



# ADMINISTRATIVE POLICY COMMITTEE MEETING AGENDA

March 17, 2026 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

**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. APPROVAL OF MINUTES- DISCUSSION AND POSSIBLE ACTION**

- C. February 17, 2026 Administrative Policy Committee Meeting Minutes

**4. REPORTS AND DISCUSSIONS**

- D. Finance Director Report

**5. OLD BUSINESS- DISCUSSION AND POSSIBLE ACTION**

- E. Discussion of Suggestions for Employee Handbook Revision
- F. Discussion of Proposed Changes to Ordinance 180-2

**6. NEW BUSINESS- DISCUSSION AND POSSIBLE ACTION**

- G. Johnson Controls Fire Protection Contract
- H. Allen Kraft/Kraft's Kuddly Kritters Petting Zoo Contract for Services
- I. 2026 Music at the Market Musician Contracts

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

**8. NEXT MEETING: April 20, 2026**

**9. ADJOURNMENT**

***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: 03/13/2026 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)

Faxed: WAOW, WSAU, City Pages, Mosinee Times | Emailed: Wausau Daily Herald, WSAU, WAOW, Mosinee Times, Wausau Pilot and Review, City Pages



# ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

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**3. APPROVAL OF MINUTES- DISCUSSION AND POSSIBLE ACTION**

- C. November 18, 2025  
Motion by Solheim/Fredel to approve both November 18, 2025, and December 16, 2025, minutes as presented. Motion carried 4:0 by voice vote.
- D. December 16, 2025

**4. NEW BUSINESS- DISCUSSION AND POSSIBLE ACTION**

- E. TDS Telecommunications Community Event Sponsorship Agreement  
Clerk discusses the sponsorship process and how the village is trying to gain sponsorships for other events. Motion by Fedel/Solheim to recommend the Village Board approve TDS Sponsorship Agreement as presented. Motion carried 4:0 by voice vote.
- F. Village Electronic Recycling Contract  
Clerk discusses how the electronic recycling would work for the Village and its residents. Committee members asked for a onetime event to see how successful it is, then determine if we enter into a long-term contract with the company. Motion by Solheim/Joling to recommend Village Board approve a six-month contract term with the start being a bulk drop off at the April Spring Bulk Drop off event. Motion carried 4:0 by voice vote.
- G. Community Event Sponsorship Agreement- Bike & Walk, National Night Out, and Farmers Market
- H. Discussion of Suggestions for Employee Handbook Revision  
Chair discusses her recommended changes to the section 5.20 of employee handbook. Committee had discussions on employee complaint procedures and how the Village handles them. Item Tabled for next meeting to allow for additional review.
- I. Discussion of Proposed Changes to Ordinance 180-2  
Discussion happened on why this item was brought to the Administrative Policy Committee. President Joling discussed events that occurred prior to this meeting. Chair asked for the committee to review ordinances and state statutes on this item. Motion by Fredel/Joling to take no action and put on next agenda. Motion carried 4:0 by voice vote.
- J. Tax Incremental District (TID) Termination Resolution for Closure of TID #3: Resolution 2026-02

Finance director discusses Tax incremental Districts (TID) and the start of the closure process for TID #3. Finance director states that the TID has no outstanding debt. The mandatory Date is in 2034 so the TID would be closing a few years early. The closure of this TID would generate an additional Property Tax revenue of approx. \$8,300.00. The closure would cost the Village roughly \$5,000.00 a final audit would then take place. Motion by Fredel/Solheim to recommend Village approve Resolution 2026-02. Motion carried 4:0 by voice vote.

- K. US Pledge of Allegiance for Committee Agenda  
 President Joling has stated that multiple residents has requested that all committees offer the Pledge of Allegiance on the agenda. Administrator has spoken with CLIPP committee members that are not happy that they were not consulted prior to the removal of the Pledge off the agenda. Additional discussion on the topic was had. Motion by Joling/Fredel to recommend the Village Board ordinance 14-8 include the pledge of allegiance item to be required on all agendas with participation in the pledge voluntary. Motion carried 4:0 voice vote.

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

no additional

**6. NEXT MEETING: March 17, 2026**

**7. ADJOURNMENT**

Motion by Solheim/Joling 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: 02/16/2026 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)**

**Faxed: WAOW, WSAU, City Pages, Mosinee Times | Emailed: Wausau Daily Herald, WSAW, WAOW, Mosinee Times, Wausau Pilot and Review, City Pages**

Minutes prepared by \_\_\_\_\_



**ITEM NAME:** Finance/Treasurer Office Update:  
**List of 2026 Activities Progress Status –**  
**Late January/February 2026**

**PREPARED BY:** John Jacobs, Finance Director/Treasurer

**DATE PREPARED:** 02/19/2026

Here is an update of the activities that the Finance Department has been working on during the past two months (Jan-Feb 2026).

**Account Clerk Hired:**

We hired our new Account Clerk, Kathy Rutherford, who began employment with the Village on January 29, 2026. Sarah Fisher will be leaving us in Spring 2026, as she and her family are preparing to move to the State of Oregon or State of Idaho. Sarah will be training Kathy on the Account Clerk responsibilities over the coming weeks. I will also be onboarding Kathy in some of the financial audit responsibilities for the 2025 audit.

**Financial Audit Update:**

I will be concluding the preparation of the financial audit documents for our auditors by the end of next week, so that CLA (CliftonLarsonAllen) can complete their work in the next few weeks, and to present the 2024 audited financial statements to the Village Board in Spring 2026.

