



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

February 20, 2024 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

Present: Voll, Coyle, Solheim, Wadle-Leff, McCarthy(phone)

2. 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.

Bernie Kramer 2150 E State HWY 153 Peplin, WI 54455 expressed concern on multiple issues including the amendment process, financial reporting, fund budget deficit, and concerns about funds being taken out of reserve accounts. Bernie stated there is weaknesses in financial reporting and was opposed to taking money from reserve funds.

David Baher 690 Happy Hollow Rd, Kronenwetter WI 54455 offered his support for ongoing county negotiations with Marathon County solid waste.

3. APPROVAL OF MINUTES

- C. Approval: November 21, 2023 Minutes

Motion by McCarthy/Coyle to approve November 21, 2023 APC minutes as presented. Motion carried 5:0 by Voice Vote.

- D. Approval: December 19, 2023, Minutes

Motion by McCarthy/Solheim to approve December 19, 2023 APC minutes as presented. Motion carried 5:0 by Voice Vote.

- E. Approval: January 16, 2023, Minutes

Motion by Wadle-Leff/Coyle to approve January 16, 2024 APC minutes as presented. Motion carried 5:0 by Voice Vote.

4. REPORTS AND DISCUSSIONS

- F. Treasurer's Report

Multiple reports were discussed respecting financials, audit, administrative report, and treasury board. Lisa-Finance Director mentioned an absence of financials due to ongoing auditing. Leonard-Administrator presented an updated report, highlighting special meetings, employee procedure reviews, director hiring processes, legal services RFP, contractual reviews, and planning for future actions.

Leonard-Administrator also addressed areas where improvements are needed, including leadership meetings and developing standardized hiring processes and professional development plans for employees.

- G. Administrator's Report

Leonard-Administrator addressed areas where improvements are needed, including leadership meetings and developing standardized hiring processes and professional development plans for employees.

5. OLD BUSINESS

H. Discussion & Possible Action: Ordinance 227, Burning Permits

The committee discussed the proposed modifications to Ordinance 227 regarding open burning fire permits. Chief O'Brien pointed out changes aimed to streamline the permit process and manage control over burning activities more effectively. After reviewing the suggested modifications, the committee agreed to forward the revised ordinance to the village board. Motion by Coyle/Wadle-Leff to approve and recommend to the village board the revised burning permit as presented. Motion Carried 5:0 by Voice Vote.

I. Discussion & Possible Action: Marathon County Humane Society Intake Report and Contract

The existing contract with the Marathon County Humane Society required review and update to account for current services the village obtained for non-dog type surrenders. After feedback and review, it was advised to work with the Humane Society to amend the documents accordingly. Motion by Coyle/McCarthy to have staff update the Administrator on the contract and recommend Village approve contract as amended. Motion Carried 5:0 by Voice Vote.

J. Discussion & Possible Action: Village Ordinance 180-3

A recommended change was made to update the language of Village Ordinance 180-3 to reflect correct process procedures. The change was necessary to remove any ambiguity and ensure proper procedures are documented. The committee approved the changes and recommended to the village board for approval. Motion by Wadle-Leff/Solheim to amend Ordinance 180-3 to fix the two "Ks" and recommend Village Board approve as amended motion carried 5:0 By Voice Vote.

K. Discussion & Possible Action: FIN-004

The committee proposed restructuring the organization chart for better readability and clarity. Further cleanup and separation into different sections are expected to be done by the staff.

L. Discussion: Flow Charts

APC asked staff to work on flow charts for permits.

6. NEW BUSINESS

M. Discussion & Possible Action: Police MOU for Vacation Time

There were discussions on modifying the MOU to specify that vacation time is awarded starting January 1st, adjusting away from accrual upon employment anniversary. The committee accepted the revised MOU language as clearer and more consistent with general practice. Motion by Coyle/Voll to approve the MOU as updated and recommend it to the village board. Motion carried 5:0 by Voice Vote.

N. Discussion and Action: Budget Amendment #1

Discussions transpired over an unforeseen sale proceeds from the police squad car and how to allocate those funds within the budget. The suggestion was to designate the amount towards vehicle accident repairs. Regarding covering the fire truck debt missed in the 2024 budget, it was decided to propose a transfer from the undesignated funds until a more permanent solution could be established. Motion by Coyle/Voll recommend the Village Board approve Budget amendment #1 as presented. Motion carried 5:0 by Voice Vote.

O. Discussion & Possible Action: Finance Advisor

The committee discussed changing the finance advisor from PFM to Ehlers due to better communication and consistent work relationship with the latter. The recommendation to switch advisors was made, including discontinuing with PFM.

Motion by Coyle/Wadle-Leff to recommend Village Board cancel contract with PMF, have staff fix the cancelation letter as discussed and recommend Village Board hire Ehlers as Village Finance Advisor. Motion carried 5:0 by Voice Vote.

P. Discussion & Possible Action: New Policy - Filling Positions - Procedure

The discussion on creating a policy for the procedure of filling positions was covered; however, the administrator will work on refining the current draft to bring more clear and professional guidance before presenting back to the committee.

Q. Discussion & Possible Action: Standard Offer Letter

The conversation revolved around creating a standardized offer letter for all future hires, which would consist of elements common to all positions. Leonard will further develop this and represent a revised version.

R. Discussion & Possible action: Organization Chart

Discussion led to requesting staff reorganize the organizational chart to have a top-down flow starting with Village President.

S. Discussion & Possible Action: FIN-006

The committee identified the necessity to amend FIN-006 to better capture the process and avoid future oversights like the current absence of a solid waste contract. To rectify the practice, staff will review and bring back recommendations to the committee.

T. Discussion & Possible Action: Committee member compensation

The committee addressed the need to re-evaluate the compensation rates for committee members, which had not been adjusted for several years. A comparison with other municipalities was favored to ensure fairness.

U. Discussion & Possible Action: Marathon County Solid Waste

A discussion occurred regarding the contract with the Marathon County Solid Waste Department, with a need to refine contract duration periods and possible expected cost increases in the future.

Motion by Coyle/McCarthy to recommend Village Board approve the contract with Marathon County Solid Waste. Motion carried 5:0 by Voice Vote.

V. Discussion & Possible Action: Amendment of Employee Handbook SEC. 2.10 Hours of Work

Suggestions to amend the Employee Handbook regarding work hours, and the requirement for a department head to be present at the municipal center were tabled.

W. Discussion: Code of Conduct

No action

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

No additional Items were added for consideration for next meeting.

8. NEXT MEETING: March 19, 2024

9. ADJOURNMENT

Motion by Coyle/Voll to Adjourn. Motion carried 5:0 by Voice Vote at 7:36 PM

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: 02/14/2023 Kronenwetter Municipal Center and www.kronenwetter.org

Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald

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