



# ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

December 19, 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. Pledge of Allegiance
- B. Roll Call  
Present: Voll, Solheim, Wadle-Leff, McCarthy  
Absent: Coyle-excused

## 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.

## 3. REPORTS AND DISCUSSIONS

- C. Treasurer's Report  
Lisa-Finance Director discusses that she was able to secure an interest rate increase at Incredible Bank to match LGIP.

## 4. OLD BUSINESS

- D. Discussion & Possible Action: Policy Changes to FIN-004  
APC directed staff to keep working the policy and to bring it back to January's meeting.
- E. Discussion and Possible Action: GEN-009  
APC directed staff to make changes and bring GEN-009 and Ordinance 180 to next meeting.
- F. Discussion and Possible Action: HR-007  
HR-007, concerning travel policy and reimbursement rates, was reviewed with a focus on optimizing and simplifying meal reimbursement rates for village employees on travel. Other considerations include daily allowance and strategies for the first and last day of travel.  
A suggestion was made to alter reimbursements to \$55 per day or \$41.25, considering 75% for partial travel days without unnecessarily splitting the total into meal-specific portions. Lisa-Finance Director to continue to change wording and bring back to future meeting.

## 5. NEW BUSINESS

- G. Discuss & Consider Creation of Code of Ordinances - Ordinance 62-3, Payment of Claims  
Motion by Voll/Wadle-Leff to Recommend Village Board approve Ordinance 62-3 as presented. Motion carried 4:0 by Voice Vote.
- H. Discussion & Possible Action: Addition of a Community Portal Module for Civic Systems Software  
Motion by Wadle-Leff/ McCarthy to Recommend Village Board approve purchase of Community Portal Module for Civic Systems Software. Motion carried 4:0 by voice Vote.
- I. Discussion & Possible Action: Civic Systems - Purchase of MiViewPoint & MiAP Workflow Software

Motion by McCarthy/Solheim to Recommend Village Board approve the purchase of MiView Point and MiAP workflow Civic Systems Software. Motion carried 4:0 by Voice Vote.

- J. Discussion & Possible Action: Consideration of Contracting with Bay Side Printing for the Village's Utility Bills

Motion by Wadle-Leff/McCarthy to take no action for 4-6 months on contracting with Bay Side Printing for Printing/Mail of Village Utility Bills. Motion Carried 4:0 by Voice Vote.

- K. Discussion & Possible Action: Employee Handbook Review Section 3.13 Health Insurance Opt-Out Policy.

APC asks for an in-depth benefit review in June.

- L. Discussion & Possible Action: Review of Policy HR-014

No action taken

- M. Discussion & Possible Action: Budget Amendment #5

Motion by Wadle-Leff/McCarthy Recommend Village Board approve as presented. Motion carried 4:0 by Voice Vote.

## 6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

## 7. NEXT MEETING: January 16, 2024

## 8. ADJOURNMENT

Motion by Voll/Wadle-Leff to adjourn. Motion carried 4:0 by Voice Vote at 7:26PM.

***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: 12/15/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)**

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

Minutes drafted by: Sarah Fisher-Account Clerk

Approved on: February 20, 2024