In the meantime, I also have been working with some of the departments for the 2025 financial audit, and we will be moving forward with those workpapers at the same time, so that the Village’s 2025 audit fieldwork will be conducted in April 2026 this year, so that the Village’s Water PSC report can be filed by 5/1/2026, the State Annual Report can be filed by 5/15/2026 with the Wisconsin Department of Revenue, and the 2025 audited financial statements be presented to the Village Board in Jun/July 2026 this year. We will need both the 2024 and 2025 audited financial statements completed, prior to the proposed 2026 capital borrowing in the second half of the year.

**TIF #3 Closure Resolution (Village Resolution #2026-002):**

The TIF #3 closure resolution was presented and recommended to the Village Board by the RDA committee and APC committee during their February 2026 meetings, and is now included on the [2/23/2026 Village Board agenda](#) for approval.

I will contact CLA (the Village’s financial auditors) to schedule the TIF #3 closure audit during 2026, so that we can get the final auditor report to us, in order to submit the TIF closure audit summary to the Wisconsin Department of Revenue in 2026, and to distribute any of the remaining fund balance proceeds to the other taxing jurisdictions at the end of 2026. Ideally, it would be a nice goal to have the TIF closure audit reports available to be reviewed with the Joint Review Board in Oct 2026, so that my annual required TIF audit update report would be presented in Oct 2026, at the same time as the TIF closure audited financial statements are reviewed with the TIF Joint Review Board members.

### **RFP for Revaluation/Reassessment of Village Properties during 2026-2027:**

I will be sending out the RFP's for the 2026-2027 revaluation/reassessment of all Village Properties in March 2026, so that the proposals are available to be reviewed by the APC and Village Board during the month of **April 2026**. The existing assessor contract auto-renewed with an estimated 3% increase going into 2026 for regular monthly maintenance services, instead of the 15%-20% increase that I had placed in the 2026 budget, assuming that there would have been time in Fall 2025 to review the RFP for Assessor Services at that time, which did not happen due to the time constraints that fell on me to get the 2026 budget across the "finish line", without a Village President or Village Administrator on board at that time.

I did receive a cold phone call inquiry from another prospective vendor in February 2026 about the upcoming RFP document that will be sent out in the next few weeks. We should have a few quotes to consider then before awarding the Revaluation/Reassessment contract in April.

### **RFP for 2026-2030 Financial Auditing Services for Village:**

After the 2025 financial audit has been almost completely finalized during May/June 2026, the Village can then send out a proposed (5) year RFP for financial auditing services for the Village for 2026-2030, which would be conducted in the years of 2027-2031. I would send out the RFP to various qualified CPA firms sometime during May/June 2026, so that APC and the Village Board could review them likely during the **July 2026** meeting schedules.

I will also obtain a written contract price for the TIF #3 closure audit, that I would request it to be completed by **early Oct 2026**, in time for the annual Fall 2026 TIF Joint Review Board meeting.

### **Proposed Capital Borrowing during 2026:**

The tentative timeline to borrow funds for the Sewer Utility projects, and also perhaps some of the Street projects for 2026, would be in the second half of 2026. In order to borrow any debt in 2026, both the 2024 and 2025 financial audited statements would need to be available. Also, if we borrow after 7/1/2026, then no debt service payment would need to be made until calendar year 2027.

### **Property Tax Collection Update for Jan-Feb 2026 period:**

The 2025 tax roll had to be settled with the Marathon County Treasurer by Friday, Feb. 20<sup>th</sup>. The second round of property tax settlement checks for the Jan-Feb 2026 collection period were delivered to the various taxing jurisdictions on 2/19/2026. That cumulative total disbursement was \$2,043,461.

As of 2/06/2026, the Village had collected \$11,427,762 of the tax roll (76%). As of the same date last year, the Village had collected \$10,577,829 (74%) of the tax roll.

There were (18) late lottery credit refunds that were submitted by the County Treasurer to us in early February, so that we had (18) tax refunds to issue in mid-February for our residents. These lottery credit refunds meant that the State of Wisconsin will be providing additional funds for the lottery credits directly to the municipality, instead of the payments coming from the taxpayers. The final settlement with the County Treasurer will occur in **mid-August 2026**, when the County Treasurer will pay the Village the balance of the tax levy, special charges, and special assessments owed to us.

### **Monthly Credit Card Detail listing for Village Board meeting packet:**

Since the January 2026 credit card statement has been received to date, but the detailed receipts have not yet been approved by all departments in time for the second Village Board meeting of the following month, I am proposing to have this detail included on the Village Board meeting packet on two months following the date of the credit card statement. For example, the January 2026 credit card statement arrives in late January, but not all of the receipts have been scanned in and approved/coded by the department managers in time for the second VB meeting in February. Therefore, this Jan 2026 detail will be provided for the second Village Board meeting packet in March 2026 (two months later).

**CLIPP Committee Update:**

Section 4, Item D.

At the Feb 2026 CLIPP committee meeting, Public Works Director Ulman and myself presented the proposed future infrastructure projects, possible priority order of the projects, and one scenario if the Village were to execute these street projects beginning in 2028, without a major impact to the Village's debt service tax levy and tax rate (starting in 2029 budget year). However, the committee asked questions about what if the streets projects timetable was accelerated to begin in 2026, and how much would that impact the debt service tax levy and tax rate beginning with the 2027 budget (two years earlier).

