



VILLAGE BOARD MEETING AGENDA

August 14, 2023 at 6:00 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. ANNOUNCEMENT OF CLOSED SESSION

3. 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.

4. REPORTS FROM STAFF AND VENDORS

- C. Police Chief Report
- D. Fire Chief Report
- E. Community Development Director Report
- F. Finance Director Lift Station Assessment & Sewer Capacity Study Update from RPS
- G. Finance Director Water and Treatment Plant Update from Becher & Hoppe

5. NEW BUSINESS

- H. Discussion & Possible Action: TADI (Traffic Analysis & Design. Inc.) Proposal for Kowalski Road Interchange Evaluation
- I. Discussion & Possible Action: Water & Sewer Rate Study
- J. Discuss and Consider Resolution 2023-010 Declaring Official Intent to Reimburse Expenditure from Proceeds from Borrowing (CWF)
- K. Discussion & Possible Action: Choose Date for Village of Kronenwetter Tour of Weston RICE Plant

6. OLD BUSINESS

- L. Discussion & Possible Approval: Resolution 2023-007; Public Depositories
- M. Discussion & Possible Approval: Policy FIN-003 Accounts Payable
- N. Discussion & Possible Approval: Policy FIN-005 Investment Policy
- O. Discussion & Possible Action: Policy HR-003 Education, Training & Conferences

7. CONSENT AGENDA

- P. Farmer's Market Musician Contracts - Kenneth Maciaz, Anthony Heis
- Q. Operator's (Bartender's) License - Mary Meyerhoff, Mary Brown, Kaelin Kolb
- R. Approval of July 10, 2023 Village Board Meeting Minutes
- S. Approval of July 24, 2023 Village Board Meeting Minutes

8. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

- T. Approval of July 5, CLIPP Committee Meeting Minutes
- U. Approval of June 5, CLIPP Committee Meeting Minutes
- V. Utility Committee Meeting Minutes from July 06, 2023

9. CLOSED SESSION

W. Consideration of motion to convene into CLOSED SESSION pursuant to Wis. Stat. §19.85(1)(g), in order to confer with legal counsel for the Village who is rendering oral or written advice concerning strategy to be adopted by the Village with respect to litigation in which it is or is likely to become involved; Review Process for Conditional Use Permit and Notice of Claim and to convene into CLOSED SESSION pursuant to Wis. Stat. 19.85(1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; hiring of the Director of Public Works & Utilities and Village Administrator Hiring Process.

10. RECONVENE OPEN SESSION

11. ACTION AFTER CLOSED SESSION:

Discuss process for conditional use permit process and discuss and consider directive to Administrator on notice of claim and recommendation to accept motion from the Administrative Policy Committee and the hiring of a Director of Public Works and Utilities candidate recommendations.

12. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

- X. A.** Discuss process for conditional use permit process and discuss and consider directive to Administrator on notice of claim.
- B.** Recommendation to accept motion from the Administrative Policy Committee and the hiring of a Director of Public Works and Utilities candidate recommendation.

13. 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: 08/09/2023 Kronenwetter Municipal Center and www.kronenwetter.org

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



KRONENWETTER POLICE DEPARTMENT

Office of the Chief of Police

Executive Summary for August, 2023 Board Meeting



Section 4, Item C.

TO: VILLAGE BOARD MEMBERS

1. DEPARTMENT ACTIVITY SUMMARY – In July, we handled 626 total calls for service. Some highlights included the following:

- OWI arrests
 - Traffic stop that resulted in a 3rd offense OWI arrest.
 - Traffic crash that resulted in 3rd offense arrest and an open intoxicants citation.
 - Traffic crash in which the driver was N/B on I-39, ran off the road right before the Village limits, and subsequently crashed into Lang's Equipment at 1575 CTH XX, causing thousands of dollars in damage to new ATV's. Rothschild PD handled the crash and we took the OWI. The crash took place shortly after 5:00 am. on a Monday morning.
 - Traffic stop that resulted in an arrest for first offense OWI and carrying a concealed weapon.
- Two juvenile disturbance complaints, both of which were referred to Marathon County Social Services.
- An arson investigation that is still ongoing and is tied to a sexual assault investigation that occurred in Rothschild (ROPD is investigating that aspect).
- Three ID theft/fraud complaints.
- A referral for charges of felony bail jumping for a subject who had consumed alcohol, which was contrary to her bail conditions.
- Two theft complaints. In the first, the suspect settled up with the victim and the victim then decided not to pursue the matter any further. The second case is still an open investigation.
- An illegal dumping complaint where we located the offender and issued him a citation.
- An agency assist for Mosinee PD with a search of a female arrestee by Officer Guyer.
- A disorderly conduct citation was issued to a subject who caused a disturbance over the neighbor's dog and threatened to kill it.
- A drug and warrant arrest after officers were dispatched to check on a suspicious subject in a neighborhood.
- Two domestic related arrests. One was for stalking (felony) and the other was for felony battery, strangulation, disorderly conduct, and criminal trespass.
- A welfare check on a patient in a van. Officers found the patient unresponsive and had to force entry into his vehicle. He suffered a medical emergency and if the caller had not reported the subject on their property, he likely would have died.
- One natural death investigation.
- A runaway juvenile investigation that resulted in charges for two subjects who obstructed officers' attempts to locate the juvenile. Despite the interference, they still eventually located the juvenile and returned her to her parents.
- An emergency landing (not crash landing) of a private helicopter. The pilot experienced a mechanical issue and was forced to immediately land his aircraft. Fortunately, the pilot was not injured. Officers contacted the NTSB and FAA and followed their protocol and instructions. The Federal agencies followed up with the pilot later. Ironically, the location of the pilot's emergency landing was none other than the old Bender's airfield property—what are the odds!

2. DEPARTMENT PERSONNEL ISSUES & STATUS – As you can see from the July call log, it was a busy month. I also put June's calls for service in with this report, as I had inadvertently put the wrong month's stats in the July VB report. Our newest officers are doing great and Officer Guyer is now finished with her field training and on solo patrol. Officer Baron started a little later than Officer Guyer,



KRONENWETTER POLICE DEPARTMENT

Office of the Chief of Police

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Section 4, Item C.

so he still has a few weeks left yet. He’s also missed some training time due to his National Guard commitments but nevertheless, he is advancing well.

We held firearms training again in July and everyone successfully completed the handgun qualification course, which is mandated by the State Training and Standards Bureau. The training cycle runs from July-June of each year, so we typically like to fulfill that requirement right away each training year.

The KPD participated in a press conference with WI Attorney General Josh Kaul regarding their Narcan program for law enforcement. The press conference was held right here in Kronenwetter and we used the fire department’s training room. The DOJ started a Narcan program last year that distributes free Narcan to LE agencies and we are one of the participating agencies in this program. Our officers have made many “saves” (lives saved by use of Narcan) since we began the program in 2018.

We recently participated in a county wide initiative to conduct alcohol compliance checks at area businesses. This was spearheaded by the Marathon County Health Department, and we worked together with the Rothschild and Mosinee Police Departments to effect the compliance checks. Businesses selling alcohol were provided with letters advising them of the upcoming compliance checks, thus giving them notice that these would be taking place. Unfortunately, we did have one business that sold alcohol to the underage buyer and they received a citation.

Lastly, the National Night Out was another huge success for the Village. This was the Village’s third year of hosting this event and I would argue it’s one of our best events. I had an appearance on Sunrise 7’s morning show with WSAW to promote the event. Big thanks to all the supporting agencies who participated in the event with us!

- 3. **CURRENT GRANTS AND EQUIPMENT** – We recently purchased an in-car camera system, brand new, for \$500, after the Rothschild Police Department let us know about a seller they’ve used. They have two of the cameras in their vehicles and advised that they’ve worked great. The \$500 price tag is unbelievable considering that these are \$6,000+ camera systems! We are working to get a \$500 donation that will cover the cost of another camera. We have very old cameras in two of the squad cars and being able to get two of these will save us significant money down the road in capital purchases.

July 2023 Calls for Service Info

Events by Nature Code by Agency

KP	911 HANG UP	20
	ALARMS	7
	ANIMAL COMPLAINT	7
	BUSINESS SECURITY CHECK	36
	CIVIL COMPLAINT	7
	CRIMINAL MISCELLANEOUS	19
	DISABLED VEHICLE	14
	EXTRA PATROL	41
	FAMILY DISTURBANCE	4
	FIELD INTERVIEW	4
	FINGERPRINTING	9
	FIREWORKS COMPLAINT	3
	FOLLOW-UP INVESTIGATION	37
	FRAUD COMPLAINT	2
	GAS SKIP	3
	INFORMATION	2
	JUVENILE DISTURBANCE	1
	LOST AND FOUND	8
	MENTAL SUBJECT	3
	NOISE COMPLAINT	2
	PARKING MISCELLANEOUS	1
	PROCESS SERVICE	2
	SCHOOL WALK THROUGH	1
	SERVICE MISCELLANEOUS	132
	SUSPICIOUS ACTIVITY	13
	TRAFFIC HAZARD	5
	TRAFFIC MISCELLANEOUS	4
	TRAFFIC STOP	116
	VEHICLE LOCKOUT	4
	WELFARE CHECK	12
	TRAFFIC CRASH - INJURY	1
	TRAFFIC CRASH PDO	9
	FIRE ALARM	1
	FIRE ASSIST	1
	UTILITY FIRE CALL	2
	VEHICLE FIRE	2
DEAD ANIMAL	1	
ATTEMPT TO LOCATE	1	
COMMUNITY RELATIONS ACT	4	
TELEPHONE MESSAGE	8	
VACANT HOME CHECK	2	
VEHICLE ATL	7	
MEDICAL EMERGENCY	19	

July 2023 Calls for Service Info

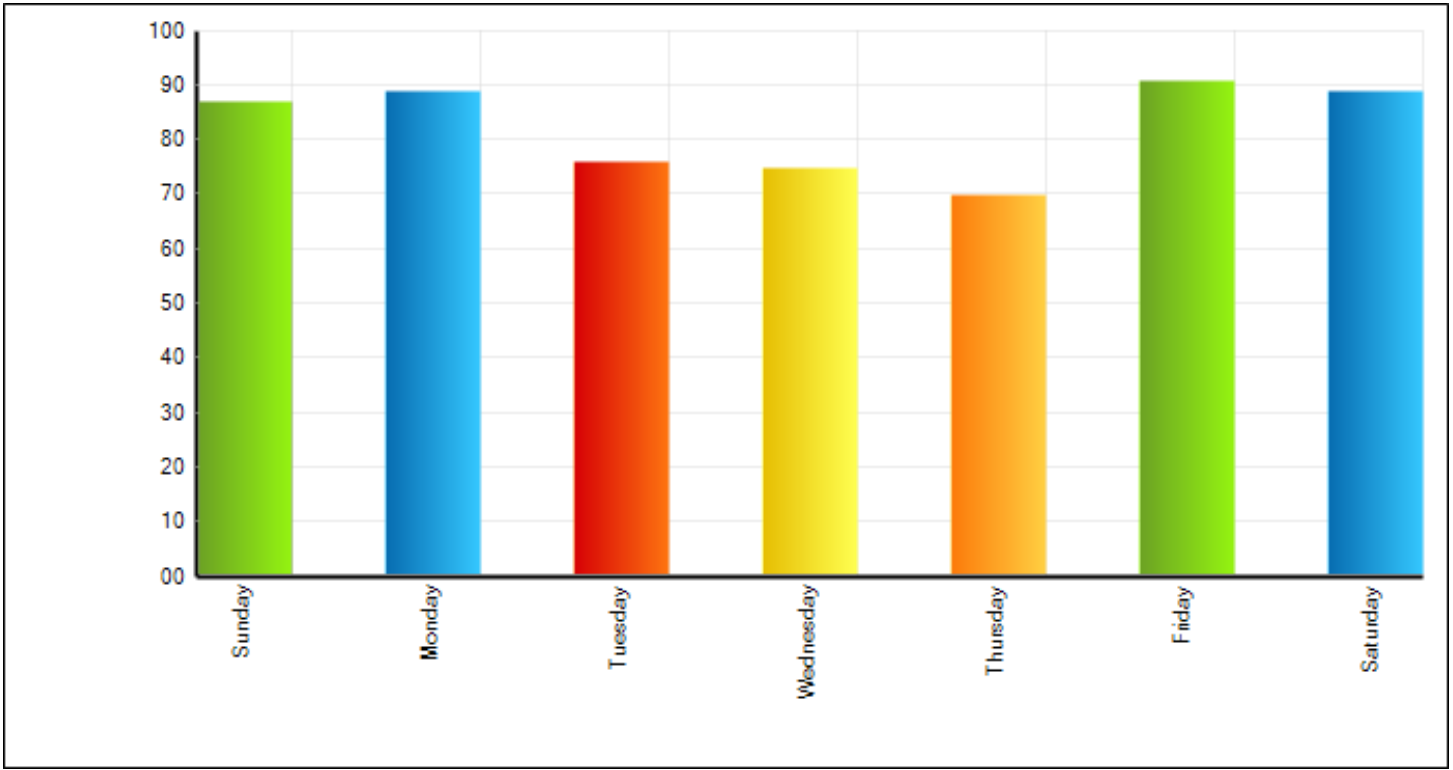
Summons/Citations Charge Summary

Agency: KRONENWETTER PD, Date Range: 07/01/2023 00:00:00 -

<u>Charges</u>	<u>Count</u>
	2
ADULT PROCURING ALCOHOL FOR	1
DEVIATION FROM DESIGNATED LANE	1
DISORDERLY CONDUCT -	1
EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	2
EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	6
EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	1
FAIL/OBEY TRAFFIC SIGN/SIGNAL	1
FAIL/STOP AT STOP SIGN	1
INATTENTIVE DRIVING	3
NON-REGISTRATION OF AUTO, ETC	3
OPERATE MOTOR VEHICLE W/O INSURANCE	3
OPERATING WHILE REVOKED (REV DUE TO	2
OPERATING WHILE SUSPENDED	2
OPERATING WHILE UNDER THE INFLUENCE	1
OPERATING WHILE UNDER THE	1
POSSESS DRUG PARAPHERNALIA	1
POSSESS DRUG PARAPHERNALIA	1
POSSESS OPEN INTOXICANTS IN MV-DRIVER	1
POSSESSION OF THC	1
POSSESSION OF THC (FORFEITURE)	1
RESIST OR OBSTRUCT AN OFFICER	2
SPEEDING IN 55 MPH ZONE (11-15 MPH)	1
UNSAFE LANE DEVIATION	2
Total:	41

July 2023 Calls for Service Info

Calls by Day of the Week



June 2023 Calls for Service

Events by Nature Code by Agency

KP	911 HANG UP	26
	ALARMS	4
	ANIMAL COMPLAINT	4
	BUSINESS SECURITY CHECK	29
	CIVIL COMPLAINT	5
	CRIMINAL DAMAGE TO PROPERTY	1
	CRIMINAL MISCELLANEOUS	18
	DISABLED VEHICLE	19
	EXTRA PATROL	36
	FAMILY DISTURBANCE	1
	FIELD INTERVIEW	6
	FINGERPRINTING	11
	FIREWORKS COMPLAINT	1
	FOLLOW-UP INVESTIGATION	24
	GAS SKIP	4
	INFORMATION	1
	JUVENILE ATL	2
	LOST AND FOUND	4
	MENTAL SUBJECT	3
	NOISE COMPLAINT	6
	PARKING MISCELLANEOUS	2
	SERVICE MISCELLANEOUS	110
	SUSPICIOUS ACTIVITY	15
	TRAFFIC HAZARD	11
	TRAFFIC MISCELLANEOUS	7
	TRAFFIC STOP	134
	VEHICLE LOCKOUT	2
	WELFARE CHECK	13
	CAR/DEER VOLUNTARY	1
	HIT & RUN CRASH	1
	TRAFFIC CRASH PDO	12
	GRASS FIRE	1
	UTILITY FIRE CALL	2
	DEAD ANIMAL	1
	COMMUNITY RELATIONS ACT	2
	NUISANCE PROPERTY	3
	TELEPHONE MESSAGE	10
	VACANT HOME CHECK	2
	VEHICLE ATL	10
	MEDICAL EMERGENCY	25

KRONENWETTER FIRE DEPARTMENT
July 2023

Training:

The fire department had 2 meetings in July –
7/10/2023 – Roof/Vent Saw Operations
7/17/2023 – Physical Ability course
EMS meetings: 2 EMS meetings in July –
7/13 – Mass Casualty
7/27 – Emergency Preparations

Fire Calls:

The fire department was dispatched to 1 vehicle accident, 2 weather related lightning strikes, 2 Vehicle fires and 1 CO Alarm in the Village of Kronenwetter, in addition the department was dispatched and responded to 1 car accident in Town of Guenther, 2 residential structure fires and 1 cancelled all in Mosinee and 1 cancelled call, 1 large structure fire in Rosholt and 1 barn fire in Town of McMillan. For a total of 12 calls for July. We have had 75 calls for fire service so far in 2023.

