

MEETING NOTICE & AGENDA
VILLAGE OF NORTH PRAIRIE
FINANCE COMMITTEE
December 11, 2025, AT 5:00 P.M.
MUNICIPAL CENTER – 130 N. HARRISON STREET

Pursuant to the requirements of Section 19.84, WI Stats., notice is hereby given of a meeting of the Village of North Prairie Finance Committee, at which a quorum of the Village Board may be in attendance to gather information about subjects which they have decision making responsibility. Notice of Village Board Quorum, (Chairperson to announce the following if a quorum of the Village Board is in attendance at the meeting: Please let the minutes reflect that a quorum of the Village Board is present.)

1. **Call to Order**
2. **Roll Call**
3. **Discussion and/or Action:** Approval of the Finance Committee minutes from November 13, 2025.
4. **Discussion and/or Action:** Review of Citizen's Bank Statement.
5. **Discussion and/or Action:** Review of monthly journal entries.
6. **Discussion and/or Action:** Review of the monthly bills and payroll with recommendation to the Village Board.
7. **Discussion and/or Action:** Review any billable reimbursements for legal, engineering and planning fees.
8. **Discussion and/or Action:** Tracking of permit fees and proper invoicing for "The Glens" Project.
9. **Discussion and/or Action:** Review 2024 Final Audit and Governance Acceptance Letter
10. **Discussion and/or Action:** Review League Insurance – Coverage Changes to our policy as of 1/1/26.
11. **Discussion and/or Action:** Set date & time for additional monthly finance meeting
12. **Discussion and/or Action:** Village Clerk PTO time / policy
13. **Discussion and/or Action:** Full-Time Health Insurance Stipend Policy
14. **Motion to adjourn**

Dave Schroeder, Chair
Deborah Hall
Andy Harmann

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

Dec. 8, 2025

**MEETING MINUTES FOR THE
VILLAGE OF NORTH PRAIRIE'S FINANCE COMMITTEE
NOVEMBER 13, 2025, AT 5:00 P.M.
MUNICIPAL CENTER – 130 N. HARRISON STREET**

1) Call to Order at 5:01 p.m.

2) Roll Call: Present: Trustee Dave Schroeder, Trustee Andy Harmann, Trustee Debbie Hall. Other Attendees: Administrator Etten, Village President Dan Miresse, Carol S. (Let the minutes reflect that a quorum of the Village Board is present.)

3) Discussion and/or Action: Approval of October 9 and October 22, 2025, meeting minutes. Motion to approve as presented made by Schroeder, 2nd by Harmann, motion carried.

4) Discussion and/or Action: Review of Citizens Bank Statements. Discussion around moving a portion of funds to higher yield account(s). No action taken.

5) Discussion and/or Action: Review of Monthly Journal Entries. Hall made a motion stating reviewed monthly journal entries and approved the same; 2nd by Schroeder, motion carried.

6) Discussion and/or Action: Review monthly bills and payroll with recommendation to the Village Board. Motion by Hall to recommend the monthly bills and payroll to the Village Board as follows: Invoices, payable vouchers and payroll checks #20438 - #20503 of \$75,482.61 and Payroll Tax Liability/Benefits of \$10,979.61 paid by ach make a total of \$86,462.22 for the November 13th, 2025, Board meeting with #20465 (roof repairs) held pending confirmation work has been completed satisfactorily, and including two voided checks (20461, 20467); 2nd by Schroeder, motion carried.

7) Discussion and/or Action: Review Fee Schedule. No action taken.

8) Discussion and/or Action: Fee Schedule Resolution 2025-05R. Update Resolution 2025-05R to 2026 with effective date January 1, 2026. Hall made motion the Committee recommend to the Board the adoption of fee schedule 2025-05R with the following changes: 2026 Schedule of Fees (not 2025) reflected in title and body with effective date January 1, 2026, 2nd by Schroeder, motion carried.

9) Discussion and/or Action: Review alternative formulas for the KMFD. Discussion continued regarding intermunicipal split of fire budget and next steps make an equitable split. Alternative formulas were explored. Trustee Harmann was asked to take the lead on working with the Eagles to provide a fresh representation of ideas and need to progress on negotiations. Discussion only.

10) Discussion and/or Action: Update JMC billings/payments made to Village of North Prairie. The amount of time Administrator Etten is spending on JMC matters appears to be leveling off but remains an issue. It was determined that JMC Reimbursement should be discussed further at a separate meeting in the near future due to tonight's time restraints.

11) Discussion and/or Action: Review any billable reimbursements for legal, engineering and planning fees. Postponed

12) Discussion and/or Action: Review of the 2024 Final Audit and Governance Acceptance Letter. Postponed.

13) Discussion and/or Action: Set date & time for an additional monthly finance meeting, if necessary. Further discussion is to be had at the December meeting and date will be set for January.

14) Motion to adjourn. Motion to adjourn by Schroeder, 6:23 pm., second by Harmann, motion carried.

Minutes by Chairman Dave Schroeder submitted on 12/6/25

VILLAGE OF NORTH PRAIRIE

CHECK REGISTER APPROVAL - A/P & P/R

11-Dec-25

Last Check Approved on November 13, 2025:

20503

Checks Approved for:	11-Dec-25	Ck #20504 - 20567
Payroll Checks	\$ 22,588.93	20505 - 20524
Accounts Payable Checks	\$ 49,824.38	20504, 20525 - 20567
Payroll Tax Liability/Benefits	\$ 12,749.71	
Total Check Run Approved	\$ 85,163.02	

VOID Check(s): 2

20450V

Vold Payment

20550

Overrun