

**VILLAGE OF NORTH PRAIRIE
FINANCE COMMITTEE - MINUTES
AUGUST 14, 2025, AT 5:00 P.M.
MUNICIPAL CENTER – 130 N. HARRISON STREET**

1) Call to Order at 5:04 p.m.

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

3) Discussion and/or Action: Approval of July 10, 2025, meeting minutes. Motion to approve as presented made by Schroeder, 2nd by Hall, motion carried.

4) Discussion and/or Action: Review monthly bills and payroll with recommendation to the Village Board.

Discussion was had and clarifications were made as to amounts/purposes of a number of checks written.

Regarding Chief Tamez and his work from home during medical leave, Administer Etten advised Tamez had resubmitted his timesheet for 3 hours and it was accepted.

Motion by Schroeder to recommend the monthly bills and payroll to the Village Board as follows: Invoices, payable vouchers and payroll checks # 20229 - #20309 for \$111,827.85. Payroll Tax Liability/Benefits of \$12,051.95 paid by ach make a total of \$123,879.80 for the August 14th, 2025, Board meeting with voided check # 20245 (overrun), 2nd by Harmann, motion carried. Schroeder amended his motion to include additional voided checks #20283 and #20284. Harmann amended his 2nd and the motion carried.

5) Discussion and/or Action: Cost analysis & participation in the State of WI Health Insurance Plan(s). Discussion was again brought up regarding possible participation in the State health insurance plan. As presented, it appears we would be required to provide insurance even if one of our employees doesn't want or need it based on group size. Also, must be on "access plan" for the first year. It was decided to postpone a decision at this time. No action was taken.

6) Discussion and/or Action: Regarding cost concerns for WE Energies application for 39 Rite-of-Way Permits. WE Energies contacted Administrator Etten and said at the \$150 rate per permit, unless the Village made a concession to that amount that they would not be doing the gas main replacements and hook up relocations. Trustee Hall made a motion to authorize Etten to offer WE Energies a reduced permit fee of \$100 each. Motion 2nd by Schroeder.

Motion amended to allow Etten to negotiate as low as necessary but not less than \$75; Schroeder amended his 2nd. Motion carried.

7) Discussion and/or Action: Regarding 2024 & 2025, reimbursement billable items for legal, engineering & planning fees. Discussion to move the approximate \$7,000 associated with Laue litigation from reimbursement to legal expense. Administrator Etten was directed to copy bills and review court orders as to who pays legal fees. Outside of litigation, fees are billed back to applicants. Trustee Hall will review 2024 and see the approximate number of items to be billed back in 2025. No action was taken.

8) Discussion and/or Action: Set dates for departments to have budgets to the Finance Committee. Motion by Trustee Hall that preliminary budgets from Department Heads will be due to Administrator Etten by August 29, 2nd by Harmann. Motion carried.

9) Discussion and/or Action: Set dates for budget workshops in September or October. Budget must be adopted by November 13. Trustee Hall made a motion the first budget workshop be set for September 15 at 4:30 p.m., 2nd by Trustee Harmann. Motion carried.

10) Discussion and/or Action: Set target dates for budget process for November vote by board. No action taken.

11) Discussion and/or Action: Consideration for hourly rates for groups to host community programs or training - Request from Brooklife Church during temporary construction. Motion by Trustee Hall to allow Brooklife Church to use our village hall with the provision that (a) Administrator Etten confirm requested dates are available, (b) they clean up and leave community room as it was when they arrived and (c) suggest that in lieu of rental fee Brooklife make a donation to North Prairie in an amount they see fit, if any, for the requested use of the space. 2nd by Trustee Schroeder. Motion carries.

9) Motion to adjourn. Motion to adjourn by Harmann, at 6:27pm., second by Schroeder, motion carried.