

MEETING NOTICE & AGENDA

VILLAGE OF NORTH PRAIRIE

FINANCE COMMITTEE

September 11, 2025, AT 5:00 P.M.

MUNICIPAL CENTER – 130 N. HARRISON STREET

1. Call to Order
2. Roll Call
3. Discussion and/or Action: Approval of August 14, 2025, meeting minutes.
4. Discussion and/or Action: Review monthly bills and payroll with recommendation to the Village Board.
5. Discussion and/or Action: Letter to KMFD participants regarding KMFD agreement for 2026 percentage breakdowns.
6. Discussion and/or Action: Process for JMC billing for Evie's time spent on JMC activities.
7. Discussion and/or Action: Regarding the Finance Committee's responsibilities & functions.
8. Discussion and/or Action: Follow up on WE Energy's 39 Rite of Way Permits.
9. Discussion and/or Action: Regarding 2024 & 2025 reimbursement billable items for legal, engineering & planning fees. Application form for Plan Commission with Fees.
10. Motion to adjourn.

Dave Schroeder, Chair
Cheri Lampe
Andy Harmann

It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically 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.

Submitted by:

Evelyn Effen

Administrator/Clerk/Treasurer

September 9, 2025

**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, Administrator 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.

FINANCE COMMITTEE

The Finance Committee's responsibilities include budget oversight, financial planning, debt management, and ensuring compliance with financial regulations and providing financial analysis and recommendations to the Village Board.

Members:

- Three (3) Village Trustees
- Chairperson shall be one of the appointed Trustees.

Appointment:

- Members and Chair appointed by the Village President; confirmed by the Village Board

Term:

- One (1) year

Meetings:

- When: Once a month
- Where: North Prairie Village Hall

Key Responsibilities and Functions:

- Annual Budget preparation
- Annual review of Fee Schedule
- Review of monthly expenses and revenues
- Present monthly financial reports to the Village Board
- Review of budget on a quarterly basis to confirm departments are within budget; provide quarterly report to Village Board
- Recommending bank accounts and depositories for Village funds.
- Investigating options for borrowing funds
- Developing and implementing strategies for managing municipal debt
- Investigate ways to eliminate duplication of services, costs and expenditures.
- Review Insurance policies.
- Management of reassessment of all properties to maintain compliance with Wisconsin Department of Revenue requirements
- Review and implement investment activities and strategies.
- Sourcing of Grants
- Reviewing and supervising the implementation of auditor's recommendations
- Developing and overseeing the implementation of financial policies and procedures, including internal controls
- Establish financial goals and objectives that benefit the Village.
- Reviewing and recommending capital spending budgets.
- Ensuring compliance with financial regulations and reporting requirements
- Reviewing ordinances and resolutions having a fiscal impact on the Village
- Reviewing accounting procedures
- Regularly reporting to the Village Board on the committee's activities and progress

PLANNING COMMISSION AGENDA REQUEST FORM

Name of Person Making Request: _____

Property Owner: _____

Address: _____

Daytime Phone Number: _____

Date of Requested Meeting: _____

Agenda Item Requested: _____

Describe purpose and action requested: _____

Name of person(s) to attend the meeting: _____

I, the undersigned, have been advised that pursuant to the Village of North Prairie Code of Ordinance to utilize Section 66.60 (16), Wisconsin Statutes, if the Village Attorney, Village Engineer or any other Village professional provides services to the Village as a result of my activities, whether at my request or the request of the Village, I shall be responsible for the fees incurred by the Village. Also, I have been advised that pursuant to the Village of North Prairie Code of Ordinances, certain other fees, costs, and charges are my responsibility.

Signature of Property Owner

Signature of Responsible Party

Address of Property Owner

Address of Responsible Party

Received By

Date of Request

Village President approves this request on agenda.

Agenda requests must be submitted at least fifteen (15) working days prior to the scheduled meeting date. It will be the applicant's responsibility to complete and submit all forms and applications (where applicable) and submitted as stated above. Any forms not completed fully shall be returned to the applicant delaying any action by the Village Planning Commission.

<u>Section</u>	<u>Type of Fee</u>	<u>Fee/Charge</u>	<u>Units/Duration</u>
Public Site Acquisition and Improvement Fee			
10.7	Single-Family	\$650.00	unit
10.7	Multi-Family Dwelling	\$450.00	unit

Plan Commission Review Fees

Form 2	Preliminary Plat Review	\$500.00 + \$15.00 per lot	submittal
Form 3	Final Plat Review	\$375.00 + \$10.00 per lot	submittal
Form 4	Certified Survey Map	\$175.00 + \$15.00 per lot	submittal
Form 5	Rezoning Map Change	\$350.00	submittal
Form 5	Zoning Text Amendment	\$350.00	submittal
Form 6	Conditional Use	\$375 with site plan/ \$350 with no site plan	submittal
Form 7	Planned Unit Development	\$425.00	
Form 8	Site Plan and Architectural Review	\$250.00 + \$15/1,000 sq ft or res unit	
Form 9	Sign and Outdoor Lighting Permit	\$50.00	submittal
Form 10	Annexation/Attachment	\$200.00/\$50.00	submittal
	Pre-Application Review	\$250.00	submittal
	Re-Submittal of Plans	\$175.00	submittal
Form 11	Plan of Operations	No Fee	submittal
Form 12	Variance	\$400.00	appeal