

MEETING NOTICE & AGENDA
VILLAGE OF NORTH PRAIRIE
SPECIAL BOARD MEETING MINUTES
MUNICIPAL CENTER – 130 N. HARRISON STREET, NORTH PRAIRIE WI
November 18, 2025, at 4:30 P.M.

1. Call to Order – President Miresse called the meeting to order at 4:30 p.m.
2. Roll Call – Present: President Miresse, Trustee Samuels, Trustee Hall, Trustee McCormack. Absent: Trustee Lampe, Trustee Schroeder, Trustee Harmann
3. Pledge of Allegiance
4. Discussion and/or Action: Waiver of Board Members pay for November 18, 2025 – Trustee Samuels motioned to waive board member's pay for this meeting, second by Trustee Hall, no further discussion, **motion carried 4/0**.
5. Discussion and/or Action: Consider possible extension of date of resignation of Melissa Rabay – Trustee Samuels summarized the events to date from the last Public Safety meeting, stating that the committee voted to increase the officer's pay, the department lead pay, and the Police Clerk pay. Melissa Rabay initially resigned her position, effective 11/28/25. Officers Timm and Lipovsek are willing to step up in the temporary role of "shared department leads", (shared because one works days and one works nights at their full-time jobs, which allows one of them to be available when necessary) providing on whether Melissa stays or not. They stated that they are not familiar with our software system and Melissa is the "Rock" of the police department and its software. They said they would need her to assist them with necessary software activities & reporting as required by the state. There was a motion made at the last Public Safety meeting to have Melissa reconsider her resignation date to the end of December, with month-to-month re-evaluations based on need. She would be able to work up to 32 hours per week. The committee gave her until 5:00 p.m. on Tuesday, November 18th to inform the administrator of her decision, to which you have her email response in front of you now for consideration.

Deb Hall stated, how do we ensure that someone else will be learning what Melissa does? Some board members felt that six months was too long and that the committee needs to "right the ship" before six months. Further discussion was held.

Trustee Hall motioned to counteroffer the request to extend Melissa Rabay's resignation date to March 31, 2026, with a \$5,000 bonus at the end of December 2025, seconded by Trustee Samuels. Additional discussion was held. Trustee Hall stated, call the question. Ayes – 3, Nays – 1, no further discussion, **motion carried**,

3/1. Trustee Hall asked Administrator Etten to put the counteroffer in writing, then advise the board upon receipt.

6. Discussion and/or Action: Increase in hourly wages for the positions of patrol officers, police clerk and officer position within the Police Department –

Trustee Samuels motioned to approve the increase in pay for the Police Dept. based on the Public Safety Committee's recommendation – Department Leads (2) - \$35.50/hr.; Officer pay - \$34.00/hr.; and Police Clerk pay - \$30.00/hr., effective November 1, 2025, seconded by Trustee McCormack, no further discussion, **motion carried, 4/0.** Trustee Hall asked Administrator Etten to please email the full police department to say that the board approved the rate increase(s) at tonight's Special Board Mtg. effective November 1, 2025.

7. Motion to adjourn – Trustee Hall motioned to adjourn the meeting at 5:44 p.m., seconded by Trustee McCormack, no further discussion, **motion carried, 4/0.**

It is possible that members of and possibly a quorum of members of other government bodies of the municipality may attend 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 Etten

Administrator/Clerk/Treasurer

Nov. 24, 2025