



SPECIAL ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

June 06, 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

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; Kramer discusses events that have occurred in the village over the last year, he expressed concerns with attorney bills and concerns regarding accusations regarding a trustee.

3. APPROVAL OF MINUTES

- C. Approval: March 21, 2024, APC Minutes
Motion by Coyle/Voll to approve all minutes as presented. Motion carried 4:0 by Voice Vote
- D. Approval: Joint APC/UC Minutes April 16, 2024
Motion by Coyle/Voll to approve all minutes as presented. Motion carried 4:0 by Voice Vote
- E. Approval: Special APC Meeting Minutes April 30, 2024
Motion by Coyle/Voll to approve all minutes as presented. Motion carried 4:0 by Voice Vote
- F. Approval: May 22, 2024, APC Minutes
Motion by Coyle/Voll to approve all minutes as presented. Motion carried 4:0 by Voice Vote

4. REPORTS AND DISCUSSIONS

- G. Treasurer's Report
Voll had a question regarding more detailed reporting on wages.
- H. Journals
No questions.

5. OLD BUSINESS

- I. Discussion & Possible Action: Village of Kronenwetter Code of Conduct
Voll discusses background of the Code of Conduct topic in the village. Coyle discussed the need to determine the screening of complaints. Kampfer- Administrator- stated the attorney has ideas/processes on screening complaints. Staff will come up with some ideas on the screening/review process and bring back to future meeting.
- J. Discussion & Possible Action: HR-020 Waived Payment for Village Board and Committee members Policy

Discussion happened in regard to waived Board/Committee payments. The question was asked what happens to those funds. The determination was the funds would just stay in the allotted fund in the general fund. Come back with form listing the dollar amount they are giving up.

- K. Discussion & Possible Action: Language for Payment Waiver Form
Discussed with previous Item.
- L. Discussion and Possible Action: Onboarding Process/Materials for Village Board and Committee Members
Staff was asked to put together an example of the onboarding checklist/packet and bring it back. Coyle asked for the checklist to be sent to him to review before the whole packet is brought back.
- M. Discussion & Possible Action: Westside Emergency Access Project
Staff to research more into the issue.
- N. Committee member compensation & Elected Officials
Staff will gather input from other committees on pay increase recommendations. The information will be brought back to future meeting to make a recommendation to Village Board.
- O. Discussion & Possible Action: Proposed Village Hiring Policy & Procedure Change
APC to do the panel interviews, with the administrator to do screening interviews before they come to APC.
- P. Discussion & Possible Action: Adoption of Wage-Scale Budget Range (HR-005).
APC directed Pete Kampfer-Administrator- to review and bring back.
- Q. Discussion & Possible Action: Employee Handbook Review Section 3.13 Health Insurance Opt-Out Policy (HR-014).
Pete Kampfer-Administrator- to Review policy and seek legal review.

6. NEW BUSINESS

- R. Discussion & Action: Anthony Heis Farmers Market Musician Contract
Motion by Voll/Coyle to recommend Village Board approve the contract with Anthony Heis for Farmers Market Musician. Motion Carries 4:0 by voice vote.
Discussion that all future contracts are to be brought to APC as well.
- S. Discussion & Possible Action: Wisconsin Towns Association Membership
Motion by Voll/Coyle to take no action. Motion Carried 4:0 by voice vote.
- T. Discussion & Possible Action: Legal Custodians (ORDINANCE NO.: 11-10)
Lisa Kerstner-Treasurer- Discusses the need for an update on the ordinance for legal records custodian (the Village Clerk) be the primary and first contact for open records requests. Pete Kampfer-Administrator- to review the ordinance and obtain legal review on the matter.
- U. Discussion & Possible Action: Executive Search Agreement
Motion by Coyle/Voll to take no action. Motion Carried 4:0 by voice vote.
- V. Discussion & Possible Action: 2024 - 1st Quarter Budget to Actual Review
APC stated they would like to continue to see this report.
- W. Discussion & Possible Action: Budget Amendment #4
Motion by Coyle/Lewis-Birkett to recommend village board approve the unemployment budget amendment \$14875.00 from undesignated fund for unemployment. Motion Carried 4:0 by voice vote.
- X. Discussion & Possible Action: 2025 Budget Timeline
No action.
- Y. Discussion & Possible Action: FIN-001 Business Credit Cardholder Policy and Agreement
Motion by Voll/Solheim to recommend Village Board approve FIN-001 as presented. Motion carried 4:0 by voice vote.
- Z. Discussion & Possible Action: FIN-002 Employee Cellular Telephone Policy
Motion by Voll/Solheim to recommend Village Board approve FIN-002 with discussed changes. Motion carried 4:00 by voice vote.
- AA. Discussion & Possible Action: FIN-003 Accounts Payable Policy
Motion by Voll/Coyle to recommend Village Board approve FIN-003 as presented. Motion carried 4:0 by voice vote.

BB. Discussion & Possible Action: FIN-008 Disposition of Credit Card Reward Points and Other Vendor Incentives

Motion by Voll/Coyle to recommend Village board remove policy. Motion carried 4:0 by voice vote.

CC. Discussion & Action: Fire Department DNR Grant

Motion by Coyle/Solheim to recommend Village Board approve the application of the Fire DNR Grant.

Motion Carried 4:0 by Voice Vote.

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

8. NEXT MEETING: June 20, 2024

9. ADJOURNMENT

Motion by Coyle/Voll 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: 06/03/2024 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

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