EMS Calls and Updates:

28 EMS calls in July for a total of 234 for the year so far. We continue tracking close to last years call volume.

Vehicle/Equipment Updates:

Engine 1 returned to service on 7/21/2023. Engine 2 is now out of service – we will be looking to put on Auction in the future.

Staffing:

Currently have 26 members on the dept. – Deputy Chief Budnik resigned in July, 2 new members recently started and we have 1 in the physical process and 1 additional applicant recently received.

Past and Upcoming training and events:

In July we attended the Mosinee 4th of July parade, Kronenwetter Movie under the Stars and the Ahlstrum company picnic. August we will be attending the National Night Out and last Movie under the Stars event.

KRONENWETTER FIRE DEPARTMENT					
June 2023					
TOTAL FIRE EMERGENCY CALLS ENDING 07/31/2023					
	Village	Guenther	Mutual Aid	Monthly Total	Year To Date
Vehicle Accidents	1	1		2	11
Chimney Fire				0	0
Grass/Brush Fire				0	2
Structure Fire			4	4	18
Weather	2			2	3
CO/Gas/Alarms	1			1	21
Car Fire	2			2	6
Other				0	5
Cancelled calls			1	1	9
Total Calls	6	1	5	12	75
Mutual Aid Received	0				4
Mutual Aid Given/Dispatched	5				28
First Responder Calls	29	N/A	N/A	29	234
				Monthly	Year To Date
Engine 1				2	26
Truck 1				3	8
Engine 2				5	16
Tanker 2				2	8
Rescue 6				6	22
Brush 1				0	5
Car 2				1	7
UTV				0	2

Community Development/Planning and Zoning Director Report

August 14, 2023

Peter S. Wegner, Community Development/Planning and Zoning Director

- 7/14/2023 Process WPS Electrical Installation Agreement and Contract.
- 7/14/2023 Response to Joel Straub Complaint and Open Records Request.
- 7/14/2023 Review Draft Engineering Contract by RPS for TID #2 Projects.
- 7/17/2023 Meeting with Lisa, Kim and Duane regarding TID #2, proposed RDA/VB Joint meeting and proposed Kowalski Road Interchange.
- 7/17/2023 Planning Commission Meeting (Animal Fancier License, CSM, Private Runway/Air Strip, Comp Plan Review Process and Zoning Code Review and Update).
- 7/17/2023 Correspondence with Village Attorney regarding Complaint.
- 7/17/2023 WPS RICE Plant number of inspections/refund.
- 7/17/2023 Oak Wilt questions.
- 7/18/2023 TID Overlay research.
- 7/18/2023 Process WPS Gas Installation Agreement and Contract.
- 7/18/2023 PFAS Research.
- 7/18/2023 Dayton Freight Project.
- 7/19/2023 Correspondence with Ken Ligman Well #2 Treatment Facility.
- 7/19/2023 Response to News 9, PFAS Levels.
- 7/19/2023 Info to Duane regarding Kowalski Interchange.
- 7/19/2023 Info to Ellis Well # 2 Treatment System permit.
- 7/20/2023 Correspondence with TJ Morice regarding TID Overlays.
- 7/20/2023 Correspondence with Tom Radenz regarding Development Potential of parcels.
- 7/20/2023 Allison Herring, Brightly Software.
- 7/21/2023 Cell Tower Appeal Correspondence.
- 7/23/2023 Research past discussions on the Hazard Mitigation Plan.
- 7/24/2023 Correspondence with Austin, Minnesota Petroleum Dayton Freight Trucking.
- 7/24/2023 Correspondence with Kim and Village Attorney regarding Cell Tower Appeal.
- 7/24/2023 Correspondence with Zach Well #2 Project.
- 7/24/2023 Village Board Meeting (Emergency Operations Plan, Safe Drinking Water Loan).
- 7/31/2023 Kowalski Interchange Ad-Hoc Committee (Review Proposal from TADI (Traffic Analysis & Design, Inc.) for the Kowalski Road Interchange Evaluation).
- 8/1/2023 Review Soil Evaluation Maple Ridge Road.
- 8/1/2023 Correspondence regarding potential Development Alliance Parcel.
- 8/3/2023 Mike Bieniek Telecom Services.
- 8/3/2023 Proposed changes to 218-26.
- 8/4/2023 Meetings with numerous Contractors Municipal Building Roof.
- 8/4/2023 Correspondence JX Trucking.
- 8/4/2023 Jim Harris regarding Cell Tower Appeal.

- 8/4/2023 Correspondence with concerned citizen regarding RR blocking roads.
- 8/4/2023 Christopher Electric Permits.
- 8/4/2023 Review DPW Director Position Applications.
- 8/7/2023 Proposed Skating Rink Cost.
- 8/7/2023 Email to DNR regarding status of Floodplain Ordinance review.
- 8/7/2023 Research Pleasant Prairie Subdivision Protective Covenants.
- 8/7/2023 WPS Rice Plant Occupancy Escrow.
- 8/7/2023 CLIPP Meeting (Skating Rink, Naming Public Facilities and Parks and Facility Study).
- 8/7/2023 Research concerns related to mulch pile at Village Waste site.
- 8/7/2023 Research drainage issues Jamroz Lane and Village Road.
- 8/8/2023 DNR Questions Loan Application (Well #2 Treatment Facility).
- 8/8/2023 AT&T Water Tower Lease Agreement.
- 8/8/2023 Public Works Director Interviews.
- 8/8/2023 Community Development/Planning and Zoning Budget.
- 8/9/2023 Public Works Budget.
- 8/9/2023 Meeting with Roofing Contractor.
- 8/9/2023 Meeting with Kountry Square Residents.

PROGRESS REPORT

To: Village of Kronenwetter, Utility Committee

From: Robert J. Roth, PE

Re: Lift Station Assessment & Sewer Capacity Study

Date: July 26, 2023

The Village of Kronenwetter commissioned a Lift Station Assessment & Sewer Capacity Study in January/February 2023. Roth Professional Solutions (RPS) was awarded that work on March 7, 2023. The contract was later executed on March 14, 2023.

RPS coordinated with B&M Technical Services, whom the Village has worked extensively with in the past on its lift stations. Several of the Lift Station pumps have been provided by B&M. RPS initially met with Mark Mackey and Dan Hekrdle as a kick-off on April 4, 2023.

The Lift Stations were inspected by the above-referenced team on April 25, 2023. This formed the basis of the operation and condition assessment of the Village's eleven (11) lift stations. Attached with this memo are the eleven (11) lift station field evaluation reports. The evaluation of each station included a visual inspection as well as discussion on operation and maintenance. This identified key issues with each station, summarized in the table on the following page.

Issues of high or immediate importance are further summarized as follows:

- LS #3 High Maintenance Issues
- LS #6 Add-a-Phase Conversion System Replacement (Electrical)
- LS #7 Gas Issues
- LS #8 Electrical Issues, Pump Issues, Likely Capacity Issues
- LS #11 Vortexing, Debris Accumulation
- Long Term Need for 277-480V 3-Phase Power Wherever Possible
- Original Pumps in LS #5, 6, & 10

Lift Station Condition Assessment Summary – General Categories										
Lift Sta	Site Cond.	Structure Condition	Electrical	Valve Vault	Wet-Well	Generator	Controls	Pumps	Valves	Other
1	OK	Duplex Submersible IVV, Good	OK, but Prefer 480V 3Ph	OK	OK	Onsite	OK	25 HP, 625 GPM Shinmaywa OK	OK	High Importance, Main LS
2	OK	Duplex Submersible IVV Deep but OK	Ok, Needs 480V 3Ph	Clogged Drain, But OK Overall	OK	Portable	Upgrade	25 HP, 275 HP, Shinmaywa OK	OK	High Importance, Collector LS
3	OK	USEMCO Vacuum Prime LS Refurbished 2016	208V 3Ph Ok	Some Minor Issues but OK	OK	Portable	OK	3 HP, 80 GPM, Fairbanks Morse Centrifical	OK	Faulty Primer Valve, Doesn't Stay Primed, Maintenance Intensive
9	Ok	Duplex Submersible IVV, OK	208V 3Ph w/ VFD OK	OK	OK	Portable	OK	3.7 HP, 140 GPM, Barnes, Ebarra	OK	4" Pump Discharge Piping to 6" FM OK
10	Too Close to Road, Salt Issues	Submersible IVV, Concrete Condition Issues Throughout	OK with 1Ph Power, But Prefer 3Ph Power for Future	OK	OK	Portable	OK	2.8 HP, 80 GPM, Barnes	OK	Significant Importance for Future Areas, Currently Moderate Importance
4	OK	Duplex Submersible IVV, OK	208V 3 Ph, OK but Prefer 480V 3Ph	OK	OK	Portable	Older Panel, Painted but OK	10 HP, 175 GPM Shinmaywa	No Iso Valve	High Importance, Collector LS
5	OK	Duplex Submersible IVV, OK	208V 3 Ph, OK	OK	OK	Portable	Older Panel, Painted but OK	10 HP, 280 GPM Barnes	OK	Moderate Importance
6	OK	Duplex Submersible IVV, OK	Add-A-Phase Conversion System NG	OK	OK Some 3" Influent Pipe Corrosion	Portable	OK	15 HP, 155 GPM Barnes	OK	Moderate Importance Address Electric & Panel Issue
7	OK	Duplex Submersible IVV, Gas Issues Require Conc. Protection	208V 3 Ph, OK	OK	Gas Issues Require Concrete Treatment	Onsite	OK	15 HP 550 GPM Shinmaywa	OK	High Importance, Main LS , Gas Issues
8	OK	Duplex Submersible IVV, Deep But OK	Phase Faults, Power Loss Issues, Overheating Need 480V 3Ph, Panel Refurbish	Deep Some Water But OK	Likely Undersized	Portable	Adjustment Required	Shinmaywa 5 HP OK, Ebarra 5 HP Not Working, Replaced with 10HP Shinmaywa	OK	High Importance, Collector LS, Likely LS Capacity Issues, Possible FM Issues
11	Ok	Duplex Submersible IVV, OK	240V, 1Ph w/ VFD & Phase Conversion System	OK	Some Vortexing Excessive Debris Issues	Portable	OK	5 HP, 100 GPM, Barnes Chopper	OK	Traditionally has had Clogging Issues

The Lift Stations are also part of the Sewer Capacity Study, for the determination of basin size and flow capacity for both existing and future conditions. If a particular lift station requires maintenance now, and also requires for replacement or upsizing via the capacity study, then the planning of operation & maintenance costs versus capital costs can commence with all the information at hand.

Within the Sewer Capacity Study, other items to be studied include the following:

- Limiting Factors of Existing Sewer Infrastructure (interceptors, lift stations)
- Capacity Estimation of Existing Sewer Infrastructure
- Required Upgrades for Existing Conditions
- Sewer Serviceability of Future Planning Areas
- Impact on Existing Sewer Infrastructure from New Development

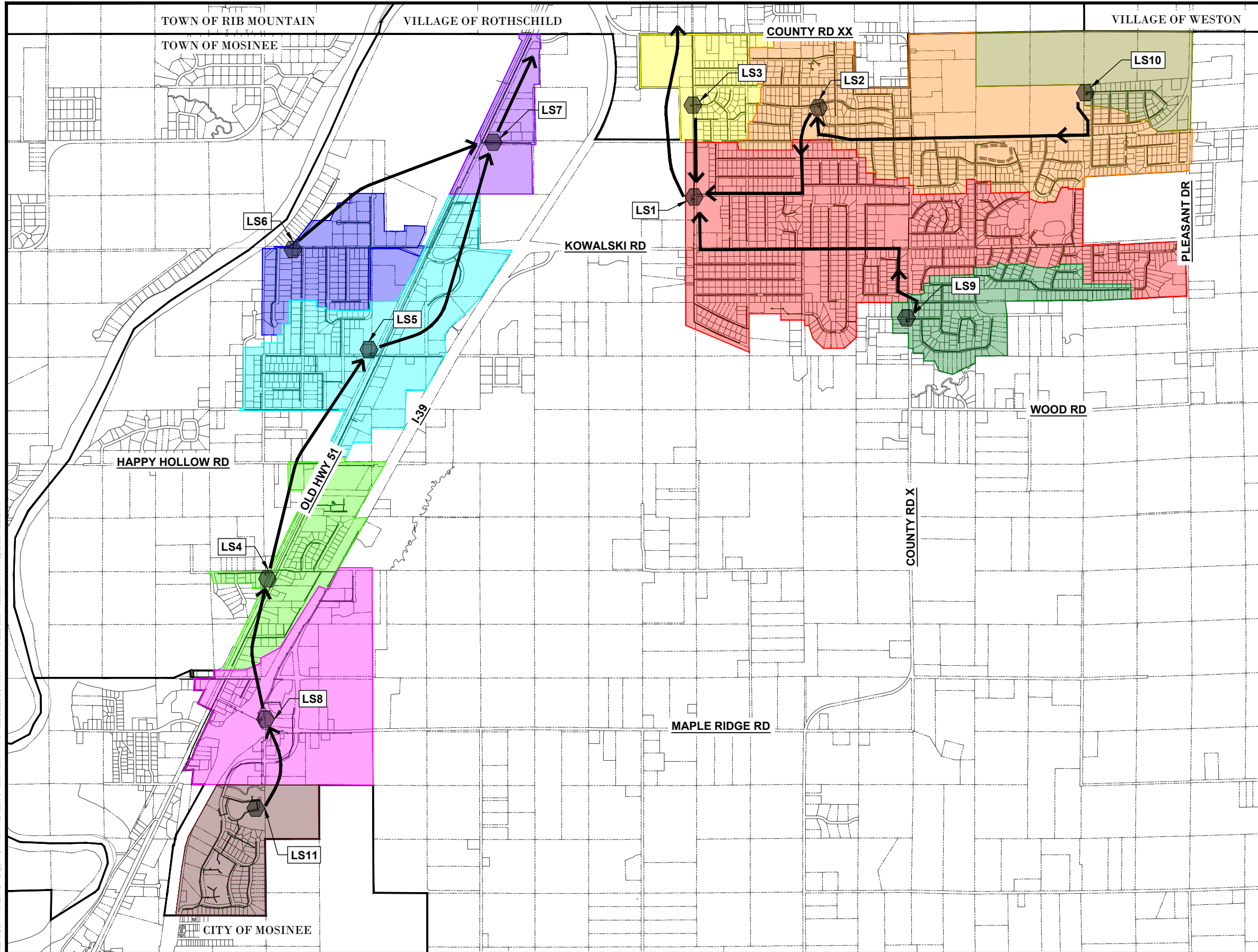
Together, a comprehensive look at the sewer infrastructure will be completed with active recommendations for immediate and future planning periods. The most immediate recommendations are for operation and maintenance items, such as electrical upgrades, pump replacements or concrete/structure maintenance.