Village Staff will prepare and present additional information in the coming months to CLIPP, APC, and Village Board upon the direction from Administrator Davel on how he would like us to proceed with this ongoing discussion over the next several months.

**Employee Conduct Guidelines****5.20**

We expect our employees to follow rules of conduct that will protect the interests and safety of all employees and the Village and to present a professional image to all customers and guests. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination.

- Failure to follow and/or adhere to Village of Kronenwetter policies and procedures as described in written documentation or as described and directed by employee's supervisor.
- Discourteous conduct or poor service to customers.
- Falsification of Village records in any form, embezzlement, or failure to follow internal control or security procedures.
- Theft or inappropriate, unauthorized removal or possession of Village or coworker's property; use of Village equipment or supplies for personal projects.
- Falsification of timekeeping records.
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace while on duty. The only exception to this policy is the possession of drugs or alcohol by a Police Officer as required in the conduct of his/her official duties.
- Fighting or threatening violence in the workplace.
- Boisterous or disruptive activity in the workplace.
- Improper, careless, negligent, destructive, or unsafe use or operation of Village equipment. Insubordination or other disrespectful conduct.
- Deliberate statements or actions detrimental to the Village; knowingly spreading false or malicious reports intended to disrupt relationships among employees, elected or appointed officials, customers, and/or residents. Sexual or other forms of harassment.
- Unprofessional conduct at outside events where the employee is representing the Village, such as courses, seminars, and community events.
- Possession of dangerous or unauthorized materials, such as explosives, weapons including properly licensed concealed carry weapons, or firearms, in the workplace or on the premises unless as required in the conduct of your job or as specifically allowed by State law.
- Excessive or unauthorized absenteeism or tardiness; giving false reasons for absences from work.
- Unauthorized overtime, failure to record overtime worked, or consistent refusal to work overtime.
- Unauthorized or unacceptable use of the telephone, cell phones, PDA's, etc.
- Smoking within Village owned facilities, in a Village vehicle, or when conducting Village business off-site.
- Unauthorized disclosure of business secrets or confidential business or customer's information. Unauthorized entrance to the Village properties other than to report to work or to conduct business. Violation of personnel policies. Unsatisfactory work performance or conduct; deliberate or excessive waste of materials; poor workmanship or low productivity.
- Using abusive or offensive language with customers or coworkers.
- Improper political activities during work hours.

- Taking any fee, reward, gift, gratuity, or other form of remuneration in addition to regular Village compensation from any source for the performance of duties in the case of an employee of the Village.
- Inducing or attempting to induce an Officer or employee of the Village to commit an unlawful act or to act in violation of any lawful regulation or order.
- Gambling on Village property.
- Lying to or misleading supervisors, elected officials, or appointed officials, and/or contacting elected or appointed officials regarding issues that should be directed to Department Heads or to the Village Administrator. See Policy HR-002 Problem Resolution which can be found in Appendix 1.
- Employees may confide in elected officials regarding any issues that they feel interfere with efficient operations of the Village, and/or that they feel the administrator or department head is unable or unwilling to address objectively.
- Department Heads may bring concerns or complaints about the Village Administrator to elected officials.
- Employee knowledge and experience is valued. Open communication between employees and elected officials is essential to employee wellbeing and operational efficiency. Retaliation against employee candor will not be tolerated, and is grounds for discipline or termination.

Depending on the circumstances involved, disciplinary action may include an oral warning, a written warning, suspension without pay, or discharge. Progressive discipline may not be followed in all cases. Depending on the nature of the violation and other circumstances, including, but not limited to, the employee's past conduct, one or more "steps" may be repeated or skipped. In some circumstances, immediate discharge may result.

Proposed changes to the Village Code. Highlighted text to be added.

**§ 180-2. - Powers and duties.**

A. The village board shall have all of the powers and duties conferred upon it by Wis. Stats. § 61.34, which section is incorporated in this section by reference and made a part hereof as though fully set forth in this section.

B. General grant. Except as otherwise provided by law, the village board shall have the management and control of the village property, finances, highways, streets, navigable waters, and the public service, and shall have power to act for the government and good order of the village, for its commercial benefit and for the health, safety, welfare and convenience of the public, and may carry its powers into effect by license, regulation, suppression, borrowing, taxation, special assessment, appropriation, fine, imprisonment, and other necessary or convenient means. The powers hereby conferred shall be in addition to all other grants and shall be limited only by express language.

C. The Kronenwetter Village Board has determined that it is an abuse of authority and violation of an elected official's oath of office to support or approve any contract, agreement, intergovernmental agreement, policy, or special permit not specifically required by statute or Village Ordinance, and which is also apparent to an objective person to be inherently inequitable or against the best interests of the Village of Kronenwetter, or Village taxpayers.

