



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

June 15, 2026 at 5:00 PM

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

1. CALL MEETING TO ORDER

Trustee and Chairperson Jessica Stowell called June 15th, 2026 Administrative Policy Committee to order at 5:00 P.M.

A. Pledge of Allegiance

Those in attendance were invited to stand and recite the Pledge of Allegiance.

B. Roll Call

PRESENT: President Joling, Mary Solheim, Jessica Stowell

ABSENT: Citizen Member Chris Kluz, Citizen Member Guy Fredel

STAFF: Finance Director John Jacobs, Administrator James Davel, Account Clerk Samantha Heis, Utility Clerk Kimberly Coyle

2. PUBLIC COMMENT

No Public comments were made.

3. APPROVAL OF MINUTES- DISCUSSION AND POSSIBLE ACTION

C. May 19, 2026 Administrative Policy Committee Meeting Minutes

Motion by Mary Solheim/President Joling to approve the Administrative Policy Committee Meeting Minutes from May 19th 2026. Motion carried by voice vote. 3:0

4. REPORTS AND DISCUSSIONS

D. 2024 Audit Review

Finance Director John Jacobs presented his 2024 Audit Review from the auditors. He said there are a number of things the Village can improve upon. He answered questions from the committee about the challenges the Village finances since he has taken on the role.

E. 2020-2024 Comparison Stats For Past Five Audits

Finance Director John Jacobs presented his 2020-2024 Comparison Stats for past five audits. He answered questions from the committee regarding the future of the Village finances.

5. NEW BUSINESS- DISCUSSION AND POSSIBLE ACTION

F. Assessment and Revaluation Services Proposals

Motion by President Joling/Mary Solheim to approve to recommend the Associated Appraisal option number 2 price quote to the Village Board. Motion carried by roll call vote. 3:0. Finance Director John Jacobs presented the 3 different RFP proposals for assessment/revaluation services. He stated that RFP contract through 2031 to APC and the Village Board for recommendation on June 22nd 2026 to provide the assessment firm to begin working on the 2026-2027 revaluation of all Village properties on 07/01/2026 or thereafter.

G. Soli Sax Quartet Musician Contract for National Night Out

Motion by Mary Solheim/President Joling to approve recommendation to the Village Board the Soli Sax Quartet Musician Contract for National Night Out for August 4th 2026. Motion carried by voice vote. 3:0 Trustee and Chairperson Jessica Stowell said all funding for this contract is being paid for by our TDS sponsorship.

H. Budget Amendments #1 and #2

Budget Amendment #1: Motion by President Joling/Mary Solheim to concur with the recommendation from the Finance Director John Jacobs on the budget adjustments as were presented during the discussion of the financing for a new 2026 truck for the Public Works Department. Motion carried by roll call vote. 3:0 Administrator James Davel said there was an issue with the transmission. He said that they went to the Village Board first and the Village Board approved the purchase of this new truck and now just need APC to approve the adjustment of the budget to pay for this vehicle.

Budget Amendment #2: Motion by President Joling/Mary Solheim to approve a 2026 budget for the newly created special parks committee. Motion carried by roll call vote. 3:0 Finance Director John Jacobs said this was a board action taken back on June 8th 2026 that they create a special parks committee. Committee will be made up of 2 Village Board members with an addition to 5 citizen members who get paid per meeting they attend. He said they would need to find funding for the 5 citizen members. He said that he would reallocate costs from the Admin Policy Committee budget (presently budgeted at 18 meetings in 2026) and Board of Appeals Committee budget (presently budgeted at 4 meetings in 2026), and move the funds to the Special Parks Committee budget for 2026.

6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

7. NEXT MEETING: July 21 2026

8. ADJOURNMENT

Motion by President Joling/Mary Solheim to adjourn. Motion carried by voice vote. 3:0

Meeting adjourned at 5:55 P.M.

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: 06/11/2026 Kronenwetter Municipal Center and www.kronenwetter.org

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

Minutes prepared by _____