We have recently obtained pump cut sheets, usage data, and as-built plan records from Village Staff and we have begun the process of evaluating that information. So far we have determined, unfortunately, that it is not feasible to eliminate Lift Station #3. This is based on a review of the as-built maps, depths, and relative distances. The lift station will remain a source of high maintenance given its configuration. Since this station was refurbished in 2016, we will likely not be recommending it for immediate replacement. However, we will still look at flow capacity and overall future development potential and if this station would require upsizing. If so, we would recommend it be refurbished to a duplex submersible with an above-ground valve vault where the existing wetwell can be retained and utilized.

Currently, we are focusing on Lift Station #8 which includes flow from Lift Station #11. We are starting our analysis with a look at wastewater flow and pumping records. We believe this station is undersized, including its 4” forcemain discharge, and will only be further undersized with its service of the TID 2 area in the future near Beranek and Maple Ridge Roads. If this station requires improvements and capital costs, perhaps it can be included within the TID 2 expenditures. We will continue to evaluate and make recommendations therefrom.

As for timing, we will be trying to catch up to the original schedule to continue efforts in supplying recommendations and costs for budgeting purposes in September, 2023.

****** END OF PROGRESS REPORT ******



LEGEND:

NORTHEAST BASIN:

- LIFT STATION 1 BASIN
- LIFT STATION 2 BASIN
- LIFT STATION 3 BASIN
- LIFT STATION 9 BASIN
- LIFT STATION 10 BASIN

I-39 BASIN:

- LIFT STATION 6 BASIN
- LIFT STATION 7 BASIN
- LIFT STATION 8 BASIN
- LIFT STATION 4 BASIN
- LIFT STATION 5 BASIN
- LIFT STATION 11 BASIN

LIFT STATION

FLOW ORDER:

NORTH EAST BASIN FLOW SEQUENCE:

- LIFT 3 » LIFT 1 » ROTHSCHILD
- LIFT 9 » LIFT 1 » ROTHSCHILD
- LIFT 10 » LIFT 2 » LIFT 1 » ROTHSCHILD

I-39 BASIN FLOW SEQUENCE:

- LIFT 11 » LIFT 8 » LIFT 4 » LIFT 5 » LIFT 7 » ROTHSCHILD
- LIFT 6 » LIFT 7 » ROTHSCHILD

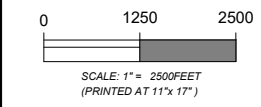
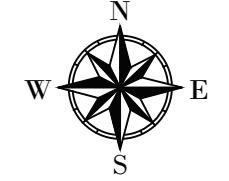
NOTE:
ARROWS REPRESENT
GENERAL FLOWAGE

File: © 2023/2023-02/KRONENWETTER/VILLAGE OF KRONENWETTER_LIFT STATION AREAS.DWG - Sheet Name: 5_ANSI FULL BLEED B (17.00 X 11.00 INCHES). Date: 7/26/2023 3:16 PM. By: Brian Heinenbrand



OVERALL EXISTING UTILITY PLAN
KRONENWETTER LIFT STATION ASSESSMENT
LIFT STATION ASSESSMENT
 VILLAGE OF KRONENWETTER, WI

SUBMITTED TO:
CLIENT
07/25/2023



DATE:	07/25/2023
DESIGNED BY:	RJR
DRAWN BY:	
PROJECT NO:	2023-XXX
SHEET:	16



Kronenwetter Well No. 2

Preliminary Overall Schedule: 7/18/23



ID	Task Name	Duration	Start	Finish	Schedule																
					7/23	8/20	9/17	10/15	11/12	12/10	1/7	2/4	3/3	3/31	4/28	5/26	6/23	7/21	8/18	9/15	
1	Kronenwetter Well No. 2	298 days?	Wed 8/2/23	Sun 9/22/24	[Gantt bar from 8/2/23 to 9/22/24]																
2	Long Lead Time Items	296 days?	Wed 8/2/23	Wed 9/18/24	[Gantt bar from 8/2/23 to 9/18/24]																
3	Light Fixtures	8 wks	Mon 8/14/23	Fri 10/6/23	8/14	[Gantt bar from 8/14 to 10/6]															
4	Control Panels	14 wks	Mon 8/14/23	Fri 11/17/23	8/14	[Gantt bar from 8/14 to 11/17]															
5	ATS	18 wks	Mon 8/14/23	Fri 12/15/23	8/14	[Gantt bar from 8/14 to 12/15]															
6	Panels, Transformers	20 wks	Mon 8/14/23	Fri 12/29/23	8/14	[Gantt bar from 8/14 to 12/29]															
7	Generator	50 wks	Mon 8/14/23	Fri 7/26/24	8/14	[Gantt bar from 8/14 to 7/26]															
8	Manholes and Associated Materi	6 wks	Mon 8/14/23	Fri 9/22/23	8/14	[Gantt bar from 8/14 to 9/22]															
9	HVAC	8 wks	Mon 8/14/23	Fri 10/6/23	8/14	[Gantt bar from 8/14 to 10/6]															
10	Equalization Tanks	8 wks	Mon 8/14/23	Fri 10/6/23	8/14	[Gantt bar from 8/14 to 10/6]															
11	Well Pump and Motor	10 wks	Mon 8/14/23	Fri 10/20/23	8/14	[Gantt bar from 8/14 to 10/20]															
12	Chemical Equipment	12 wks	Mon 8/14/23	Fri 11/3/23	8/14	[Gantt bar from 8/14 to 11/3]															
13	Valves	28 wks	Mon 8/14/23	Fri 2/23/24	8/14	[Gantt bar from 8/14 to 2/23]															
14	Filter System Equipment	44 wks	Mon 8/14/23	Fri 6/14/24	8/14	[Gantt bar from 8/14 to 6/14]															
15	Door Hardware	10 wks	Mon 8/14/23	Fri 10/20/23	8/14	[Gantt bar from 8/14 to 10/20]															
16	FRP Doors and Frames	18 wks	Mon 8/14/23	Fri 12/15/23	8/14	[Gantt bar from 8/14 to 12/15]															
17	Building Construction	250 days	Mon 8/28/23	Fri 8/9/24	[Gantt bar from 8/28/23 to 8/9/24]																
18	Site Stripping/Rough Grading	2 days	Mon 8/28/23	Tue 8/29/23	8/28	[Gantt bar from 8/28 to 8/29]															
19	Excavate Foundations	2 days	Wed 8/30/23	Thu 8/31/23	8/30	[Gantt bar from 8/30 to 8/31]															
20	Site Utilities	1 wk	Mon 9/11/23	Fri 9/15/23	9/11	[Gantt bar from 9/11 to 9/15]															
21	Footings/Foundations	2 wks	Mon 9/18/23	Fri 9/29/23	9/18	[Gantt bar from 9/18 to 9/29]															
22	Underground R.I.	5 days	Mon 10/2/23	Fri 10/6/23	10/2	[Gantt bar from 10/2 to 10/6]															
23	Backfill Foundations	2 days	Mon 10/9/23	Tue 10/10/23	10/9	[Gantt bar from 10/9 to 10/10]															
24	Masonry	2 wks	Wed 10/11/23	Tue 10/24/23	10/11	[Gantt bar from 10/11 to 10/24]															
25	Structural Steel	2 days	Mon 10/16/23	Tue 10/17/23	10/16	[Gantt bar from 10/16 to 10/17]															
26	Interior Slab on Grade	4 days	Wed 10/25/23	Mon 10/30/23	10/25	[Gantt bar from 10/25 to 10/30]															
27	Trusses	4 days	Tue 10/31/23	Fri 11/3/23	10/31	[Gantt bar from 10/31 to 11/3]															
28	Roofing/Siding	1.5 wks	Mon 11/6/23	Wed 11/15/23	11/6	[Gantt bar from 11/6 to 11/15]															
29	Insulation	3 days	Wed 11/15/23	Mon 11/20/23	11/15	[Gantt bar from 11/15 to 11/20]															
30	FRP Panels	1.5 wks	Mon 11/20/23	Wed 11/29/23	11/20	[Gantt bar from 11/20 to 11/29]															
31	MEP Rough In/Process Piping	4 wks	Mon 6/3/24	Fri 6/28/24	6/3	[Gantt bar from 6/3 to 6/28]															
32	Painting/Coating	2 wks	Mon 7/1/24	Fri 7/12/24	7/1	[Gantt bar from 7/1 to 7/12]															
33	MEP Finishes	3 wks	Mon 7/1/24	Fri 7/19/24	7/1	[Gantt bar from 7/1 to 7/19]															
34	Knock Out Panel Masonry	4 days	Mon 7/1/24	Thu 7/4/24	7/1	[Gantt bar from 7/1 to 7/4]															
35	Doors/Hardware	4 days	Fri 7/5/24	Wed 7/10/24	7/5	[Gantt bar from 7/5 to 7/10]															
36	Test & Balance	2 wks	Thu 7/11/24	Wed 7/24/24	7/11	[Gantt bar from 7/11 to 7/24]															
37	Misc. Specialties	1 wk	Mon 7/22/24	Fri 7/26/24	7/22	[Gantt bar from 7/22 to 7/26]															
38	Rough Grading	3 days	Fri 7/5/24	Tue 7/9/24	7/5	[Gantt bar from 7/5 to 7/9]															
39	Concrete Paving	1 wk	Wed 7/10/24	Tue 7/16/24	7/10	[Gantt bar from 7/10 to 7/16]															
40	Asphalt Paving	4 days	Wed 7/17/24	Mon 7/22/24	7/17	[Gantt bar from 7/17 to 7/22]															
41	Finish Grading	2 days	Tue 7/23/24	Wed 7/24/24	7/23	[Gantt bar from 7/23 to 7/24]															
42	Landscaping	5 days	Thu 7/25/24	Wed 7/31/24	7/25	[Gantt bar from 7/25 to 7/31]															
43	Generator	1 wk	Mon 7/29/24	Fri 8/2/24	7/29	[Gantt bar from 7/29 to 8/2]															
44	Punchlist	1 wk	Mon 8/5/24	Fri 8/9/24	8/5	[Gantt bar from 8/5 to 8/9]															

MEETING DATE: 8-14-2023		KOWALSKI RD. INTERCHANGE Ad-Hoc COMMITTEE		AGENDA ITEM #
PRESENTING COMMITTEE: Kowalski Rd. Interchanger Ad-Hoc Committee	COMMITTEE CONTACT: Ken Charneski	STAFF CONTACT: Duane Gau, Consultant or Peter Wager	PREPARED BY: Duane Gau, Consultant	
ISSUE: Traffic consultant to analysis Interchange alternative.				
OBJECTIVES: At the last Ad-Hoc committee meeting it was the consensus of the committee that staff research consultants that have analysis of interchanges justification with WisDOT & FHWA. And to provide a proposal for such traffic analysis.				
ISSUE BACKGROUND/PREVIOUS ACTIONS: This was voted on and passed to the VB during the Kowalski Road Interchange Ad Hoc committee meeting on 07/31/2023. Pete Wegner contacted a colleague of his at WisDOT, and he recommended that we contact Traffic Analysis & Design, Inc. (TARI). Duane Gau researched TADI and other consultants providing interchange traffic analysis for developers and municipalities. TARI had the best success in Interchange analysis and justification with WisDOT & FHWA. Gau tried to contact TADI several times but was not able to connect by email. Finally, by phone Gau was able to connect with John Bieberitz, senior partner. They went over the history of the Kowalski Interchanges studies and involvement with WisDOT, FHWA and politicians. Bieberitz was willing to review all of Kronenwetter documents over the years of the Kowalski Rd. Interchange. Once Bieberitz and his staff went over the history of Kowalski Rd. interchange document they were willing to provide a proposal with the concept of half cover-leaf interchange. (See attachments)				
PROPOSAL: Kowalski Rd. Interchange Ad-Hoc Committee recommend that the Village Board engage an engineering agreement with TADI to provide a traffic analysis with the concept of moving the north ramps south of Kowalski Road.				
ADVANTAGES: To increase the spacing between I-39 interchange with Business 51 interchange.				
DISADVANTAGES: Still maybe turned down for interchange for some other reasons by WisDOT & FHWA.				
ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, capital, Ongoing & Annual, Debt Service, etc.) One time cost of \$30,587.00 using the funds set aside for Kowalski Rd. Interchange justification study.				
RECOMMENDED ACTION: Motion to recommend the Village Board to enter into an agreement for engineering services with Traffic Analysis & Design Inc, for I-39 and Kowalski Road interchange evaluation for al lump sum fee of \$30,587,00.				
OTHER OPTIONS CONSIDERED: Do nothing and forgo the interest in a Kowalski Interchange.				
TIMING REQUIREMENTS/CONSTRAINTS: ASAP to achieve direction of TID 1 development interest.				
FUNDING SOURCE(s)- Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY Capital account #410-57100-000-000 (Capital Road Improvements) Kowalski Interchange Study				
ATTACHMENTS (describe briefly): Attached supporting documents				

AGREEMENT FOR ENGINEERING SERVICES

Section 5, Item H.

THIS AGREEMENT is entered into between the **Village of Kronenwetter** (Client) and **Traffic Analysis & Design, Inc.** (Engineer), based upon Client's intention to conduct a professional opinion of the feasibility of WisDOT and FHWA approval of an I-39 interchange with Kowalski Road in Kronenwetter, Wisconsin (the Project) and Client's requirement for certain engineering services in connection with the Project (the Services) which Engineer is prepared to provide.

- 1. Engineer shall provide the Services described in Attachment A, "Scope of Services", according to Attachment A, "Schedule".
- 2. Client shall pay Engineer in accordance with Attachment A, "Compensation". Invoices shall be due and payable upon receipt. Invoice amounts not paid within 30 days after receipt shall accrue interest at the rate of 1.5% per month (or the maximum rate permitted by law, if less), with payments applied first to accrued interest and then to unpaid principal.
- 3. The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. No other warranty, express or implied, is included in this Agreement or in any drawing, specification, report, opinion, or other instrument of service, in any form or media, produced in connection with the Services.
- 4. Engineer shall not be liable to Client for any consequential damages resulting in any way from the performance of the Services. To the fullest extent permitted by law, Engineer's liability under this Agreement shall not exceed Engineer's total compensation actually received under this Agreement.
- 5. Engineer and Client waive all rights against each other for damages covered by property insurance during and after the completion of the Services.
- 6. Notwithstanding anything to the contrary in any Attachments hereto, Engineer has no responsibility for (a) construction means, methods, techniques, sequences, procedures, or safety precautions and programs in connection with the Project; or (b) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Engineer, to fulfill contractual responsibilities to Client or to comply with federal, state, or local laws, regulations, and codes.