# PSA Renewal\_Kronenwetter Municipal Center\_80868343\_April\_2026\_ - CPQ-1114004

## Planned Service Agreement



**Johnson Controls Fire Protection LP**  
14200 E Exposition Ave  
Aurora CO80012-2540  
USA

**Proposal Presented On:**  
11-17-2025

## SERVICE SOLUTION

**Customer #:** 3457566  
**Kronenwetter Municipal Center**  
**Date:** 17-Nov-25  
**Proposal #:** CPQ-1114004  
**Term:** 1-Apr-26 to 31-Mar-29  
**External Contract #:** 80868343 R04-OCT-2025  
**Subscription ERP #:**

**Billing Customer:**  
 Kronenwetter Municipal Center  
 1582 Kronenwetter Dr  
 # I-39  
 KRONENWETTER, WI 54455-0000

**Service Location:**  
 Kronenwetter Municipal Center  
 1582 Kronenwetter Dr # I-39,  
 Kronenwetter, WI 54455

**Johnson Controls Fire Protection LP**  
**Sales Representative:**  
 Thomas Boston  
 14200 E Exposition Ave  
 Aurora CO 80012-2540  
 thomas.boston@jci.com  
 (210) 301-5611

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### INVESTMENT SUMMARY

*(Service Solution Valid for 30 Days)*

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SERVICE/PRODUCT DESCRIPTION	QUANTITY	FREQUENCY	INVESTMENT
<b>Kronenwetter Municipal Center</b>			<b>\$920.45</b>
<b>SYSTEM-FA-SIMPLEX 4010</b>			
<b>SIMPLEX PROG 4010 SYSTEM</b>			
<b>Est. First Inspection: May</b>			
Main Fire Alarm Panel	1	Annual	
Remote Power Supply/NAC Extender	2	Annual	
Fire Alarm Battery Test (each)	3	Annual	
Smoke Sensor Addressable	14	Annual	
Heat Detector Restorable	4	Annual	
Duct Sensor Addressable	4	Annual	
Pull Station	20	Annual	

**FIRE ALARM ESSENTIAL SERVICE OFFER Total:** \$920.45  
**Subtotal Contract Value (less tax):** \$2,882.85  
**Total Estimated Tax:** \$0.00  
**Total Contract Value with Estimated Tax :** \$2,882.85

To the extent applicable, Johnson Controls has included an estimate for all state and local sales tax for this quote. The actual sales tax due will be calculated and billed upon issuance of an invoice, unless a valid exemption and/or resale certificate is received by Johnson Controls.

## SERVICE SOLUTION

This Service Solution (the "Agreement") sets forth the Terms and Conditions for the provision of equipment and services to be provided by Johnson Controls Fire Protection LP ("Company") to **Kronenwetter Municipal Center** and is effective **1-Apr-26** (the "Effective Date") to **31-Mar-29** (the "Initial Term"). Customer agrees that initial inspections may be performed within 45 days from the Effective Date. Customer agrees that initial inspections may be performed within 45 days from the Effective Date.

**RENEWAL DETAILS:** This contract will require action in order to renew it. In this case, this contract will require a new service agreement to renew.

**PAYMENT FREQUENCY:** Annual In Advance

<b>Signature :</b> _____
<b>Date :</b> _____

**PAYMENT TERMS:** Net 30

*For applicable taxes, please see Section 3 of the Terms & Conditions*

**PAYMENT AMOUNT:** \$920.45 - **Proposal #:** CPQ-1114004

**PAYMENT SUMMARY:**

Year	Term	PSA Charges
1	04/01/2026 - 03/31/2027	\$920.45
2	04/01/2027 - 03/31/2028	\$957.27
3	04/01/2028 - 03/31/2029	\$1,005.13

**CUSTOMER ACCEPTANCE:** In accepting this Agreement, Customer agrees to the Terms and Conditions on the following pages and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that Customer may issue. Any changes in the system requested by Customer after the execution of Agreement shall be paid for by Customer and such changes shall be authorized in writing.

**ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS CONTAINED IN THIS AGREEMENT.**



## SERVICE SOLUTION

### Terms

These terms cover the services and equipment provided by Johnson Controls. This Agreement includes the proposal, these terms and any referenced links. Conflicts are resolved in that order.

### Scope of Work

We will provide the services or equipment described in the proposal. If the services include planned maintenance of equipment, only the equipment set forth in our proposal is covered by our services (“**Covered Equipment**”). Unless otherwise agreed in the proposal, services are performed during our normal working hours, excluding holidays. We reserve the right to modify or substitute materials.

### Payment Terms

Services fees are paid annually in advance due 30 days from the invoice date via EFT/ACH, unless stated otherwise. Payment is required before services are performed or equipment is ordered or installed. Failure to pay on time is a breach that permits us to suspend or delay services until full payment is received, without liability, or to terminate this Agreement. Interest may also be charged on unpaid amounts at the lesser of 1.5% per month (19.56% annually) or the highest rate permitted by law. If you require a purchase order to process payments, you must send it to us at least 30 days before the end of a term but you must pay invoices even without a purchase order. No purchase order is required for any emergency services you request.

### Prices

Prices do not cover taxes, fees, duties, tariffs, permits and levies or other charges imposed and/or enacted by a government. You are responsible for these items unless you provide an acceptable exemption certificate. If we need to pay any of these items or the exemption certificate is invalid or only covers some of these items, you must reimburse us on demand for the amounts owing. Prices may be adjusted at any time to reflect changes in costs, labor or market conditions. We will try to notify you of any changes in pricing in advance. Additional charges will be required for: (i) changes to these services or the Covered Equipment; (ii) additional services or equipment; (iii) unexpected site conditions or issues with the Covered Equipment; (iv) appointments that are cancelled less than 24 hours beforehand or for service, warranty or alarm calls caused by your error; (v) changes required to comply with laws, codes and regulations (“Laws”), including prevailing wage laws; and (vi) costs to notify and dispatch emergency personnel. We may change prices on equipment or parts prior to shipment or installation to reflect increases in costs from raw materials, third party products, any new or additional tariffs, duties, quotas, taxes, the withdrawal of trade agreement concessions or any unforeseen or other extra cost elements.

