



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

December 19, 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
Kelly Coyle
Chris Voll
Mary Solheim
Jordyn Wadle-Leff
Terry Lewis-Birkett

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.

None.

3. APPROVAL OF MINUTES

- C. November 07, 2024, APC Minutes
Motion by Wadle-Leff/Coyle to approve minutes as presented. Motion carried 5:0 by voice vote.

4. OLD BUSINESS

- D. Discussion & Possible Action: Hiring of Interim Administrator and/or Finance Director
Voll discusses that he has had phone calls with a couple firms to include Kerber Rose and Robert Half. Chris stated he expects to get proposals from both of the firms within the next week. Voll stated that Craig Mortensen met with staff and staff expressed that they felt the immediate need was Finance director, Village Clerk, then Administrator, Voll felt the Board felt the same way. He expressed that depending on what comes of the phone calls made APC might need a special meeting in the coming weeks.
- E. Discussion & Possible Action: Updated Fee Schedule
Motion by Coyle/Solheim to recommend Village Board approve the updated fee schedule as presented. Motion carried 5:0 by voice vote.

5. NEW BUSINESS

- F. Discussion & Possible Action: HR-017
Motion by Wadle-Leff/Coyle to recommend Village Board eliminate HR-017. Motion carried 5:0 by voice vote.
- G. Discussion & Possible Action: 2025 Impoundment Agreement
Motion by Coyle/Voll to recommend Village Board approve impound agreement as amended. Motion carried 5:0 by voice vote.

- H. Discussion & Possible Action: Wage Increase for Part-Time Employees
Motion by Wadle-Leff/Coyle to recommend Village Board approve wage increase for part-time employees at 3% for 2025. Motion carried 5:0 by voice vote.
- I. Discussion & Possible Action: Open Records Request Fees
Kelly Coyle recommends that staff sends records requestor a quote on what each open records request will cost prior to staff starting request. no additional action taken.
- J. Discussion & Possible Action: Review handbook section 4.5. As related to activities of employees due to staffing issues
Conversation in regard to compensation for the office staff doing attritional duties was had, Chris had reached out to the Village attorney to gain insight on the situation and the wording in the employee handbook which he conveyed to APC committee members. APC states that Jennifer Poyer should have an offer extended to her for her new role of Interim Village Clerk. APC stated that the compensation question needs to be brought back in closed session.
- K. Discussion & Possible Action: Request for Special Prosecutor
Motion by Coyle/Wadle-Leff to recommend Village Board allow Dianne to hire the special prosecutor Nathan Miller of Weld Riley at the rate of \$200/hr to prosecute the case Village of Kronenwetter Vs. Joe Straub. Motion carried 5:0 by voice vote.
- L. Discussion & Possible Action: Update to Part-Time On-Call Contract for 2025
Amend contract and bring back to next meeting.

6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Handbook review

7. NEXT MEETING: January 16, 2024

8. ADJOURNMENT

Motion by Coyle/Voll to Adjourn. Motion carried 5:0 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: 12/17/2024 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