- 7. Engineer does not guarantee that proposals, bids, or actual Project costs will not vary from Engineer's cost estimates or that actual schedules will not vary from Engineer's projected schedules.
- 8. This Agreement may be terminated upon written notice at Client's convenience or by either party in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. Engineer shall terminate performance of Services on a schedule acceptable to Client, and Client shall pay Engineer for all Services performed and reasonable termination expenses. Paragraphs 4 and 5 shall survive any termination or completion of this Agreement.
- 9. All documents prepared by Engineer pursuant to this Agreement are instruments of service in respect to the Project. Any use except for the specific purpose intended by this Agreement will be at the user's sole risk and without liability or legal exposure to Engineer. Engineer shall retain its ownership in its data bases, computer software, and other proprietary property. Intellectual property developed, utilized, or modified in the performance of the Services shall remain the property of Engineer.
- 10. The Services provided for in this Agreement are for the sole use and benefit of Client and Engineer. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than Client and Engineer.
- 11. Any notice required by this Agreement shall be made in writing to the address specified below:

Client: Village of Kronenwetter
 1582 Kronenwetter Drive
 Kronenwetter, WI 54455
Attn: Mr. Peter Wegner
 Community Development Director

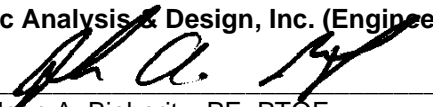
Engineer: Traffic Analysis & Design, Inc.
 P.O. Box 128
 Cedarburg, WI 53012
Attn: Mr. John A. Bieberitz, PE, PTOE

IN WITNESS WHEREOF, Client and Engineer have executed this Agreement, effective as of June 21, 2023.

Village of Kronenwetter (Client)

By: _____
 Title: _____
 Date: _____

Traffic Analysis & Design, Inc. (Engineer)

By: 
 John A. Bieberitz, PE, PTOE
 Date: 6/21/2023

ATTACHMENT A

SCOPE OF SERVICES

I-39 with Kowalski Road Interchange Evaluation

This scope of services is to provide the Village of Kronenwetter an opinion of whether WisDOT and FHWA would accept a new I-39 interchange with Kowalski Road based on current traffic volumes and conditions, current WisDOT and FHWA requirements, and past work done on the project. More specifically, this includes conduction of the following tasks:

Task 1 - Data Collection

Engineer will review all past reports and correspondence related to the proposed I-39 interchange with Kowalski Road. Engineer will engage the North Central Wisconsin Planning Commission and Marathon Planning Commission as needed during and after review of past reports and analysis.

Engineer will research the current FHWA and WisDOT policies as applied to the Village's new interchange location and moving the north ramps to south of Kowalski Road to increase the spacing between I-39 interchange with the Business 51 interchange.

Engineer will coordinate with WisDOT to obtain the current traffic volumes on I-39. Maple Road near I-39, Maple Ridge Road ramps to/from I-39, Kowalski Road near I-39, Business 51 near I-39 and the Business 51 ramps with I-39.

Task 2 - Traffic Assessment/Analysis

Traffic Growth on Study Area Roadways/Ramps

Engineer will compare the current traffic volumes to the traffic volumes documented in the previous Interchange Justification Report to obtain a percent change/growth rate for the following roadway segments:

- I-39, between Maple Ridge Road and Business 51
- Maple Ridge Road near I-39
- Maple Ridge Road ramps with I-39
- Kowalski Road near I-39
- Business 51 near I-39
- Business 51 ramps near I-39

If there has been significant traffic growth at the I-39 interchanges with Maple Ridge Road and Business 51, Engineer will analyze these interchanges to determine if any ramps operate below WisDOT acceptable levels where a new interchange at Kowalski Road would relocate traffic volumes from the USH 51 and Maple Ridge Road ramps, to illustrate an operational benefit with a new I-39 interchange with Kowalski Road.

Interchange Assessment of Future Conditions

Engineer will review the current street network with respect to the Business 51 interchange at the Maple Ridge Road interchange to assess whether the interchange can still function safely in the future without an additional interchange to the south at Kowalski Road.

Task 3 – Technical Memorandum

A “draft” Technical Memorandum documenting the findings of the analysis with an opinion of FHWA and WisDOT acceptance will be completed by the Engineer. If the analysis shows that a new interchange could be justified for FHWA and WisDOT acceptance, Engineer will provide a process/next steps for moving forward along with potential timelines through an updated Interchange Justification Report (IJR) and other approvals. The Technical Memorandum will include text, tables and exhibits.

Task 4 - Meetings

No meetings are included in the base scope of this contract. If a meeting or meetings are required with attendance by the Engineer, it will be considered as additional services requiring a contract amendment.

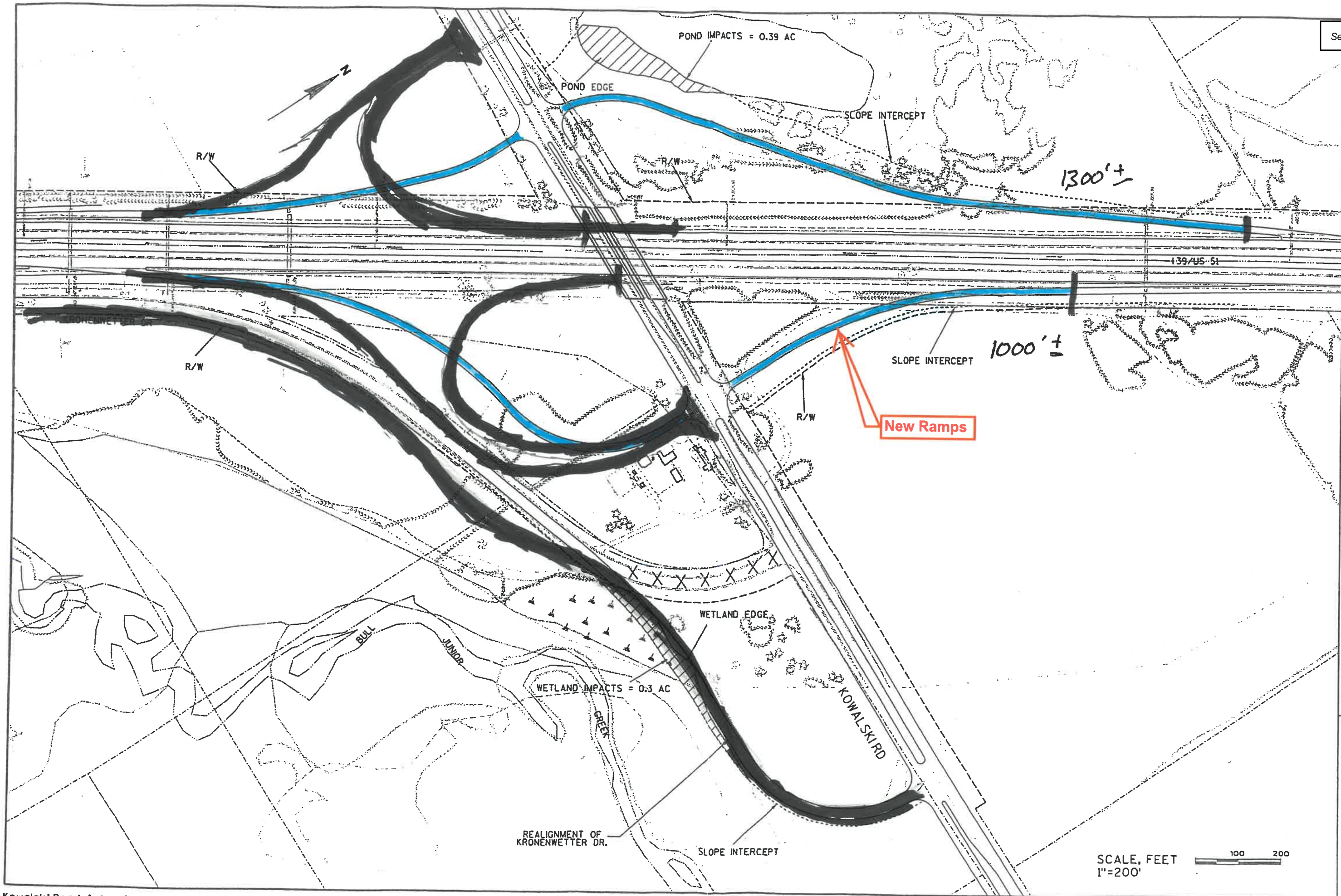
SCHEDULE

Engineer will submit a Draft Technical Memorandum within six weeks after receiving authorization to proceed. Engineer will finalize the Technical Memorandum and submit a final pdf copy to the Client and City within three days of receiving comments from the Client.

COMPENSATION

For the services described in Tasks 1,2,3 and 4: Client shall pay Engineer the lump sum fee of Thirty Thousand Five Hundred Eighty-Seven Dollars (\$30,587.00).

All services not cited in the Scope of Services, will be conducted as additional services under an Amendment to this Agreement.





JOHN BIEBERITZ, P.E., PTOE

Senior Traffic Engineer

Specialties:

Traffic Impact Studies
 Parking Studies
 Traffic Signal Design & Timing Plans
 Traffic Calming
 Corridor Studies
 Roundabout Analyses
 Teaching and Training

Education:

B.S. Civil Engineering, University of Wisconsin-Milwaukee, 1989
 M.S. Transportation Engineering, University of Wisconsin-Milwaukee, 1994

Certifications:

Professional Engineer: Wisconsin, 1992
 Professional Traffic Operations Engineer, 2003
 WisDOT SE Region Certified TIA Preparer

Professional Affiliations:

Institute of Transportation Engineers, Wisconsin Chapter
 Chairman of the ITE Traffic Engineering Workshop
 Tau Beta Pi, National Engineering Honor Society

1.800.605.3091

Direct: 262.377.1845

jbieberitz@tadi-us.com

www.linkedin.com/in/jbieberitztraffic

Mr. Bieberitz is a Senior Traffic Engineer and also the President of Traffic Analysis & Design, Inc. (TADI). Mr. Bieberitz manages the staff of 30 traffic engineering professionals in addition to project management and traffic engineering tasks. Mr. Bieberitz is responsible for traffic engineering tasks including corridor studies, traffic impact studies, signalized intersection analyses, signal progression analyses, development of traffic signal timing plans, roundabout analyses, traffic calming and traffic simulation.

Mr. Bieberitz has over 34 years of traffic engineering experience ranging from traffic signal designs/timing to traffic impact studies. Mr. Bieberitz has conducted over several hundred traffic impact studies, designed over one hundred traffic signals, and has retimed several hundred traffic signals. Mr. Bieberitz serves as an "on-call" traffic engineer for several Wisconsin communities.

Mr. Bieberitz has presented and published several papers on traffic engineering for both the Institute of Transportation Engineers and the American Society of Civil Engineers. Mr. Bieberitz regularly teaches traffic engineering courses for the University of Wisconsin-Milwaukee on topics such as intersection safety and efficiency, traffic impact analyses, access control and site design.



PETER GARCIA, P.E., VMA

Senior Traffic Engineer/Project Manager

Specialties:

Traffic Studies

FHWA Funding and Grants

NEPA documents

Value Engineering

Education:

B.S. Civil Engineering,
University of Wisconsin – Milwaukee 1990

Certifications:

Professional Engineer, Wisconsin

VMA Certification, Society of Value Engineers
International

ETG FHWA Headquarters Value Engineering
Expert Task Group

Professional Affiliations:

Institute of Transportation Engineers,
Wisconsin Chapter

Direct: 608.335.1918

pgarcia@tadi-us.com

Peter Garcia a Senior Traffic Engineer/Senior Project Manager for Traffic Analysis & Design, Inc. Peter has over 30 years of experience with FHWA. He has extensive experience in Interchange Justification Reports (IJRs), Transportation Management Plans (TMPs), Environmental Impact Statements (EIS's), and Public Interest Findings (PIFs). Peter has reviewed over 400 NEPA environmental documents and managed oversight of several complex projects which included the \$670M STH 64 St. Croix River Bridge and the \$425M USH 151 Verona Road interchange/freeway reconstruction. Peter has led Value Engineering both within the Wisconsin Division Office and nationally for over 20 years.

Peter has extensive knowledge of the Federal Aid Program as he was responsible for overseeing all phases of the program from planning through project close-out throughout Wisconsin.

Peter has delivered numerous presentations for statewide and regional design construction conferences as spokesperson for FHWA promoting Risk Based Stewardship & Oversight, CAP program, and Construction Program focus initiatives.



DON LEE, P.E.

Senior Traffic Engineer

Specialties:

Conceptual Design Comparisons
 Pedestrian Safety Studies
 Corridor Studies
 Traffic Impact Studies
 Intersection Control Evaluations (ICE)

Education:

BS Civil Engineering,
 University of Wisconsin – Milwaukee, 1994
 BBA Marketing & Finance,
 University of Wisconsin – Milwaukee, 1988

Certifications:

Professional Engineer, 1998
 WisDOT SE Region Certified
 TIA Preparer (SE05-804-046)

Professional Affiliation:

Institute of Transportation Engineers,
 Wisconsin Chapter
 American Public Works Association,
 Wisconsin Chapter

1.800.605.3091

Direct: 414.763.7163

dlee@tadi-us.com

www.linkedin.com/in/djleetraffic

Mr. Lee is a senior traffic engineer with Traffic Analysis & Design, Inc. (TADI). His current responsibilities include conducting conceptual design comparisons, pedestrian safety studies, safety assessments, corridor studies, traffic impact studies, Intersection Control Evaluations (ICE), and traffic signal design.

Don has a diverse background in the planning and design of transportation facilities with over 25 years of work experience including WisDOT project management, roadway conceptual and final design, construction inspection, traffic signal design, and traffic analysis of unsignalized and signalized intersections. His well-rounded design experience helps him identify feasible, constructible and cost-efficient transportation solutions.

Don also has extensive experience having worked on many high profile politically sensitive projects in Southeast Wisconsin over his career including the demolition of the Park East freeway and construction of a replacement at-grade roadway in Milwaukee's CBD, the construction of Canal Street within the City of Milwaukee's Menomonee Valley, the construction of the Lake Parkway in southeast Milwaukee and the construction of the Jobs Corridor project spanning the border of the City of Milwaukee and the Village of Menomonee Falls. Don has completed over 25 PS&E packages for various WisDOT design projects. His strong people skills allow him to identify, gain consensus on and implement solutions for complex transportation projects.



REPORT TO VB

ITEM NAME: Water & Sewer Rate Study
MEETING DATE: 8/14/2023
PRESENTING COMMITTEE: UC
COMMITTEE CONTACT: Alex Vedvik
STAFF CONTACT: Lisa Kerstner
PREPARED BY: Lisa Kerstner

ISSUE: Update on Ehlers recommendations.

OBJECTIVES: Discuss the recommendations of the water & sewer rate study.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Water & Sewer Rate Study. Last sewer rate increase 2015.