### Limited Warranty

We warrant that services will be performed in a good and workmanlike manner for 90 days from the date of performance. Equipment we provide is also warranted to be free from defect in materials and workmanship for 90 days from installation. No warranty is provided for third-party equipment we install or furnish. Third-party HVAC and controls equipment is provided with the third-party manufacturer’s warranty to the extent available. This limited warranty does not cover failures, defects, or damages caused in whole or in part by: (i) misuse, neglect, accident, Force Majeure, changes to your premises, or installation, maintenance or repairs not performed by us; (ii) environmental, electrical or other causes beyond our control; (iii) normal wear and tear or corrosion; (iv) use of unauthorized replacement parts or products or using the equipment for purposes not intended by the manufacturer;

## SERVICE SOLUTION

or (vi) issues arising from your failure to comply with this Agreement or your obligations. To qualify for warranty consideration, you must notify us in writing of your warranty claim prior to the end of the warranty period, complete all instructions on warranty procedures and provide us with reasonable site access to inspect the equipment and/or perform any necessary warranty work. Your sole remedy is to have defective services re-performed or equipment repaired or replaced at our election. **THESE WARRANTIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** You need to determine if our equipment are suitable for your use. You assume all risk and liability from their application and your use.

Warranty service does not cover: (i) system upgrades and replacing obsolete systems, equipment, or consumable parts and components ; (ii) reloading, updating, or maintaining software; (iii) additional costs for access, deinstallation, re-installation and transportation; and (iv) the exclusions set out in the Supplemental Terms. If you call us for warranty service and the problem is due to any of these reasons, we may charge you for the service call even if we do not work on the equipment. We may offer these services at an extra cost.

### Customer Obligations

You must provide all relevant information about the equipment and premises, follow all applicable Laws and ensure us safe access. You must operate, test, maintain, and repair the equipment according to manufacturer and our recommendations and notify us immediately of any issues.

In addition, you agree to, (i) obtain necessary licenses and permits and pay related fees and taxes; (ii) provide a suitable environment for the equipment as recommended by us or the manufacturer including heat to avoid freezing; (iii) supply the necessary electrical service, power, heat, heat tracing, water and schematics ; (iv) provide proper water treatment for condensers, cooling towers, and boilers, and protect against environmental issues; (v) set and test alarm systems as recommended by us or the manufacturer; (vi) avoid causing false alarms and reimburse us for any fines or fees; (vii) notify all necessary parties, such as local authorities and monitoring providers, about system testing or repairs; (viii) keep accurate and up-to-date work logs for the equipment; and (ix) take precautions for Covered Equipment failure to prevent injury or property damage. If you do not meet any of these obligations, we are not responsible for equipment breakdowns, repairs, or replacements. We can suspend services until these issues are fixed and charge for any corrective work needed.

For equipment connected to your computer network, we provide and install the software to run the equipment and connect to it based on the network settings you provide. You must provide us with secure access to your computer network as required in our specifications. If we cannot connect to the network or need extra equipment for connectivity, additional charges may apply. Our services do not include changes to the network, security, or firewall settings. You are solely responsible to protect your data, computer network, and products networked or connected to the Internet; and we are not responsible for any loss or damage, as allowed by Law. You should back up data and software before services are performed. You must promptly remove any devices that interfere with the operation of the Covered Equipment.

### Insurance

## SERVICE SOLUTION

We do not guarantee that services or equipment will prevent risk of loss at your premises or detect all events. You are responsible for any losses and need to rely on your own insurance. You release and waive for yourself and your insurer all subrogation and other rights to recover from us.

### Limitations on Liability

**Neither we or our suppliers or vendors (“JCI Parties”) are liable for special, incidental, consequential, punitive or indirect damages, or for lost profits, revenue, data or business interruption. The total liability of the JCI Parties is limited to \$250,000 or 12 months of fees paid to Johnson Controls under this Agreement, whichever is less.**

### Claims Limitation; Forum; Choice of Law

Disputes may be resolved in court or through arbitration, as determined exclusively by us. Delaware law governs any agreement performed in the U.S., with disputes resolved in Milwaukee, Wisconsin. Ontario law governs any agreement performed in Canada, with disputes resolved in Ontario. Any claims by you must be brought within one year. The parties waive their right to a jury trial.

### Term and Termination

The term of this Agreement is set out in the proposal and renews automatically for successive terms equal to the length of the original term unless either party gives 60 days' prior written notice of termination to the other party before the end of a term or the parties agree in writing on a different length of renewal term. Either party can terminate for cause with 10 days' notice, but only after written notice the defaulting party has 30 days to cure any alleged default. We can terminate immediately if we can no longer service the Covered Equipment for whatever reason including if we stop selling the Covered Equipment, providing the services or if we cannot obtain equipment, parts or support the technologies. We can terminate this Agreement without cause with 60 days' written notice. Upon termination, you must pay all amounts owed and provide access for us to remove any of our property at your premises and reprogram systems. You are responsible for our costs to enforce this. If you end this Agreement early for any reason, you must also pay us 50% of the service charges for the remaining term of this Agreement. You are responsible for our costs to enforce this.

