAGE OF NORTH PRAIRIE
January 29, 2025 @ 8:30 a.m. meeting
North Prairie Village Hall - 130 N. Harrison Street
North Prairie WI 53153

Call to Order. D. Hall called the meeting to order at 8:30 a.m.

Roll Call. Trustees Rewasiewicz and McCormack, President Hall and Administrator Etten present

1. Discussion and/or action as necessary: Approval of October 7, 2024 meeting minutes. Motion by Rewasiewicz; second by McCormack to approve meeting minutes; motion carried.
2. Discussion and/or action as necessary: Deputy Clerk/Deputy Treasurer employment process. Etten stated she has received one application, and the applicant didn't fit the qualifications. She will continue to update the committee as needed. No action taken.
3. Discussion and/or action as necessary: Engagement of planning firm. The committee discussed the need for a planner as the prior planner retired. Motion by Hall; second by Rewasiewicz instructing Etten to draft a Request for Proposal for review by the committee; motion carried.
4. Discussion and/or action as necessary: Vacant Trustee position. Hall stated due to Trustee Pellegrino's resignation from her position effective 12/31/24, there are three options to fill the vacant position. Hold a special election, the board appoints a trustee at a future board meeting or do nothing until her term is over, which is April, 2025. Motion by Hall, second by Rewasiewicz to recommend to the Village Board the position remain vacant due to the April 2025 election that will fill this position; motion carried.
5. Discussion and/or action as necessary: Engagement of firm for review and rewrite of Village Zoning Code and comprehensive plan. The committee discussed needing an idea of cost relating to this item for 2026 budget cycle. Etten to draft a Request for Proposal for review by the committee.
6. Discussion and/or action as necessary: Mission Statement, Village Statement and Core Values for the Village of North Prairie with recommendation to the Village Board. The committee discussed the need for these items as means to guide the elected officials and staff of North Prairie in their commitment to provide the best for its citizens. Hall and Etten to work on drafting these for the committee's consideration at a future meeting. No action taken.
7. Discussion and/or action as necessary: Job Descriptions for Village employees with recommendation to the Village Board. Etten has obtained job descriptions for each department to the extent they were available. She will continue to collect and revise job descriptions. Tabled for discussion and/or action at a future meeting.
8. Discussion and/or action as necessary: North Prairie Employee Handbook with recommendation to the Village Board. Etten stated she has been working through the revisions to the handbook. Tabled for discussion and/or action at a future meeting.
9. Discussion and/or action as necessary: Policy regarding agendas and minutes for committees. Hall stated that she and Etten will be creating a policy to govern preparation and distribution of committee meeting agendas and minutes so that there is consistency across all committees. They will provide recommendations at a future meeting. No action taken.
10. Discussion and/or action as necessary: Ordinances and agreement relating to the Prairie Village Water Trust with recommendation to the Village Board. The Committee discussed the ordinances and Water Trust Agreement as it pertains to the Village of North Prairie. No action taken.

11. Discussion and/or action as necessary: Code Codification project. Etten to contact the company that is performing this service for the Village to obtain information regarding status, payment and next steps to move this forward. No action taken.
12. Discussion and/or action as necessary: Structure of Department of Public Works Department. Tabled for discussion and/or action at a future meeting.
13. Discussion and/or action as necessary: North Prairie Village Board Committees & Responsibilities with recommendation to the Village Board. Hall stated that she and Etten will be reviewing and revising the committee descriptions, names, etc. as this has not been done in at least ten years. They will provide recommendations at a future meeting. No action taken.
14. Motion to Adjourn. Motion by Hall, second by McCormack to adjourn at 9:49 a.m.; motion carried.

Submitted February 14, 2025
Deborah Hall, Chair