PROPOSAL: Increase Sewer 8% and approve resolution 2023-009

ADVANTAGES: Increase Revenue to help cover sewer expenses.

DISADVANTAGES: An increase in sewer rates to the residents

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

RECOMMENDED ACTION: Approve resolution 2023-009 for an 8% sewer rate increase.

OTHER OPTIONS CONSIDERED: None

TIMING REQUIREMENTS/CONSTRAINTS: Looking to increase sewer rates as of 10/01/2023.

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): Ehlers recommendations

Recommendations

- Not eligible for SRC based on 2022 PSC AR results
- This plan identifies
 - ✓ max use of SRC where available then CRC
 - Projected eligibility upon release of 2024 PSC report (5/1/25)
 - ✓ 2032 projected solved for min. coverage; not PSC rate adjustment

Recommendations

- Determine timing for rate adjustment(s) (unregulated)
 - ✓ Analysis depicts 1/1/2024 implementation
- Determine customer engagement
- As applicable, move forward with Phase 2 to identify Sewer Rate adjustment by customer class developing fair and equitable rates
 - ✓ % across the board vs. COSS
 - ✓ Category B users
 - ✓ other ratemaking goals (if any)

Sewer: Impact on Avg. Res. Bill

Year	Water					Sewer					Utility Bill (Annual)	Change Over Prior Year	% of MHI (84,435)	Year
	Increase	Water Vol. Charge ¹	Water User Charge ²	Utility Bill (Quarterly)	Change Over Prior Year	Increase	Sewer Vol. Charge ³	Sewer User Charge ³	Utility Bill (Quarterly)	Change Over Prior Year				
		Tiered	Serv. + PFP				1,000 Gal	Gen Service						
2022		3.59	29.40	\$ 72.48			3.39	21.85	\$ 62.53		\$ 540.04		0.64%	2022
2023	0.00%	3.59	29.40	\$ 72.48	\$ -	0.00%	3.39	21.85	\$ 62.53	\$ -	\$ 540.04	\$ -	0.64%	2023
2024	0.00%	3.59	29.40	\$ 72.48	\$ -	8.00%	3.66	23.60	\$ 67.53	\$ 5.00	\$ 560.05	\$ 20.01	0.66%	2024
2025	3.00%	3.70	30.28	\$ 74.65	\$ 2.17	8.00%	3.95	25.49	\$ 72.93	\$ 5.40	\$ 590.36	\$ 30.31	0.70%	2025
2026	3.00%	3.81	31.19	\$ 76.89	\$ 2.24	8.00%	4.27	27.52	\$ 78.77	\$ 5.83	\$ 622.66	\$ 32.30	0.74%	2026
2027	3.00%	3.92	32.13	\$ 79.20	\$ 2.31	5.00%	4.48	28.90	\$ 82.71	\$ 3.94	\$ 647.64	\$ 24.98	0.77%	2027
2028	3.00%	4.04	33.09	\$ 81.58	\$ 2.38	5.00%	4.71	30.35	\$ 86.84	\$ 4.14	\$ 673.68	\$ 26.05	0.80%	2028
2029	3.00%	4.16	34.08	\$ 84.02	\$ 2.45	5.00%	4.94	31.86	\$ 91.19	\$ 4.34	\$ 700.84	\$ 27.16	0.83%	2029
2030	3.00%	4.29	35.11	\$ 86.54	\$ 2.52	5.00%	5.19	33.46	\$ 95.75	\$ 4.56	\$ 729.16	\$ 28.32	0.86%	2030
2031	3.00%	4.42	36.16	\$ 89.14	\$ 2.60	3.00%	5.35	34.46	\$ 98.62	\$ 2.87	\$ 751.04	\$ 21.87	0.89%	2031
2032	22.82%	5.42	44.41	\$ 109.49	\$ 20.34	3.00%	5.51	35.49	\$ 101.58	\$ 2.96	\$ 844.25	\$ 93.21	1.00%	2032
Total Change over planning period					\$ 37.01	Total Change over planning period					\$ 39.05	\$ 304.21		

Notes:

1. Current water volumetric rate is \$3.59 per 1,000 Gallons up to the first 15,000 gallons per quarter.
2. The water user charges include a quarterly service charge of \$16.20 plus a public fire protection charge of \$13.20 for a 5/8 inch meter.
3. The current Sewer volumetric rate is \$3.39 per 1,000 gallons and a service charge of \$21.85 for 5/8 inch meter.
4. The usage is assumed to be 12,000 Gallons per quarter.



STATE OF WISCONSIN VILLAGE OF KRONENWETTER COUNTY OF MARATHON

RESOLUTION NO. 2023-009

A RESOLUTION ADOPTING UPDATED SEWER USER RATES

WHEREAS, the Village Board of the Village of Kronenwetter had conducted a study of the current Sewer Utility and has reviewed all fiscal-year cost breakdowns and budgets for sewer service in accordance with §508-60 Sewer Rates of the Municipal Code; and

WHEREAS, the Village Board has determined a need to revise the charges imposed upon sewer service users under Municipal Code §508-60 Sewer Rates in order to maintain the proportionality among user classes of the service charge system, and to ensure that adequate revenues are available for operation, maintenance, and replacement costs;

NOW, THEREFORE BE IT RESOLVED by the Village Board that the attached amended October 1, 2023 Sewer Service Charge and Fee Schedule, setting fees and charges pursuant to Municipal Code §508-60, is adopted, effective as of August 14, 2023.

Passed the 14th day of August, 2023.

Chris Voll, Village President

Vote: __ Yes __ No

Attest:

Bobbi Birk-LaBarge, Village Clerk

*Village of Kronenwetter, WI
Monday, August 7, 2023*

Chapter 508. Water and Sewers

Part 2. Sewer Service Regulations

Article V. Sewer User Charge System

§ 508-60. Sewer rates.

- A. A minimum sewer charge based on the size of water meter in service shall be as set by the Village Board from time to time.
- B. A variable charge based on the amount of water consumed per quarter shall be as set by the Village Board from time to time.
- C. Minimum user charges shall be determined utilizing the winter quarter.

RESOLUTION NO. 2023-010

RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURE FROM PROCEEDS OF BORROWING.

WHEREAS, the Village of Kronenwetter, Marathon County, Wisconsin plans to undertake a water filtration project, and

WHEREAS, the Village expects to finance this Project with funds from the Clean Water Drinking Fund program, and

WHEREAS, the loan will not be issued until the fall of 2023 and the Village expects to have expenses incurred prior to that date, and

WHEREAS, it is necessary, desirable and in the best interest of the Village to advance moneys from its own Water Utility funds on hand on an interim basis to pay for the costs of the Project until the Clean Water Fund Loan process is completed,

NOW THEREFORE BE IT RESOLVED, that the Village of Kronenwetter, Marathon County, Wisconsin does declare its intent to:

- 1.) **Expenditure of Funds.** The Village shall make expenditures as needed from its own Public Water Utility fund to pay for project costs until the Clean Water Fund Loan process is completed.
- 2.) **Declaration of Intent.** The Village declares its intent to be reimbursed for those expenditures from draws made on the Clean Water Fund loan awarded to the Village.
- 3.) **Anticipated Expenditures.** The Village anticipates that expenditures will be anticipated at \$500,000 or less before the Clean Water Fund loan process is completed.

BE IT FURTHER RESOLVED, that this resolution shall be made available to the public for inspection at the Treasurer's office and shall remain available for public inspection until the Clean Water Fund loan is processed and completed.

Effective this date _____ of _____, 2023.

VILLAGE OF KRONENWETTER

Chris Voll, Village President

Vote: ___ Yes ___ No

ATTEST:

Bobbi Jo Birk-LaBarge, Village Clerk

From: [Kim Manley](#)
To: [Bobbi Birk-LaBarge](#)
Cc: kelly.zagrzebski@wecenergygroup.com
Subject: FW: Weston RICE Tour for Village Board
Date: Wednesday, August 9, 2023 8:18:19 AM

Please print off this email and put on the Village Board agenda for Monday night. The group will be together and determine what date/time works best for the majority.

Kim Manley,
Interim Administrator
Village of Kronenwetter
(715)693-4200 Ext. #102

From: Zagrzebski, Kelly T <kelly.zagrzebski@wecenergygroup.com>
Sent: Wednesday, August 9, 2023 6:58 AM
To: Kim Manley <kmanley@kronenwetter.org>; alex.vedvik@gmail.com; Coyle, Kelly R <Kelly.Coyle@wisconsinpublicservice.com>
Cc: Zagrzebski, Kelly T <kelly.zagrzebski@wecenergygroup.com>
Subject: [External] Weston RICE Tour for Village Board

Hi Kim,

We would like to offer a tour of the Weston RICE plant and a discussion of some of the activities happening at the site for the Village Board.

We would have:

- Friday, October 13 at 5pm
- Thursday, October 19 – wide open
- Friday, October 20 – wide open

This tour would be just for the Village of Kronenwetter – it would not be open to the public.

Please let me know if one of these dates would work.

Thank you -

Kelly T Zagrzebski
Local and Governmental Affairs Leader
WEC Energy Group – Business Services
Office: 715-848-7342
Mobile: 715-573-7815
kelly.zagrzebski@wecenergygroup.com

Serving WEC Energy Group, WeEnergies, Wisconsin Public Service, Wisconsin River Power

Company, Michigan Gas Utilities, Partello and Bluewater Gas Storage



July 24, 2023

MEMORANDUM

TO: Village Board

FROM: Kim Manley, Interim Administrator

SUBJECT: Resolution 2023-007 Designating Public Depositories & Withdrawal Signatures

This policy has been reviewed by the Administrative Policy Committee at their meeting of July 18, 2023. Discussion on if banks are “rated” Atty. Turonie confirmed that banks are not “rated” like an entity that issues a general obligation bond. All banks have a charter to operate in the State of Wisconsin approved by the Department of Financial Institutions.

Atty. Turonie also noted that credit unions do not file a charter to operate in the State. They have different regulations that are followed.

After additional discussions by the Committee, the motion from the Committee is to refer to the Village Board for approval of Resolution 2023-007 – Designating Public Depositories and Withdrawal Signatures as written.

ACTION ITEM: Approve Resolution 2023-007 Designating Public Depositories and Withdrawal Signatures as recommended by the Administrative Policy Committee.

RESOLUTION NO. 2023-007

**RESOLUTION DESIGNATING PUBLIC DEPOSITORIES
AND WITHDRAWAL SIGNATURES**

RESOLVED, that the following financial institutions:

Incrediblebank Foundation, Inc. (Incrediblebank)
327 N. 17th Ave. Ste 200
Wausau, WI 54401

Associated Banc-Corp (Associated Bank)
433 Main Street
Green Bay, WI 54301

Local Government Pooled-Investment Fund (LGIP)
101 E. Wilson St. 5th FL.
Madison, WI 53703

PSB Holdings, Inc. (Peoples State Bank)
1905 Stewart Avenue
Wausau, WI 54402

Valley Communities Credit Union
975 Indianhead Drive
Mosinee, WI 54455

Covantage Credit Union
1585 County Road XX
Rothschild, WI 54474

are hereby designated under Wis. Stat. § 34.05 for the deposit of all public monies. Public monies may be maintained in demand deposits, savings deposits, and/or time deposits. Such public monies may be redeposited through a deposit placement program qualifying under Wis. Stat. § 34.05(4). A security for the repayment of such deposits shall be required under Wis. Stat. § 34.07 to the extent that public deposits exceed applicable deposit insurance.

FURTHER RESOLVED, signatures, and/or facsimile signatures adopted by a person and approved by the Village Board, of the following personnel are required in order to make withdrawals or disbursements of monies deposited in a public depository:

1. The Clerk, and/or Deputy Clerk; and the Treasurer, and/or Deputy Treasurer; and

2. The President is required to countersign.

FURTHER RESOLVED, under Wis. Stat. § 66.0607(3m) the Village also may process periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer, and automated clearinghouse methods. The Treasurer shall keep a record of the date, payee, and amount of each disbursement made by a money transfer technique.

FURTHER RESOLVED, under Wis. Stat. § 25.50, that the “local official” for purposes of the Local Government Pooled-Investment Fund shall be the Treasurer, and/or Deputy Treasurer.

FURTHER RESOLVED, that a certified copy of this Resolution shall be delivered to each of the designated public depositories listed herein.

Dated this ____ day of _____, 2023.

VILLAGE OF KRONENWETTER

By: _____
Chris Voll, President

ATTEST:

Bobbi Jo Birk-LaBarge, Clerk



July 19, 2023

MEMORANDUM

TO: Village Board
FROM: Kim Manley, Interim Administrator
SUBJECT: FIN-003 Accounts Payable

This policy has been reviewed by the Administrative Policy Committee at their meeting of July 18, 2023. There were revisions made to clarify a section that had been duplicated in the prior paragraph and it also clarified that the Clerk's office in the form of the Deputy Clerk was receiving the invoices before being processed.

This policy also helps to clarify responsibility of who is responsible for coding of invoices as they come in and to what account numbers. It puts more emphasis on the department head completing the voucher form (the form used to process an invoice) to understand their individual budget lines.

The policy also provides for a more formal oversight by the Finance Director/Treasurer which is already being done but now is in writing as part of the segregation of duties between department head(s)(initial purchase), Deputy Clerk/Account Clerk(prepare), Treasurer(review) and Deputy Clerk/Account Clerk(mailing/paying).

ACTION ITEM: Approve Financial Police FIN-003 Accounts Payable as amended.

Original

POLICY ID: FIN-003		TITLE: Accounts Payable Policy	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE Immediate		<i>C. Jankowski</i> Village Clerk	1/12/16
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose

To establish guidelines for the payment and proper expense allocation of all Village of Kronenwetter accounts payables that will ensure proper internal controls.

Scope

This policy applies to all Village employees and other persons who have or are responsible for receiving payables due from the Village of Kronenwetter.

Receipt of Vendor Invoices

When a physical vendor invoice is received, it is to be placed in the mailbox of the Account Clerk. When a vendor invoice is received via email, it is to be forwarded to the mailbox of the Account Clerk.

The Account Clerk in conjunction with the Department Heads will determine the department in which the invoice will be applied and creates a payment voucher for the applicable department head for signature approval. The voucher will contain:

1. The Payee/Vendor name and address
2. A short description of the invoice
3. The expense account number the invoice will be charged against (If the account number is unknown by the Account Clerk, it will be left blank for the department head to complete) – Some invoices may have more than one expense account.
4. The total invoice amount

The department head will review the payment voucher and vendor invoice for accuracy. The department head will verify that all information is correct by signing the payment voucher. The payment voucher is attached to the front of the vendor invoice and placed in the mailbox of the Account Clerk.

In the case that a vendor invoice is delivered directly to a department head, the department head will review the invoice for accuracy and approve payment for the invoice by signing the front page of the invoice, indicating the total amount to be paid and writing down the applicable expense account. If the expense account is not known by the department head, the Account Clerk and/or the Treasurer will assist in determining the correct expense account. Upon receipt of the sign vendor invoice from the department head, the Account Clerk will create a payment voucher and process for payment.

In the case of an invoice for a recurring payment involving a contract that has been signed by the appropriate department head, the Account Clerk will process the invoice for payment pursuant to the direction of the signed contract.

