

**JANUARY 7, 2026 MEETING MINUTES
COMMUNICATION AND PERSONNEL COMMITTEE
VILLAGE OF NORTH PRAIRIE**

Call to Order: 4:02 p.m.

Roll Call: Present – Committee Members Mike McCormack, Cheri Lampe and Deb Hall
Others Present – Administrator Evelyn Etten

Confirmation of Proper Notice of Meeting – Chairperson Hall confirmed the meeting was properly noticed.

1. Discussion and/or Action: Approval of September 9, 2025 and November 5, 2025 meeting minutes. **D. Hall stated approving the September 9, 2025 meeting minutes was not needed as they were previously approved. Motion D. Hall; second by M. McCormack to approve the November 5, 2026 meeting minutes. Motion carried unanimously.**
2. Discussion and/or Action: Policy regarding naming of Ordinances, Resolutions and Policies. **D. Hall presented a written policy for the Committee’s review. Motion by D. Hall; second by C. Lampe to recommend the Village Board approved the written policy as presented. Motion carried unanimously.**
3. Discussion and/or Action: Policy regarding Board, Committee and Plan Commission packets. **The committee continued discussion on the extensive amount of paper that is used for these items. The committee agreed that committee agendas, packets and meeting minutes should not be printed unless requested by the specific committee members. These items for board meetings and plan commission should continue to be printed for the board members and plan commissioners. D. Hall to create a policy for the committee’s consideration. No action taken.**
4. Discussion and/or Action: Snow removal ordinance and review of snow removal policy. **Fire Chief Dan Nottling requested the Village review its current ordinance and address removal of snow from fire hydrant areas as the Village’s current ordinance does not include this. D. Hall presented Ordinance #2026-02 regarding Snow and Ice removal for the committee’s consideration. Motion by D. Hall; second by M. McCormack to recommend the Board approve the ordinance as presented; motion carried unanimously.**
5. Discussion and/or Action: Administrator/Clerk/Treasurer’s attendance at meetings. **Based on statements made by Administrator Etten, D. Hall stated that her attendance at committee meetings is cutting into time she needs for her regular duties. The committee decided that Administrator Etten’s attendance at committee meetings will only occur upon request by the respective committee Chairperson.**
6. Motion to adjourn. **Motion to adjourn by D. Hall, second by M. McCormack to adjourn 4:57 p.m. Motion carried unanimously.**

Submitted February 16, 2026
Chairperson Deborah Hall