### Access and Hazardous Materials

You must provide us with reasonable and safe access to the Covered Equipment. We will follow our health and safety policies and applicable Laws. You must inform us of any hazardous conditions or materials (e.g., mold, asbestos containing materials, biohazards) and you are responsible for resolving, removing and disposal. If we encounter hazardous conditions or materials, we may stop work without liability and you are required to provide us reasonable evidence of abatement before we will restart work. Additional charges will apply if access to a confined space is required.

### Force Majeure

## SERVICE SOLUTION

We are not in breach or liable for any delays or failures caused, in whole or in part, by any events beyond our control, such as natural disasters, severe weather, public health risks, government actions, cyberattacks, civil disturbances, labor disputes, strikes or shortages of parts or materials (“**Force Majeure**”). You must allow us additional time to perform the services and reimburse us for increased costs due to such events.

### Data and Intellectual Property; Digitally Enabled Services

You own your data, but we may use it to perform services and you grant us a perpetual, worldwide, irrevocable, royalty free license to use your building data on a de-identified basis. We retain rights to any intellectual property created. Digital enabled services mean services provided under this Agreement that employ our software and cloud-hosted software offerings and tools. They may include, but are not limited to, (i) remote inspection, (ii) advanced equipment fault detection and diagnostics, and (iii) data dashboarding and health reporting. Digital enabled services may require data collection, and you consent to this.

### Software-Digital Solutions

Use of our software, including software to provide digital enabled services and solutions, is governed by our standard terms at <https://www.johnsoncontrols.com/techterms>. These terms apply to the software you are allowed to use, but we retain ownership and rights to the software, including improvements. If provided as part of our services, third-party software is subject to its own terms.

### Privacy

If provided to us, we will process personal data according to our Data Processing Agreement at [www.johnsoncontrols.com/dpa](http://www.johnsoncontrols.com/dpa) and adhere to our privacy notice at <https://www.johnsoncontrols.com/privacy>. You consent to this processing and will ensure all necessary consents are obtained.

### Miscellaneous

Notices must be in writing. This Agreement cannot be assigned without our consent; any assignment without our consent is void. We can assign this Agreement, in whole or in part, or subcontract the work, without notice. Invalid, illegal or unenforceable provisions do not affect the rest of this Agreement. This Agreement is subject to specific supplemental terms located at [www.johnsoncontrols.com/legal/one-psa-supplemental-terms](http://www.johnsoncontrols.com/legal/one-psa-supplemental-terms). In addition, if you request us to perform any work outside the scope of this Agreement, you consent to it being performed subject to our standard customer terms then in effect at [www.johnsoncontrols.com/customerterms](http://www.johnsoncontrols.com/customerterms). This Agreement is the entire contract and supersedes prior written or oral communications and documents, and terms in any purchase order or other documents you later provide are rejected. We may convert this Agreement to an electronic format.



# REPORT TO APC

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<b>ITEM NAME:</b>	Allen Kraft/Kraft's Kuddly Kritters Petting Zoo Contract for Services
<b>MEETING DATE:</b>	March 17, 2026
<b>PRESENTING COMMITTEE:</b>	
<b>COMMITTEE CONTACT:</b>	Trustee Sandi Sorensen
<b>STAFF CONTACT:</b>	Jennifer Poyer
<b>PREPARED BY:</b>	Jennifer Poyer

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**ISSUE:** Approval of Allen Kraft/Kraft's Kuddly Kritters Petting Zoo Contract for Services

**OBJECTIVES:** Enrich the Movie Under the Stars Movie Night with the addition of a petting zoo.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:**

Kraft's Kuddly Kritters has been appearing at our Buska Park movie night since 2024. The petting zoo draws numerous residents to this movie night. We receive a lot of resident feedback appreciating this opportunity, especially those with young kids unable to stay up late to watch the movie. The cost is \$300. The movie sponsor, On Q Solutions, will pay \$75 from the sponsor money. The rest of the \$600 sponsorship money will pay for the movie licensing. The Village will cover the \$225 with money from the event budget.

**PROPOSAL:**

**ADVANTAGES:**

**DISADVANTAGES:**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION:** Recommend the Village Board approve the Allen Kraft/Kraft's Kuddly Kritters Petting Zoo Contract for Services.

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used**

**CFY/\$ Remaining CFY**

Account Number: [100-51424-206-000](#)

Description: Community Events

Budgeted Amount: \$8500

Spent to Date: [\\$264.00](#) (Used for event card printing)

Percentage Used: 3.1%

Remaining: \$8,236

**ATTACHMENTS (describe briefly):** Allen Kraft/Kraft's Kuddly Kritters Petting Zoo Contract for Services, Liability Insurance documentation



## Village of Kronenwetter Contract for Services

This contract covers the services that will be provided by **Allen Kraft/Kraft's Kuddly Kritters Petting Zoo**, hereafter called "Allen Kraft," and **Village of Kronenwetter**, hereafter called "Village." Any alterations to this agreement must be made in writing and must be signed by both parties.

By signing this document, Village agrees to pay \$300 to Allen Kraft for services rendered on July 17, 2026. Contract will be paid in full following completion of contract by Allen Kraft.

*Date: Friday, July 17, 2026*

*Location: Movie Under the Stars event, Buska Park, 2390 Terrebonne Drive, Kronenwetter, WI*

*Time: 5:30 – 7:30 p.m.*

*Duration: 2 hours*

The services will take place at Buska Park, which is an outdoor venue. The Village will provide the location to set-up. Allen Kraft is responsible for or any other facilities needed for facilitating the petting zoo.

