



# ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

January 23, 2025 at 5:30 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

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## 1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call
  - PRESENT
  - Kelly Coyle
  - Chris Voll
  - Mary Solheim
  - Jordyn Wadle-Leff (entered late)
  - ABSENT
  - Terry Lewis-Birkett

## 2. ANNOUNCEMENT OF CLOSED SESSION

## 3. PUBLIC COMMENT

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

## 4. NEW BUSINESS

- C. Discussion & Possible Action: Memo of Understanding: Union Wage increase for Planning Tech Position  
Motion by Voll/Coyle to recommend the Village Board approve union wage increase for planning tech position to match other union office staff. Motion carried 3:0 by voice vote.
- D. Discussion & Possible Action: 2025 Kronenwetter Held for Cause Contract  
Motion by Coyle/Solheim to recommend Village Board approve the 2025 Kronenwetter Held for Cause Contract. Motion carried 3:0 by voice vote.
- E. Discussion & Possible Action: RFP for Attorney  
Chris Voll explains why there are no packet materials for this item. The Village received one response from an attorney, however they withdrew the request due to conflict of interest. No actions taken.
- F. Discussion & Possible Action: Interim Finance Director  
Chris Voll reviews his last two months trying to find and hire an interim Treasurer. Robert Half was able to offer two candidates, both great, one of the candidates has much more experience in municipal accounting than the other. Voll discusses the differences between the candidates and who he believes would be more fit for our location. Motion by Wadle-Leff/Coyle to recommend Village Board approve the contract with Robert Half- John Jacobs. Motion carried 4:0 by voice vote.

## CLOSED SESSION

Consideration of motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the

governmental body has jurisdiction or exercises responsibility – to wit Wage Compensation for added duties:

Jennifer Poyer, Sarah Fisher, Kimberly Coyle

Consideration of motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)( c ) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility –Review of Village Clerk Resumes

Motion by Wadle-Leff/Solheim to convene into closed session. Motion carried 4:0 by Roll Call

#### **RECONVENE OPEN SESSION**

Consideration of motion to reconvene into open session.

APC reconvened into open session.

#### **ACTION AFTER CLOSED SESSION**

Motion by Voll/Wadle-Leff to recommend staff set up interviews with candidates. Motion carried 3:0:1 obtention (Kelly Coyle) by voice vote.

Motion by Voll/Wadle-Leff to recommend Village Board reach out to the Union representative to discuss a possible bonus for the three office individuals. Motion carried 3:0:1 obtention (Kelly Coyle) by voice vote.

#### **5. CONSIDERATION OF ITEMS FOR FUTURE AGENDA**

Handbook Revision

#### **6. NEXT MEETING: February 20, 2025**

#### **7. ADJOURNMENT**

Motion by Voll/Wadle-Leff to Adjourn. Motion carried 4:0 by voice vote.

***NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.***

**Posted: 01/22/2025 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)**

**Faxed: WAOW, WSAU, City Pages, Mosinee Times | Emailed: Wausau Daily Herald, WSAW, WAOW, Mosinee Times, Wausau Pilot and Review, City Pages**