Invoices Needing Additional Approval

RDA

All invoices that are to be allocated to TID expense accounts that are over \$1,000, and outside of ongoing debt and interest payments will be given to the Treasurer to be included on the upcoming RDA meeting agenda for payment approval. All contracts for services, as per Village policy FIN-004, for such things as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts will be presented to both the RDA and then to the Village Board for approval. The RDA will vote on the payment approval of each TID related invoice. When an invoice has been approved by the RDA, the RDA Chairperson will sign the invoice indicating payment approval. All invoices approved by the RDA will be delivered to the Account Clerk by the RDA Secretary to be processed for payment. A payment voucher is created by the Account Clerk to be attached to the signed vendor invoice.

Capital Operating Budget and Capital Project Borrowings

All invoices that are to be allocated to the Capital Operating Budget and/or Capital Project Borrowings must be approved by the department head (if applicable) AND the Treasurer or Administrator.

Wire Transfer Payments

All wire transfer payments will be initiated by the Treasurer. A payment voucher along with a wire transfer form will be created for each wire transfer. The wire transfer form must be signed by the Treasurer and either the Village Clerk or the Village Administrator. The payment voucher is to be signed by the Treasurer.

Check Processing

The Account Clerk will process all check payments. A check for payment will only be processed when the Account Clerk has all required back-up documentation for the payment. When a check is cut the following items are attached:

1. The signature approved payment voucher
2. The vendor invoice
3. The check stub

The above documentation is given to the Treasurer for review. The Treasurer will verify the following information:

1. The Payee/Vendor
2. The check amount
3. The check number
4. The expense account

The documentation is then filed in the Accounts Payable files. All Accounts Payable files will be retained by the Village for 7 years.

Revisions made by: Kim Manley

POLICY ID: FIN-003		TITLE: Accounts Payable Policy	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: <u>Immediate</u>		<u>C. Gallucci</u>	<u>1/12/16</u>
		<u>Clerk</u>	<u>Village</u>
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose

To establish guidelines for the payment and proper expense allocation of all Village of Kronenwetter accounts payables that will ensure proper internal controls.

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Scope

This policy applies to all Village employees and other persons who have or are responsible for receiving payables due from the Village of Kronenwetter.

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Receipt of Vendor Invoices

When a physical vendor invoice is received, it is to be placed in the mailbox of the Account Clerk. When a vendor invoice is received via email, it is to be forwarded to the mailbox of the Account Clerk.

add. Dep. Clerk

The Account Clerk ~~in conjunction with the Department Heads~~ will determine the department in which the invoice will be applied and ~~provide the invoice to the greater a payment voucher for the applicable department head for signature approval.~~ ~~The department head shall prepare a voucher for the Account Clerk to process.~~ The voucher will contain:

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1. The Payee/Vendor name and address – if it is a new Vendor or Payee the Department Head shall inform the Account Clerk. If a W-9 is required one will be mailed with the payment of the invoice.
2. A short description of the invoice.
3. The expense account number the invoice will be charged against (If the account number is unknown by the department head, Account Clerk, ~~it will be left blank for the department head to complete with assistance of the Finance Director/Treasurer~~ – Some invoices may have more than one expense account.
4. The total invoice amount(s).

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The department head will review the payment voucher and vendor invoice for accuracy. The department head will verify that all information is correct by signing the payment voucher. The payment voucher is attached to the front of the vendor invoice ~~which shall also be initiated by the department head and then be delivered to placed in the mailbox of the Account Clerk to process for payment.~~

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~~In the case that a vendor invoice is delivered directly to a department head, the department head will review the invoice for accuracy and approve payment for the invoice by signing the front page of the invoice, indicating the total amount to be paid and writing down the applicable expense account. If the expense account is not known by the department head, the the Account Clerk and/or the Treasurer-Finance Director/Treasurer will assist in determining the correct expense account based on the current adopted budget. In the absence of the Finance Director/Treasurer the Account Clerk will assist the Department Head. Upon receipt of the signed vendor invoice from the department head, the Account Clerk will create a payment voucher and process for payment.~~

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This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

Correct - duplicated

Recurring Payments

In the case of an invoice for a recurring payment involving a contract that has been previously approved and signed by the appropriate department head, the Account Clerk ~~will~~ Clerk will process the invoice for payment pursuant to the direction ~~of the signed contract of the department head.~~

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Invoices Needing Additional Approval

Redevelopment Authority (RDA) DA

All invoices that are to be allocated to TID expense accounts that are over \$1,000, and outside of ongoing debt and interest payments will be given to the Finance Director Treasurer to be included on the upcoming RDA meeting agenda for payment approval.

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All contracts for services, as per Village policy FIN-004, for such things as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts will be presented to both the RDA and then to the Village Board for approval. Once the contract is approved, expenses related to said contract will be processed for payment. Expenses from said contracts that are outside the scope of the approved contract for services shall be brought before the RDA for review before approval of payment. The RDA will vote on the payment approval of each TID related invoice outside of the preapproved contractual services.

When an invoice has been approved by the RDA, the RDA Chairperson will sign the invoice indicating payment approval. All invoices approved by the RDA will be delivered to the Account Clerk by the RDA Clerk Secretary to be processed for payment. A payment voucher is created by the Account Clerk to be attached to the signed vendor invoice.

Capital Operating Budget and Capital Project Borrowings

All invoices that are to be allocated to the Capital Operating adopted bBudget and/or Capital Project Borrowings expenses associated with a capital project authorized by the Village Board must be approved by the Administrator, department head (if applicable) ~~and~~ AND the Finance Director Treasurer ~~or Administrator.~~

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Wire Transfer Payments

All wire transfer payments will be initiated by the Finance Director Treasurer or in the absence of the Finance Director Treasurer the Administrator or Village Clerk. A payment voucher along with a wire transfer form will be created for each wire transfer. The wire transfer form must be signed by the Finance Director Treasurer and either the Village Administrator Clerk or the Village Administrator Clerk. The payment voucher is to be signed by the Finance Director Treasurer and Village Administrator or the Village Clerk. The Finance Director Treasurer shall then process the payment internally and write the necessary accounting entries to apply the expense to the appropriate adopted budget expense lines.

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Check Processing

The Account Clerk ~~will~~ Clerk will process all check payments. A check for payment will only be processed when the Account Clerk ~~has~~ Clerk has all required back-up documentation for the payment from the department head

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When a check is cut the following items are attached:

- 1. The signature approved payment voucher *add: signors*

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

- 2. The signature approved vendor invoice
- 3. The check stub
- 4.) *add supporting documents*

The above documentation is given to the Treasurer for review. The Treasurer will verify the following information:

- 1. The Payee/Vendor information is accurate and matches the invoice
- 2. The check amount matches that of the invoiced amount for services
- 3. The check number matches the check number in the accounting system/program
- 4. The expense account number used is valid and is part of an adopted budget.
- 4.5. Will determine if a W-9 will be sent to the Payee/Vendor or not for end of year 1099 filing

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Record Retention

The documentation is then filed in the Accounts Payable files. All Accounts Payable files will be retained by the Village for 7 years.

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FINAL

POLICY ID: FIN-003		TITLE: Accounts Payable Policy	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE:			
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

Purpose

To establish guidelines for the payment and proper expense allocation of all Village of Kronenwetter accounts payables that will ensure proper internal controls.

Scope

This policy applies to all Village employees and other persons who have or are responsible for receiving payables due from the Village of Kronenwetter.

Receipt of Vendor Invoices

When a physical vendor invoice is received, it is to be delivered to or placed in the mailbox of the Deputy Clerk/Account Clerk. When a vendor invoice is received via email, it is to be forwarded to the mailbox of the Deputy Clerk/Account Clerk.

The Deputy Clerk/Account Clerk will determine which department the invoice belongs to and provide the invoice along with the payment voucher form to the applicable department head to approve and process. The department head will review the payment voucher and vendor invoice for accuracy and initial for approval. If the account number is unknown by the department head, it will be left blank for the department head to complete with assistance of the Finance Director/Treasurer. Note: Some invoices may have more than one expense account.

The completed payment voucher form initialed by the department head is attached to the front of the vendor invoice and delivered to the Deputy Clerk/Account Clerk to prepare for payment.

The voucher form will contain:

1. The Payee/Vendor name and address – if it is a new Vendor or Payee the Department Head shall inform the Deputy Clerk/Account Clerk. If a W-9 is required one will be mailed with the payment of the invoice.
2. A short description of the invoice.
3. The expense account number(s) the invoice will be charged against
4. The total invoice amount(s).

Recurring Payments

In the case of an invoice for a recurring payment involving a contract that has been previously approved and signed by the appropriate department head, the Deputy Clerk/Account Clerk will process the invoice for payment pursuant to the direction of the department head.

Redevelopment Authority (RDA)

All invoices that are to be allocated to TID expense accounts that are over \$1,000, and outside of ongoing debt and interest payments will be given to the Finance Director/Treasurer to be included on the upcoming RDA meeting agenda for payment approval.

All contracts for services, as per Village policy FIN-004, for such things as legal, architectural, engineering, auditing, maintenance contracts and janitorial contracts will be presented to both the RDA and then to the Village Board for approval. Once the contract is approved, expenses related to said contract will be processed for payment. Expenses from said contracts that are outside the scope of the approved contract for services shall be brought before the RDA for review before approval of payment. The RDA will vote on the payment approval of each TID related invoice outside of the preapproved contractual services.

When an invoice has been approved by the RDA, the RDA Chairperson will sign the invoice indicating payment approval. All invoices approved by the RDA will be delivered to the Deputy Clerk/Account Clerk by the RDA Secretary to be processed for payment. A payment voucher is created by the Deputy Clerk/Account Clerk to be attached to the signed vendor invoice.

Capital Operating Budget and Capital Project Borrowings

All invoices that are to be allocated to the Capital Operating adopted budget and/or expenses associated with a capital project authorized by the Village Board must be approved by the Administrator, department head (if applicable) and the Finance Director/Treasurer prior to payment.

Wire Transfer Payments

All wire transfer payments will be initiated by the Finance Director/Treasurer or in the absence of the Finance Director/Treasurer the Administrator or Village Clerk. A payment voucher along with a wire transfer form will be created for each wire transfer. The wire transfer form must be signed by the Finance Director/Treasurer and either the Village Administrator or the Village Clerk. The Finance Director/Treasurer shall then process the payment internally and write the necessary accounting entries to apply the expense to the appropriate adopted budget expense lines.

Check Processing

The Deputy Clerk/Account Clerk will process all check payments. A check for payment will only be processed when the Deputy Clerk/Account Clerk has all required back-up documentation for the payment from the department head. When a check is cut the following signatures are required to appear on each check: Village President, Village Clerk and Treasurer/Finance Director. The items attached to be kept as the record of payment are:

1. The signature/initialed approved payment voucher
2. The signature/initialed approved vendor invoice
3. The check stub.
4. Any other supporting information that was necessary to process the invoice/voucher.

The above documentation is given to the Treasurer for review. The Treasurer will verify the following information prior to checks being sent to vendors for payment:

1. The Payee/Vendor information is accurate and matches the invoice.
2. The check amount matches that of the invoiced amount for services.
3. The check number matches the check number in the accounting system/program.
4. The expense account number used is valid and is part of an adopted budget.
5. Will determine if a W-9 will be sent to the Payee/Vendor or not for end of year 1099 filing.

Record Retention

The documentation is then filed in the Accounts Payable files. All Accounts Payable files will be retained by the Village for 7 years.



July 19, 2023

MEMORANDUM

TO: Village Board
FROM: Kim Manley, Interim Administrator
SUBJECT: FIN-005 Investment Policy

This policy has been reviewed by the Administrative Policy Committee at their meeting of July 18, 2023. There were revisions made to the original policy by the Village Attorney.

After review, the Administrative Policy Committee made a change to the annual review to specify in February of each year and corrected a grammatic change in the prior paragraph. The Committee makes the recommendation to approve FIN-005 Investment Policy with the corrections made.

ACTION ITEM: Approve policy FIN-005 Investment Policy as recommended by the Administrative Policy Committee.

- 2) Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- 3) Yield: The Village's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and Village's cash flow needs, Return on investment is of least importance compared to the safety and liquidity objectives described above.

II. Standards of Care

- 1) Prudence: The standard prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 2) Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Investment officials shall disclose any material interests in financial institutions with which they conduct business, They shall further disclose any personal financial/investment positions that could be related to the performance of the Village's investment portfolio, particularly with regard to the time of purchases and sales.
- 3) Delegation of Authority: Responsibility for the operation of the investment program is hereby delegated to the Finance Director/Treasurer under direction of the Administrator, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, delivery vs. payment investment accounting, wire transfer agreements, collateral/depository agreements and banking services contracts. No person may engage in an investment transaction except as provided under the terms of this policy, and the procedures established by the Finance Director/Treasurer. The Village Finance Director/Treasurer shall be responsible for a) transactions undertaken and shall establish a system of controls to regulate the activities of assistants.

III. Safekeeping and Custody

- 1) Authorized Financial Dealer and Institution The Finance Director/Treasurer under direction of the Administrator will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Wisconsin. No public deposit shall be made except in a qualified public depository as established by state laws.

All financial institutions and broker/dealers who desire to become qualified bidders for Investment transactions must supply the Village Finance Director/Treasurer with the following: audited financial statements proof of Financial Industry Regulatory Authority certification, trading resolution, proof of state registration, certification of having read the Village's investment policy.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Finance Director/Treasurer.

Current audited financial statements are required to be on file for each financial institution and broker/dealer in which the Village invests.

- 2) Internal Controls: The Village Finance Director/Treasurer under direction of the Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefit likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Village Finance Director/Treasurer shall provide the Administrative Policy Committee (or its successor committee) with a monthly report (to be presented at the monthly Administrative Policy Committee meeting) of investment activity. This report will be shared with the Village Board on a monthly basis. The report shall include:

- A summary of current investments including purchase/maturity date, financial institution and interest rate.
- Funds available for investment and anticipated investment of those funds.

The Administrative Policy Committee will be authorized to provide input to the Finance Director/Treasurer regarding all investment activities.

IV.Suitable and Authorized Investments

- 1) Investment Types: Consistent with Wisconsin State Statues, the following investments will be permitted by this policy
 - Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government. ➤ Governmental agency securities (EX Fannie Mae, Freddie Mac, Ginnie Mae)
 - Business checking accounts, Certificate of Deposits and, money market accounts in any financial institutions authorized to transact business in the State of Wisconsin, and approved in accordance with section III(I) of this policy.
 - Bonds or securities of any Single A or better rated (as rated by S&P or Moodys) county, city, drainage district, vocational, technical and adult education district village, town or school district in the State of Wisconsin.
 - Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating of AA- or higher

by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with) a security of the same issuer which has such a rating.

- State of Wisconsin's Local Government Investment Pool or other similar investment pool legally authorized to do business in the State of Wisconsin. These portfolios need to be monitored periodically.
- Money market mutual funds regulated by the Securities and Exchange Commission, whose portfolios consist of U.S Treasury or Government Obligations and are managed according to the Village's investment objectives.
- Securities of open-end management investment company (closed-end mutual fund) provided the investments are limited to Treasuries of Government Agencies, Bonds guaranteed as to

the principal and interest by the Federal Government or Governmental Agency and Repurchase agreements collateralized by the above types of securities. Municipal securities issued by the State of Wisconsin in accordance with the issuers and type detailed in the statute.

- 2) Collateralization: Where allowed by state law, full collateralization will be required on all demand deposit accounts and non-negotiable certificates of deposit.