The Village will promote Allen Kraft by marketing on the Village's social media platforms, printed materials, media releases and the Village website.

It is understood that special circumstances may arise in which this agreement may be altered. In cases of a venue change, extended duration, or other difficulties, parties may meet to discuss alterations, which must be amenable to both. If the show is cancelled due to weather or for any other reasons both parties will work together to either reschedule the performance to a later date or cancel the service.

The Village shall not be held liable for anything that happens to Allen Kraft as part of preparing for, as part of, or after the services outlined within this service agreement.

By signing this document, both parties agree that these terms are acceptable.

\_\_\_\_\_  
Allen Kraft

\_\_\_\_\_  
(Date)

Mailing Address for Payment:

\_\_\_\_\_  
Jennifer Poyer, Village Clerk

\_\_\_\_\_  
(Date)



# REPORT TO APC

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**ITEM NAME:** 2026 Music at the Market Musician Contracts  
**MEETING DATE:** March 17, 2026  
**PRESENTING COMMITTEE:**  
**COMMITTEE CONTACT:** Trustee Sandi Sorensen  
**STAFF CONTACT:** Jennifer Poyer  
**PREPARED BY:** Jennifer Poyer

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**ISSUE:** Approval of the 2026 Music at the Market Musician Contracts

**OBJECTIVES:** Finalize our musician lineup for our Music at the Market series with approval of the contracts.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:**

As an addition to our 2026 Farmers Market, our Music at the Market series brings five musicians to the market during the summer for five market days. **This event has been fully funded/sponsored** by PGA Inc. Plumbing, Heating, Cooling, Electrical and Excavation for \$750. Five musicians have signed on to provide music on a scheduled day for the market.

**PROPOSAL:**

**ADVANTAGES:**

**DISADVANTAGES:**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)**

**RECOMMENDED ACTION:** Recommend the Village Board approve the 2026 Musician Contracts.

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used**

**CFY/\$ Remaining CFY**

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

**ATTACHMENTS (describe briefly):**

Musician Contracts for Steve Strasman, Kristen Wickman, Garth Engelbright, Justin Zopel and Anthony Heis



## Contract for Services

This contract covers the services that will be provided by **Steve Strasman**, hereafter called "Musician," and **Village of Kronenwetter**, hereafter called "Village." Any alterations to this agreement must be made in writing and must be signed by both parties.

By signing this document, Village agrees to pay \$150 to Musician for services rendered on June 21, 2026. Contract will be paid in full following completion of contract by Musician.

*Date: June 21, 2026*

*Location: Kronenwetter Farmers Market, Buska Park*

*Time: 9 a.m. to 2 p.m.*

*Duration: 3 hours within the 5-hour block with a 30-minute break as the musician sees fit.*

The performances will take place at Buska Park, which is an outdoor venue. The Village will provide the Musician with a location to perform. Musician is responsible for a tent or any other facilities needed for the show.

Village also agrees to furnish Musician with electricity. Setting up and breaking down of instruments and organizing music will be the responsibility of Musician.

The Village will promote the Musician's performance by marketing the Musician and the events on the Village's social media platforms, on the Village website, and in the Village newsletters.

It is understood that special circumstances may arise in which this agreement may be altered. In cases of a venue change, extended duration, or other difficulties, parties may meet to discuss alterations, which must be amenable to both. If the show is cancelled due to weather or for any other reasons, both parties will work together to either reschedule the performance to a later date or cancel the show.

The Village shall not be held liable for anything that happens to the Musician as part of preparing for, as part of, or after the performances outlines within this service agreement.

By signing this document, both parties agree that these terms are acceptable.

\_\_\_\_\_  
Steve Strasman, Musician

\_\_\_\_\_  
(Date)

Mailing Address for Payment:  
  
\_\_\_\_\_

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Peter Wegner, Community Development Director

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(Date)

Section 6, Item 1.



## Contract for Services

This contract covers the services that will be provided by **Kristen Wickman**, hereafter called "Musician," and **Village of Kronenwetter**, hereafter called "Village." Any alterations to this agreement must be made in writing and must be signed by both parties.

By signing this document, Village agrees to pay \$150 to Musician for services rendered on July 12, 2026. Contract will be paid in full following completion of contract by Musician.

*Date: July 12, 2026*

*Location: Kronenwetter Farmers Market, Buska Park*

*Time: 9 a.m. to 2 p.m.*

*Duration: 3 hours within the 5-hour block with a 30-minute break as the musician sees fit.*

The performances will take place at Buska Park, which is an outdoor venue. The Village will provide the Musician with a location to perform. Musician is responsible for a tent or any other facilities needed for the show.

Village also agrees to furnish Musician with electricity. Setting up and breaking down of instruments and organizing music will be the responsibility of Musician.

The Village will promote the Musician's performance by marketing the Musician and the events on the Village's social media platforms, on the Village website, and in the Village newsletters.

It is understood that special circumstances may arise in which this agreement may be altered. In cases of a venue change, extended duration, or other difficulties, parties may meet to discuss alterations, which must be amenable to both. If the show is cancelled due to weather or for any other reasons, both parties will work together to either reschedule the performance to a later date or cancel the show.

The Village shall not be held liable for anything that happens to the Musician as part of preparing for, as part of, or after the performances outlines within this service agreement.

By signing this document, both parties agree that these terms are acceptable.

