



**AD HOC COMMITTEE MEETING ON COMMITTEE STRUCTURE**  
**MINUTES**  
**October 30, 2023**

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**1. CALL MEETING TO ORDER**

**A. Pledge of Allegiance**

**B. Roll Call.**

The meeting was called to order by Chairman Vedvik at 6 p.m. Zero citizens were present.

Roll call was taken. Present: Trustee Kenneth Charneski, Trustee Kelly Coyle, Trustee Alex Vedvik, Trenton Karch, Patrick Kilsdonk, Lyn McCarthy, Craig Mortensen. Staff Present: Kim Manley, Interim Administrator. Sean Dumais, alternate was absent and excused.

**2. PUBLIC COMMENT. None**

**3. NEW BUSINESS**

**C. Discuss and Possible Action – Review of Utility Commission Ordinance Examples**

Charneski reported he had looked at the statutes and the committee vs commission are very similar. What would the difference be then? Vedvik noted that there is a difference in the management and operations. Mortenson agreed stating it can vary and will be dependent on the ordinance created for the commission. Discussion followed on the current abilities the committee has – recommendations only, etc. and what a commission could do which is act on an item without having to refer it to another committee or village board. All realized that the village board is still involved in the general supervision and if debt would be issued but its role would be limited compared to what it is now. Vedvik also reminded the group that the utilities are a business entity and should operate as such. Discussion then focused on the structure of a commission – who would sit on the commission, how many years term. Manley noted in the draft ordinance it shows a staggered three-year term, five person – two trustees and three citizens example. Discussion then followed on continuity in appointments, use of rate payers as citizen members. Coyle brought forward an idea to have a split that would allow for continuity in the appointments of Trustees – one appointed in their one-year remaining term and one appointed at the start of the two-year term. That way one would always be on the commission or any committee to provide some continuity in appointments. Coyle stated he could put an example together for the group. All felt that would be a good idea to see the language.

**D. Discuss and Possible Action – Review of Finance & Personnel Ordinance Examples**

Discussion on the current Administrative Policy Committee's duties and whether or not last year's meetings were an exception. After discussion, it was felt that perhaps not. The policy review should continue annually by the Committee, as an example. The discussion also talked about Community Life, Infrastructure and Public Property (CLIPP) being a catch all for everything else. All felt that a split may provide for a more focused committee and create opportunities for more citizen involvement.

Broadband was discussed and the committee felt that it should be brought to the CLIPP duties going forward.

**E. Discuss and Possible Action – Directive to Staff on Internship Duties**

After discussion on the duties (creating Standard Operating Procedures) it was decided to table this item to get the new Administrator involved.

**F. Discuss and Possible Action – Draft Utility Commission Ordinance.**

Vedvik noted that this item was also discussed earlier on the agenda under item C.

**4. OLD BUSINESS**

**5. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES**

**G. Discuss and Consider Minutes from the September 26, 2023 Meeting.**

Minutes amended to include the research alternate Sean Dumais had done and the example provided by Charneski on the yard waste site. Motion by Coyle, seconded by Mortenson to approve as amended.

Motion carried on a unanimous voice vote, 7-0-0.

**6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA**

Manley to provide:

- 1.) Madison Utility Commission Ordinance
- 2.) Marshfield Utility Commission Ordinance
- 3.) Updated Draft Utility Commission Ordinance

Coyle to provide:

- 1.) Language for appointments and splitting of Administrative Policy Committee

Karch to provide:

- 1.) Create a process to make a final recommendation

**7. ADJOURNMENT**

Motion to adjourn by Charneski, seconded by Karch. Motion carried on a unanimous voice vote, 7-0-0. Meeting adjourned at 8:35 p.m.

Respectfully Submitted By,  
Kim Manley,  
Interim Administrator/Acting Secretary