V. Investment Parameters

- 1) Maximum Maturities: To protect public funds from market price losses resulting from rising interest rates, the Village will, to the extent possible, attempt to match its investments with anticipated cash flow requirements. The Village will not directly invest in securities maturing more than seven years from the date of purchase.
- 2) Diversification: The Village will diversify investments by security type, institution and terms of maturity to reduce portfolio risk.

On an annual basis, no later than the February Administrative Policy Committee meeting, the Village Finance Director/Treasurer shall prepare a schedule of cash flow requirements for the upcoming year based on the prior year's actual cash flows. This schedule will show receipts, disbursements, and ending (available) cash balances for each fund. That schedule shall be adjusted for any extraordinary items such as debt proceeds, new debt payments, capital outlay purchases which are not an annual occurrence.

The Village Finance Director/Treasurer shall monitor the Village's cash flow requirements on a monthly basis to assure funds are readily available to meet the short term operational cash needs and shall make adjustments to investments accordingly.

VI. Approval of Investment Policy

The investment policy is formerly approved and adopted by the Village of Kronenwetter Board on November 26, 2012 and is to be reviewed annually by the Administrative Policy Committee.

Attorney

POLICY ID: FIN-005		TITLE: Investment Policy	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE Immediate		_____	
<input checked="" type="checkbox"/> FLSA EXEMPT		<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES		<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<p><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></p>			

Purpose

To enhance opportunities for prudent and systematic investments which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village.

The investment practices of the Village of Kronenwetter are based on state law and prudent money management. All funds ~~will~~shall be invested in accordance with this policy and Wisconsin Statute § 66.0603. The investment of bond proceeds ~~will~~shall be further restricted by the provisions of relevant bond documents.

Scope

It is intended that this policy cover all funds and investment activities under the direction of the Village Board.

General Objectives

The primary objectives in priority order, of the Village's investment activities shall be:

- 1) **Safety:** Safety of principal is the foremost objective of the Village's investment program. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio. The objectives will be to mitigate credit risk and interest rate risk.
 - a) **Credit Risk** is the risk of loss due to the failure of the security issuer, financial institution, or backer. Credit risk may be mitigated by:
 - > Limiting investment to the safest type of securities;
 - > Pre-qualifying the financial institutions, broker/dealer, intermediaries and advisors with which the Village will do business; and
 - > Diversifying the investment portfolio so that potential losses on individual securities will be minimized.
 - b) **Interest Rate Risk** is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:
 - > Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations thereby avoiding the need to sell securities on the open market prior to maturity; and
 - > By investing operating funds primarily in shorter-term securities.

- 2) Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- 3) Yield: The Village's investment portfolio shall be designed with the objective of ~~obtaining~~ a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and Village's cash flow needs, return on investment is of least importance compared to the safety and liquidity objectives described above.

Standards of Care

- 1) Prudence: The standard ~~of~~ prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 2) Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Investment officials shall disclose any material interests in financial institutions with which they conduct business, they shall further disclose any personal financial/investment positions that could be related to the performance of the Village's investment portfolio, particularly with regard to the ~~timinge~~ of purchases and sales.
- 3) Delegation of Authority: Responsibility for the operation of the investment program is hereby delegated to the Finance Director/Treasurer under direction of the Administrator, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, delivery vs. payment investment accounting, wire transfer agreements, collateral/depository agreements, and banking services contracts. No person may engage in an investment transaction except as provided under the terms of this policy, and the procedures established by the Finance Director/Treasurer. The Village Finance Director/Treasurer shall be responsible for ~~all~~ transactions undertaken and shall establish a system of controls to regulate the activities of assistants, ~~if any~~.

Safekeeping and Custody

Authorized Financial Dealer and Institution: ~~the Finance Director/Treasurer under direction of the Administrator will maintain a list of financial institutions authorized to provide investment services in addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment services in the State of Wisconsin shall utilize only those financial institutions that the Village designates as authorized public depositories.~~ No public deposit shall be made except in a qualified public depository as established by ~~state laws~~ the Village Board's designation.

However, Wis. Stat. § 34.05(4) does authorize a designated public depository to further arrange for the redeposit of public deposits through a qualifying deposit placement program, otherwise known as an "insured cash sweep" service, in order to preserve public deposits fully within the limits of federal deposit insurance corporation and/or national credit union administration coverages. Use of such programs comply with this policy.

~~All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Village Finance Director/Treasurer with the following: audited financial statements, proof of Financial Industry Regulatory Authority certification, trading resolution, proof of state registration, certification of having read the Village's investment policy.~~

~~An annual review of the financial condition and registration of qualified bidders will be conducted by the Finance Director/Treasurer.~~

~~Current audited financial statements are required to be on file for each financial institution and broker/dealer in which the Village invests.~~

- 1) Internal Controls: The Village Finance Director/Treasurer under direction of the Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefit likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Village Finance Director/Treasurer shall provide the Administrative Policy Committee (or its successor committee) with a monthly report (to be presented at the monthly Administrative Policy Committee meeting) of investment activity. This report will be shared with the Village Board on a monthly basis. The report shall include:

- A summary of current investments including purchase/maturity date, financial institution, and interest rate.
- Funds available for investment and anticipated investment of those funds.

The Administrative Policy Committee ~~will be~~ is authorized to provide input to the Finance Director/Treasurer regarding all investment activities.

Suitable and Authorized Investments

- 1) Investment Types: Consistent with Wisconsin State Statutes, the following investments will be permitted by this policy.
 - ~~Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government. ➤ Governmental agency securities (EX Fannie Mae, Freddie Mac, Ginnie Mae)~~
 - Business checking accounts, savings accounts, Certificate of Deposits, and money market accounts in any financial institutions authorized to transact business in the State of Wisconsin, and approved in accordance with the "Safekeeping and Custody" section ~~III(f)~~ of this policy.
 - ~~Bonds or securities of any Single A or better rated (as rated by S&P or Moody's) county, city, drainage district, vocational, technical and adult education district village, town or school district in the State of Wisconsin.~~
 - ~~Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating of AA or higher by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with) a security of the same issuer which has such a rating.~~

- ~~State of Wisconsin's Local Government Pooled Investment Fund Pool or other similar investment pools legally authorized to do business in the State of Wisconsin. These portfolios need to be monitored periodically.~~
 - ~~Money market mutual funds regulated by the Securities and Exchange Commission, whose portfolios consist of U.S Treasury or Government Obligations and are managed according to the Village's investment objectives.~~
 - ~~Securities of open end management investment company (closed end mutual fund) provided the investments are limited to Treasuries of Government Agencies, Bonds guaranteed as to the principal and interest by the Federal Government or Governmental Agency and Repurchase agreements collateralized by the above types of securities. Municipal securities issued by the State of Wisconsin in accordance with the issuers and type detailed in the statute.~~
- 2) Collateralization: ~~Where allowed by state law, full collateralization will~~ Under Wis. Stat. § 34.07 a security shall be required on all demand deposit accounts and non-negotiable certificates of deposit that exceed the amount of deposit insurance provided by an agency of the United States and the coverage provided under Wis. Stat. § 34.08(2).

Investment Parameters

Maximum Maturities: To protect public funds from market price losses resulting from rising interest rates, the Village will, to the extent possible, attempt to match its investments with anticipated cash flow requirements. The Village will not directly invest in securities ~~maturing more than seven years from the date of purchase.~~

Diversification: The Village will diversify investments by security type, institution, and terms of maturity to reduce portfolio risk

On an annual basis, no later than the February Administrative Policy Committee meeting, the Village Finance Director/Treasurer shall prepare a schedule of cash flow requirements for the upcoming year based on the prior year's actual cash flows. This schedule ~~will~~ shall show receipts, disbursements, and ending (available) cash balances for each fund. That schedule shall be adjusted for any extraordinary items such as debt proceeds, new debt payments, and capital outlay purchases which are not an annual occurrence.

The Village Finance Director/Treasurer shall monitor the Village's cash flow requirements, ~~on~~ at least a monthly basis, to assure funds are readily available to meet the short-term operational cash needs and shall adjust investments accordingly. *(correct)*

Approval of Investment Policy

The investment policy is ~~formerly approved and adopted by the Village of Kronenwetter Board on November 26, 2012 and is~~ to be reviewed annually by the Administrative Policy Committee.

~~at least~~ in February - add per APC

POLICY ID: FIN-005		TITLE: Investment Policy	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION EFFECTIVE DATE Immediate		APPROVED BY VILLAGE BOARD:	DATE:
APPLIES TO:		<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT
		<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES
<p><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></p>			

Purpose

To enhance opportunities for prudent and systematic investments which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village.

The investment practices of the Village of Kronenwetter are based on state law and prudent money management. All funds shall be invested in accordance with this policy and Wisconsin Statute § 66.0603. The investment of bond proceeds shall be further restricted by the provisions of relevant bond documents.

Scope

It is intended that this policy cover all funds and investment activities under the direction of the Village Board.

General Objectives

The primary objectives in priority order, of the Village's investment activities shall be:

- 1) **Safety:** Safety of principal is the foremost objective of the Village's investment program. Investments shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio. The objectives will be to mitigate credit risk and interest rate risk.

- a) Credit Risk is the risk of loss due to the failure of the security issuer, financial institution, or backer.

Credit risk may be mitigated by:

- > Limiting investment to the safest type of securities;
- > Pre-qualifying the financial institutions, broker/dealer, intermediaries and advisors with which the Village will do business; and
- > Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

- b) Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. Interest rate risk may be mitigated by:

- > Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations thereby avoiding the need to sell securities on the open market prior to maturity; and
- > By investing operating funds primarily in shorter-term securities.

- 2) Liquidity: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- 3) Yield: The Village's investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, considering the investment risk constraints and Village's cash flow needs, return on investment is of least importance compared to the safety and liquidity objectives described above.

Standards of Care

- 1) Prudence: The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.
- 2) Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Investment officials shall disclose any material interests in financial institutions with which they conduct business, they shall further disclose any personal financial/investment positions that could be related to the performance of the Village's investment portfolio, particularly with regard to the timing of purchases and sales.
- 3) Delegation of Authority: Responsibility for the operation of the investment program is hereby delegated to the Finance Director/Treasurer under direction of the Administrator, who shall carry out established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include reference to: safekeeping, delivery vs. payment investment accounting, wire transfer agreements, collateral/depository agreements, and banking services contracts. No person may engage in an investment transaction except as provided under the terms of this policy, and the procedures established by the Finance Director/Treasurer. The Village Finance Director/Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of assistants, if any.

Safekeeping and Custody

Authorized Financial Dealer and Institution: the Finance Director/Treasurer shall utilize only those financial institutions that the Village designates as authorized public depositories. No public deposit shall be made except in a qualified public depository as established by the Village Board's designation.

However, Wis. Stat. § 34.05(4) does authorize a designated public depository to further arrange for the redeposit of public deposits through a qualifying deposit placement program, otherwise known as an "insured cash sweep" service, in order to preserve public deposits fully within the limits of federal deposit insurance corporation and/or national credit union administration coverages. Use of such programs comply with this policy.

- 1) Internal Controls: The Village Finance Director/Treasurer under direction of the Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Village are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefit likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Village Finance Director/Treasurer shall provide the Administrative Policy Committee (or its successor committee) with a monthly report (to be presented at the monthly Administrative Policy Committee meeting) of investment activity. This report will be shared with the Village Board on a monthly basis. The report shall include:

- A summary of current investments including purchase/maturity date, financial institution, and interest rate.
- Funds available for investment and anticipated investment of those funds.

The Administrative Policy Committee is authorized to provide input to the Finance Director/Treasurer regarding all investment activities.

Suitable and Authorized Investments

- 1) Investment Types: Consistent with Wisconsin State Statues, the following investments will be permitted by this policy.
 - Business checking accounts, savings accounts, Certificate of Deposits, and money market accounts in any financial institution authorized to transact business in the State of Wisconsin, and approved in accordance with the "Safekeeping and Custody" section of this policy.
 - State of Wisconsin's Local Government Pooled Investment Fund.
- 2) Collateralization: Under Wis. Stat. § 34.07 a security shall be required on all demand deposit accounts and non-negotiable certificates of deposit that exceed the amount of deposit insurance provided by an agency of the United States and the coverage provided under Wis. Stat. § 34.08(2).

Investment Parameters

Maximum Maturities: To protect public funds from market price losses resulting from rising interest rates, the Village will, to the extent possible, attempt to match its investments with anticipated cash flow requirements. The Village will not directly invest in securities.

Diversification: The Village will diversify investments by security type, institution, and terms of maturity to reduce portfolio risk.

On an annual basis, no later than the February Administrative Policy Committee meeting, the Village Finance Director/Treasurer shall prepare a schedule of cash flow requirements for the upcoming year based on the prior year's actual cash flows. This schedule shall show receipts, disbursements, and ending (available) cash balances for each fund. That schedule shall be adjusted for any extraordinary items such as debt proceeds, new debt payments, and capital outlay purchases which are not an annual occurrence.

The Village Finance Director/Treasurer shall monitor the Village's cash flow requirements, on at least a monthly basis, to assure funds are readily available to meet the short-term operational cash needs and shall adjust investments accordingly.

Approval of Investment Policy

The investment policy is to be reviewed annually in February of each year by the Administrative Policy Committee



July 19, 2023

MEMORANDUM

TO: Village Board
FROM: Kim Manley, Interim Administrator
SUBJECT: HR-003 Education


This policy has been reviewed by the Administrative Policy Committee at their meeting of July 18, 2023. There were revisions made to the original policy by the Village Attorney.

After review, the recommendation is to approve HR-003 Employee Training, Education and Conferences as written.

ACTION ITEM: Approve policy HR-003 Employee Training, Education and Conferences as recommended by the Administrative Policy Committee.

Original

Section 6, Item O.

POLICY ID: HR-003		TITLE: Employee Training, Education and Conferences	
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION		APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: Original: 01/25/2010 Revision-1: 02/13/2012 Revision-2: 6/23/2015			6-23-15
APPLIES TO:	FLSA EXEMPT REPRESENTED EMPLOYEES ELECTED OFFICIALS	FLSA NON-EXEMPT Non-REPRESENTED EMPLOYEES APPOINTED OFFICIALS	
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

CONTINUING EDUCATION:

The Village of Kronenwetter encourages professional development and ongoing training. As such, employees may be granted time off for the purposes of allowing regular full-time, part-time, occasional, temporary or seasonal employees to engage in officially- sanctioned and approved training, conferences, and meetings.

The Village of Kronenwetter does not provide financial reimbursement to employees for continuing education which is defined as attendance at a university, college, or technical school course in pursuit of a *discretionary* degree or certification. The Village will *only* provide tuition assistance if the course has been mandated by the employer to satisfy department training requirements, if it will directly and significantly upgrade the employee's current job performance, and if it is part of a professional enhancement plan established by the Department Head and the Village Administrator. The course content must not be available through other more cost-effective approaches and the funds must be available within the current budget. The Village Board must review and approve all requests for tuition assistance relating to continuing education.

TRAINING/CONFERENCES/MEETINGS:

The following guidelines pertain to attendance at all training sessions, conferences, or meetings requiring registration or employee absences of one-half day or more.

