



# APPROVED

## ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

May 16, 2023 at 5:30 PM

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

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### 1. CALL MEETING TO ORDER

- A. Roll Call  
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PRESENT  
Chris Voll  
Kelly Coyle  
Lyn McCarthy  
Mary Solheim  
Jordyn Wadle-Leff

- B. Pledge of Allegiance

### 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. NEW BUSINESS

- C. Selection of Chairperson  
Motion by Wadle-Leff/Coyle to nominate Chris Voll as APC Chair. Motion carried 5:0 by Voice Vote.
- D. Selection of Vice Chairperson  
Motion by Coyle/Voll to nominate McCarthy as Vice Chair. Motion carried 5:0 by Voice Vote.
- E. Fire Department DNR Grant  
Motion by Wadle-Leff/McCarthy to recommend the board approve application of both WPS and DNR grant as presented by Fire Chief. Motion Carried 5:0 by Voice Vote.
- F. People State Bank approval for authorization use  
Motion by McCarthy/Coyle to approve People's State Bank as an approved bank, be added to the resolution, and create a policy on approving future banks. Motion carried 5:0 by Voice Vote.
- G. Discussion on Village Financials  
Wadle-Leff requests summary at the Village Board Level meeting and Check register at APC meeting. Motion by Voll/Coyle to allow Treasurer to move line items within department, to report sub account changes and to have treasurer bring any other budget amendment to APC for discussion and approval. Motion carried 5:0 by Voice Vote.
- H. ABT MAILCOM

APC members requested some additional research and quote gathering and bring findings back to future meeting.

- I. Parks - Budget Amendment  
Motion by Voll/ Wadle-Leff to move forward with budget amendment for parks equipment. Motion carried 5:0 by Voice Vote.
- J. Discussion and possible action related to reorganization of APC into two separate committees  
Coyle discusses separating APC into two committees- Finance and APC- aggregated to bring back to future meeting.
- K. Discussion and possible action related to the creation of ad hoc interview sub-committee of APC for first interviews of candidates for positions of Department head or higher  
Discussion on creation of ad hoc interview committee, members to look for policy examples and bring back to future meeting.
- L. Discussion and possible action related to the creation of an ad hoc Ethics Committee separate from all previous attempts to do so  
Members discuss idea of the ethics committee Mahoney suggested members look at criteria of possible members before APC moves forward.

**4. REPORTS AND DISCUSSIONS**

- M. Treasurer's Report  
Village treasurer discusses village finances.

**5. OLD BUSINESS**

- N. GEN-007  
Voll to rewrite policy and bring back to next meeting for review.

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

FIN-003, FIN-004, FIN-005

**7. NEXT MEETING:**

June 20, 2023

**8. ADJOURNMENT**

Motion by Voll//Coyle to adjourn. Motion carried 5:0 by Voice Vote at 7:07 PM.

Minutes Drafted By: Sarah Fisher

Approved on: June 20, 2023