\_\_\_\_\_  
Kristen Wickman, Musician

\_\_\_\_\_  
(Date)

Mailing Address for Payment:

\_\_\_\_\_  
Peter Wegner, Community Development Director

\_\_\_\_\_  
(Date)





## Contract for Services

This contract covers the services that will be provided by **Garth Engelbright**, hereafter called "Musician," and **Village of Kronenwetter**, hereafter called "Village." Any alterations to this agreement must be made in writing and must be signed by both parties.

By signing this document, Village agrees to pay \$150 to Musician for services rendered on July 26, 2026. Contract will be paid in full following completion of contract by Musician.

*Date: July 26, 2026*

*Location: Kronenwetter Farmers Market, Buska Park*

*Time: 9 a.m. to 2 p.m.*

*Duration: 3 hours within the 5-hour block with a 30-minute break as the musician sees fit.*

The performances will take place at Buska Park, which is an outdoor venue. The Village will provide the Musician with a location to perform. Musician is responsible for a tent or any other facilities needed for the show.

Village also agrees to furnish Musician with electricity. Setting up and breaking down of instruments and organizing music will be the responsibility of Musician.

The Village will promote the Musician's performance by marketing the Musician and the events on the Village's social media platforms, on the Village website, and in the Village newsletters.

It is understood that special circumstances may arise in which this agreement may be altered. In cases of a venue change, extended duration, or other difficulties, parties may meet to discuss alterations, which must be amenable to both. If the show is cancelled due to weather or for any other reasons, both parties will work together to either reschedule the performance to a later date or cancel the show.

The Village shall not be held liable for anything that happens to the Musician as part of preparing for, as part of, or after the performances outlines within this service agreement.

By signing this document, both parties agree that these terms are acceptable.

\_\_\_\_\_  
Garth Engelbright, Musician

\_\_\_\_\_  
(Date)

Mailing Address for Payment:  
  
\_\_\_\_\_

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Jennifer Poyer, Village Clerk

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(Date)

Section 6, Item 1.



## Contract for Services

This contract covers the services that will be provided by **Justin Zopel**, hereafter called "Musician," and **Village of Kronenwetter**, hereafter called "Village." Any alterations to this agreement must be made in writing and must be signed by both parties.

By signing this document, Village agrees to pay \$150 to Musician for services rendered on August 23, 2026. Contract will be paid in full following completion of contract by Musician.

*Date: August 23, 2026*

*Location: Kronenwetter Farmers Market, Buska Park*

*Time: 9 a.m. to 2 p.m.*

*Duration: 3 hours within the 5-hour block with a 30-minute break as the musician sees fit.*

The performances will take place at Buska Park, which is an outdoor venue. The Village will provide the Musician with a location to perform. Musician is responsible for a tent or any other facilities needed for the show.

Village also agrees to furnish Musician with electricity. Setting up and breaking down of instruments and organizing music will be the responsibility of Musician.

The Village will promote the Musician's performance by marketing the Musician and the events on the Village's social media platforms, on the Village website, and in the Village newsletters.

It is understood that special circumstances may arise in which this agreement may be altered. In cases of a venue change, extended duration, or other difficulties, parties may meet to discuss alterations, which must be amenable to both. If the show is cancelled due to weather or for any other reasons, both parties will work together to either reschedule the performance to a later date or cancel the show.

The Village shall not be held liable for anything that happens to the Musician as part of preparing for, as part of, or after the performances outlines within this service agreement.

By signing this document, both parties agree that these terms are acceptable.

\_\_\_\_\_  
Justin Zopel, Musician

\_\_\_\_\_  
(Date)

Mailing Address for Payment:  
  
\_\_\_\_\_

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Peter Wegner, Community Development Director

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(Date)

Section 6, Item 1.



## Contract for Services

This contract covers the services that will be provided by **Anthony Heis**, hereafter called "Musician," and **Village of Kronenwetter**, hereafter called "Village." Any alterations to this agreement must be made in writing and must be signed by both parties.

By signing this document, Village agrees to pay \$150 to Musician for services rendered on September 20, 2026. Contract will be paid in full following completion of contract by Musician.

*Date: September 20, 2026*

*Location: Kronenwetter Farmers Market, Buska Park*

*Time: 9 a.m. to 2 p.m.*

*Duration: 3 hours within the 5-hour block with a 30-minute break as the musician sees fit.*

The performances will take place at Buska Park, which is an outdoor venue. The Village will provide the Musician with a location to perform. Musician is responsible for a tent or any other facilities needed for the show.

Village also agrees to furnish Musician with electricity. Setting up and breaking down of instruments and organizing music will be the responsibility of Musician.

The Village will promote the Musician's performance by marketing the Musician and the events on the Village's social media platforms, on the Village website, and in the Village newsletters.

It is understood that special circumstances may arise in which this agreement may be altered. In cases of a venue change, extended duration, or other difficulties, parties may meet to discuss alterations, which must be amenable to both. If the show is cancelled due to weather or for any other reasons, both parties will work together to either reschedule the performance to a later date or cancel the show.

The Village shall not be held liable for anything that happens to the Musician as part of preparing for, as part of, or after the performances outlines within this service agreement.

By signing this document, both parties agree that these terms are acceptable.

\_\_\_\_\_  
Steve Strasman, Musician

\_\_\_\_\_  
(Date)

Mailing Address for Payment:

\_\_\_\_\_

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Peter Wegner, Community Development Director

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(Date)

Section 6, Item 1.