

**MEETING MINUTES FOR THE
VILLAGE OF NORTH PRAIRIE'S FINANCE, FEE AND INSURANCE COMMITTEE
JULY 10, 2025, AT 5:00 P.M.
MUNICIPAL CENTER – 130 N. HARRISON STREET**

1) Call to Order at 5:08 PM

2) Roll Call: Present: Trustee Dave Schroeder, Trustee Andy Harmann, Trustee Debbie Hall. Other Attendees: Trustee Lampe, Administrator Etten, Nancy Z., Carol S.

3) Discussion and/or Action: Approval of June 12, 2025, meeting minutes. Motion to approve as presented made by Hall, 2nd by Harmann, motion carried.

4) Discussion and/or Action: Review monthly bills and payroll with recommendation to the Village Board. Trustee Hall, being newly appointed to the Committee, asked to be brought up to speed regarding Chief Tamez and his work from home during medical leave. Etten advised Tamez has not resubmitted his timesheet as they had previously discussed. Etten will reach out again to attain closure on this matter. No action taken.

Discussion was had regarding the Committee's responsibilities in reviewing and double checking checks and corresponding invoices. It was determined it was not necessary for the Committee to recheck as double and/or triple checks are already in place.

There was further discussion that although State Statute requires bills be paid once a month, a Resolution could be made for clerks to pay bills as they are due "timely" rather than wait until the Board meets. This would prevent finance charges and allow for possible prompt pay discounts. Etten was directed to explore ordinances and possibly create a Resolution for adoption.

Motion by Schroeder to recommend the monthly bills and payroll to the Village Board as follows: Invoices, payable vouchers and payroll checks # 20159 - #20228 for \$149,453.60. Payroll Tax Liability/Benefits of \$11,477.46 paid by ach make a total of \$160,931.06 for the July 10th, 2025, Board meeting with voided check # 20168 (void/reissue as 20180), 2nd by Hall, motion carried. It should be noted that installment payment for the Kettle Moraine Fire District of \$71, 912 is included in the total amount.

5) Discussion and/or Action: Participation in the State of WI Health Insurance Plans(s). Discussion was brought up regarding the possible participation in the state health insurance plan as WRS approval opened the door for other benefits. Employee Trust Funds offers health

insurance. A resolution would be needed by October 1 should we opt to join the plan with a January 1 effective date. Also discussed life insurance options for new hires over 1200 hours. No action was taken.

6) Discussion and/or Action: Recommendation to approve the 2026 Exterior Re-Evaluation Contract with Associated Appraisal for the re-assessment. Discussion on reassessment contract by Associated Appraisal. Motion was made by Trustee Schroeder to approve the contract with Associated Appraisal for exterior revaluation of all taxable real estate in the Municipality pursuant to Wisconsin Statutes for the 2026 assessment year for the sum of \$40,500 not to exceed \$42,500 +/- mailing costs as presented. Seconded by Trustee Hall, motion carried.

7) Discussion and/or Action: Motion made by Trustee Hall to accept the five year Maintenance Assessment Service contract from Associated Appraisal as presented, seconded by Trustee Harmann. After further discussion, Hall amended her motion with the change of adding "NO" with regard to the Website Posting option. Harmann seconded amended motion and motion carried.

8) Discussion and/or Action: Village Hall Rental – Consideration for hourly rates for groups to host community programs or training was discussed. No action was taken.

9) Motion to adjourn. Motion to adjourn by Hall @ 6:27pm. 2nd by Schroeder, motion carried.

Minutes by Chairman Dave Schroeder submitted on 7/25/25