- Paid time may be granted for the employee's attendance at an outside event during normal work hours if the event is judged to be useful to the individual's work or career development. Approvals are required from the Administrator and the Department Head.
- Weekend and holiday attendance at non-mandatory events is on the employee's own time and is not eligible for compensation. Exceptions apply only as stated in the represented employee's Collective Bargaining Agreement, if applicable.
- Expenses such as registration fee and transportation may be covered from the department's travel and/or training budgets at the Administrator's discretion. Travel reimbursement may only be paid according to Village policy HR-007 Business Mileage and Travel.
- Attendance for all full-time, part-time, occasional, temporary or seasonal employees save for the Village Administrator, Elected and Appointed Officials at non-budgeted conferences or training sessions will require Village Administrator approval. Attendance for the Village Administrator, Elected and Appointed Officials at non-budgeted conferences or training sessions will require approval of the Village Board.
- As is expected of all who attend training, conferences, or other such events, each attendee is encouraged to share his/her experience and the information learned through his/her event attendance with the Department Head or Administrator, colleagues, and staff as well as the Village Board via the Department's regular monthly report.

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

Any staff member seeking authorization to attend a budgeted or unbudgeted conference, training session, or meeting must obtain approval from the Administrator prior to registration and submission of any payments for the event. The employee must submit the Village of Kronenwetter Training Leave Request to his/her Department Head who will review and forward it to the Village Administrator. The approved period of leave will normally be for the period of attendance at the conference or meeting, together with the minimal reasonable period for travel to and from the employee's home or Municipal Center.

The Administrator, Village Board members and Appointed Officials must seek authorization for reimbursable attendance at training, conferences, or meetings directly from the Village Board.

The employee must submit the Village of Kronenwetter Training Leave Request to the Department Head and to the Administrator for approval with enough time for review before the proposed registration/application date.

Consistent failure to observe the established minimum requisition and documentation requirements or failure to adhere to this policy in any other way may result in discipline up to and including termination of employment.

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

After At

POLICY ID: HR--003		TITLE: Employee Training, Education and Conferences	
ORIGINAL	<input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE: Original: 01/25/2010 Revision-1: 02/13/2012 Revision-2: 6/23/2015		G6-23-rIS- 15	
APPLIES TO:		<input type="checkbox"/> FLSA EXEMPT REPRESENTED EMPLOYEES ELECTED OFFICIALS	<input type="checkbox"/> FLSA NON-EXEMPT Non-REPRESENTED EMPLOYEES APPOINTED OFFICIALS
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>			

CONTINUING EDUCATION GENERALLY:

Add 5th Purpose

The Village of Kronenwetter encourages professional development and ongoing training. As such, employees may be granted time off ~~for the purposes of allowing regular full from normal duties without expending paid time, part-time, occasional, temporary or seasonal employees off if it is~~ to engage in officially-sanctioned and approved training, conferences, and meetings.

The Village of Kronenwetter ~~does not may~~ provide financial reimbursement to employees for continuing education ~~which is defined as attendance at a university, college, or technical school course in pursuit of a discretionary degree or certification. The Village will only provide tuition assistance if the course has been mandated by the employer to satisfy department training requirements.~~ if it will directly and significantly upgrade the employee's current job performance, and if it is part of a professional enhancement plan established by the Department Head and the Village Administrator. ~~The course content must not be available through other more cost-effective approaches and the~~ The funds must be available within the current budget. The Village Board must review and approve ~~all any other~~ requests for ~~tuition financial reimbursement~~ assistance relating to continuing education.

TRAINING TRAINING/CONFERENCES/MEETINGS MEETINGS:

The following guidelines pertain to attendance at all training sessions, conferences, or meetings requiring registration or employee absences ~~of one-half day or more.~~

- Paid time may be granted for the employee's attendance at an outside event during normal work hours if the event is judged to be useful to the individual's work or career development. Approvals are required from the Administrator and the Department Head.
- ~~Weekend and holiday attendance at non-mandatory events is on the employee's own time and is not eligible for compensation. Exceptions apply only as stated in the represented employee's Collective Bargaining Agreement; applicable.~~
- Expenses such as registration fee and transportation may be covered from ~~the department's~~ travel and/or training ~~budgets at the Administrator's discretion.~~ budget. Travel reimbursement may only be paid according to ~~Village policy~~ Village policy HR-007 ~~Business Mileage and Travel~~ Business Mileage and Travel.
- ~~Attendance for all full-time, part-time, occasional, temporary or seasonal employees save Reimbursable attendance for the Village Administrator, Elected and Appointed Officials at non-budgeted conferences or training sessions will require Village Administrator approval. Attendance for the Village Administrator, Elected and Appointed Officials at non-budgeted conferences or training sessions will require approval of the~~

Village Board

This policy is intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

- As is expected of all who attend training, conferences, or other such events. each attendee is encouraged to share his/her experience and the information learned through his/her event attendance with the Department Head or Administrator, colleagues, and staff as well as the Village Board via the Department's regular monthly report.

• Any staff member seeking authorization to attend a ~~budgeted or unbudgeted~~ conference, training session, or meeting must ~~obtain approval from the Administrator prior to registration and submission of any payments for the event. The employee must~~ submit the Village of Kronenwetter Training Leave Request to his/her Department Head, with enough time for review before the proposed registration/application date, who will review and forward it to the Village ~~Administra~~ Administrator. The approved period of leave will normally be for the period of attendance at the conference or meeting, together with the minimal reasonable period for travel to and from the employee's home or Municipal Center.

~~The Administrator, Village Board members and Appointed Officials must seek authorization for reimbursable attendance at training, conferences, or meetings directly from the Village Board.~~

~~The employee must submit the Village of Kronenwetter Training Leave Request to the Department Head and to the Administrator for approval with enough time for review before the proposed registration/application date.~~

~~Consistent failure to observe the established minimum requisition and documentation requirements or failure to adhere to this policy in any other way may result in discipline up to and including termination of employment.~~

POLICY ID: HR--003		TITLE: Employee Training, Education and Confe		Section 6, Item O.
ORIGINAL	<input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:	
EFFECTIVE DATE:				
APPLIES TO:	FLSA EXEMPT REPRESENTED EMPLOYEES ELECTED OFFICIALS	FLSA NON-EXEMPT Non-REPRESENTED EMPLOYEES APPOINTED OFFICIALS		
<i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i>				

PURPOSE:

The purpose of this policy is to encourage education and professional development for all employees.

CONTINUING EDUCATION GENERALLY:

The Village of Kronenwetter encourages professional development and ongoing training. As such, employees may be granted time off from normal duties without expending paid time off if it is to engage in officially-sanctioned and approved training, conferences, and meetings.

The Village of Kronenwetter may provide financial reimbursement to employees for continuing education if it will directly and significantly upgrade the employee's current job performance, and if it is part of a professional enhancement plan established by the Department Head and the Village Administrator. The funds must be available within the current budget. The Village Board must review and approve any other requests for financial reimbursement assistance relating to continuing education.

TRAINING, CONFERENCES, MEETINGS:

The following guidelines pertain to attendance at all training sessions, conferences, or meetings requiring registration or employee absences.

- Paid time may be granted for the employee's attendance at an outside event during normal work hours if the event is judged to be useful to the individual's work or career development. Approvals are required from the Administrator and the Department Head.
- Expenses such as registration fee and transportation may be covered from a travel and/or training budget. Travel reimbursement may only be paid according to Village policy HR-007 Business Mileage and Travel.
- Reimbursable attendance for the Village Administrator, Elected and Appointed Officials at conferences or training sessions will require approval of the Village Board.
- As is expected of all who attend training, conferences, or other such events each attendee is encouraged to share his/her experience and the information learned through his/her event attendance with the Department Head or Administrator, colleagues, and staff as well as the Village Board via the Department's regular monthly report.
- Any staff member seeking authorization to attend a conference, training session, or meeting must submit the Village of Kronenwetter Training Leave Request to his/her Department Head, with enough time for review before the proposed registration/application date, who will review and forward it to the Village Administrator. The approved period of leave will normally be for the period of attendance at the conference or meeting, together with the minimal reasonable period for travel to and from the employee's home or Municipal Center.



Village of Kronenwetter Farmers Market

Sundays 9:00 am to 2:00 pm

June 11th to October 22th

2023 Market Manager Agreement

The Market Manager operates under the supervision of the Community Development Department but will not be considered an employee of the Village. The Market Manager will report to the Planning Technician and Community Development Director. Duties and responsibilities of the Market Manager can be found below.

General Market Manager Responsibilities

- Attend a minimum of 12 Farmers Market Days as the Market Manager.
- Be onsite from 8:45 am until 1:30 pm (or until the majority of the Vendors have left) each required Market Day.
- Ensure market is operated in safe and efficient manner.
- Ensure that all facilities, equipment and utilities are in working order
- Ensure that all vendors have secured the required vendor number to participate in the market.
- Ensure only approved non-profit organizations and educational booths attend the market.
- Oversee the onsite vendor application process including taking applications and fees on site and returning all payments and applications back to the Community Development Department via the Municipal Center drop box.
- Ensure all vendors follow market rules and regulations as outlined in the "Village of Kronenwetter Farmers Market Rules and Regulations" packet. Provide vendors a packet if needed.
- Maintain the Market Layout and vendor stall assignments.
- Handle all emergencies that arise. If assistance is needed, the Market Manager should call one of the Farmers Market Emergency Contacts, the Non-Emergency Dispatch Line, or 911 depending on the situation.
- Supervise and assist any events or entertainers, as needed.

Market Day Responsibilities

- Ensure all park bathrooms have been unlocked and are clean. If the conditions of the bathrooms are undesirable, this should be reported to the Community Development Department to be addressed.
- Ensure that the necessary electricity is on and all outlets are safe and in working order. If any necessary electricity is not working, the breaker should be checked to ensure it is on. If damage to an outlet or lock is present, ensure that that breaker is switched off and notify the Community Development Department to address the issue.
- Unlock the trash cans and place one trash can at both ends of the market.
- Check in each vendor in accordance to their Farmers Market Vendor Number. Each vendor needs to display their number for the duration of the market. If a vendor has not submitted an application, fee, or received a vendor number, they should fill out the required materials and provide this to the Market Manager.

- Ensure the Farmers Market Layout is being followed. Vendors should be asked to move if needed.
- Provide updates to the Community Development Department, as needed.
- Provide any fee payments, applications, or other materials to the Community Development Department via the Municipal Center drop box.

I (Market Manager) agree to the following:

- To be compensated with a stipend of \$300 for the 2023 Season.
- To work a minimum of 12 Farmers Market Days as the Market Manager.
- To be onsite from 8:45 am until 1:30 pm (or until the majority of the Vendors have left) each required Market Day.
- To adhere to all other General Market Manager Responsibilities and Market Day responsibilities outlined above.
- To use my own vehicle and fuel for the transportation of any needed market materials to or from the market without reimbursement.
- I agree to reserve the right for the Village to perform a background check if required.
- I agree to hold all market business in strict confidence and will not directly or indirectly disclose or use any confidential information, except as required in the performance of my duties as Market Manager.

This agreement is entered onto on 25th of JUNE 2023 by

KENNETH J. MACIAZ

Market Manager Name (Print)

6-25-2023

Date

Kenneth J Maciaz
Market Manager Name (Signature)

Contract for Services

This contract covers the services that will be provided by AJES Entertainment Services 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 Aug 6th 2023. Contract will be paid in full following completion of contract by Musician.

Date: Aug 6th 2023

Location: Kronenwetter Farmers Market at Buska Park

Time: 9am-12p

Duration: 3 hours 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.

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.

Anthony Hays
Anthony Hays, Musician

8-1-23
(Date)

Mailing Address for Payment: 6300 Birch Street #225 Weston WI 52976
William Gau

8-2-2023
(Date)

William Gau, Planning Technician

PLEASE MAKE CHECK OUT TO ANTHONY HAYS



<input type="checkbox"/>	Operator's License \$35.00 Expires on 6/30 in odd years
<input checked="" type="checkbox"/>	Operator's License Renewal \$35.00 Expires on 6/30 in odd years
<input type="checkbox"/>	Provisional Operator's License \$15.00 Expires in 60-days
<input type="checkbox"/>	Temporary Operator's License \$15.00 One time use only for nonprofits
FEE IS NON-REFUNDABLE	

LICENSE APPLICATION FOR OPERATOR'S (BARTENDER'S) LICENSE

SECTION 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <i>Meyerhoff Mary K</i>		All former Names	
Street Address <i>5809 Corozalla Dr</i>	City <i>Weston</i>	State <i>WI</i>	Zip <i>54476</i>
Driver's License Number <i>M610S918378301</i>	Date of Birth <i>08/03/1983</i>	Phone Number <i>7158035868</i>	

SECTION 2 - CONVICTION RECORD (Please make sure to list ALL convictions. Application may be denied if not listed)

- The VILLAGE OF KRONENWETTER performs background checks on all applicants. The VILLAGE may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
- The VILLAGE OF KRONENWETTER does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
- Even if your license has been granted, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.

Have you ever been arrested, or have charges pending or been convicted of any offenses, or violations of ANY federal, state, or municipal laws or ordinances here or any other municipality? NO YES (Complete arrest or conviction information below)

Date	Nature of Offense	Location of Offense

List additional information regarding arrest / conviction information on the back of this application.

SECTION 3 - CERTIFICATION/LICENSE (You must have at least ONE of the items below)

Do you have a "Responsible Beverage Servers Training Course" certificate from within the last two years? Yes No
If yes please attach a copy of your certificate

Are you currently enrolled in a "Responsible Beverage Servers Training Course"? Yes No
If yes please attach a copy of your enrollment receipt

Do you currently hold an unexpired Operator's License from the Village of Kronenwetter or another municipality? Yes No
If yes, please attach a copy of your license

SECTION 4 - PENALTY NOTICE/OATH

I hereby apply for a license to serve fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory and supplementary of those sections, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature: *Mary K Meyerhoff*

FOR OFFICE USE ONLY

Date sent to KPD 7/28/23 Date Payment Received: / /
 Board Date: / / Approved: Y / N Check # or Cash or CC By:




DRIVER LICENSE
REGULAR

USA WISCONSIN

Section 7, Item Q.

M610-5918-3783-01
1 MEYERHOFF
2 MARY KATHERINE
8 5209 COROZALLA DR
WESTON, WI 54476

15 SEX **F** 16 HGT **5'01"** 17 WGT **200 lb** 18 EYES **BRN**
19 HAIR **BRO** 3 DOB **08/03/1983** 4b EXP **08/03/2020**



WISCONSIN DEPARTMENT OF TRANSPORTATION



Kronenwetter Police Department

1582 Kronenwetter Drive
Kronenwetter, WI 54455
Phone: (715) 693-4215
Fax: (715) 693-4228

Terry McHugh
CHIEF OF POLICE

Christopher Smart
LIEUTENANT

MEMORANDUM

TO: BOBBI JO BIRKE-LABARGE, VILLAGE CLERK
FROM: POLICE CHIEF TERRY MCHUGH *Tm*
SUBJECT: MARY K. MEYERHOFF BARTENDER APPLICATION
DATE: AUGUST 1, 2023

At your request, I did a background check of Mary K. Meyerhoff using the Circuit Court Access Program (CCAP). Attached is the CCAP summary pages located for Ms. Meyerhoff, none of which are criminal in nature.

ded
Enclosure



Case search results

You searched for: Last name: MEYERHOFF, First name: MARY, Middle name: K

Showing 1 to 17 of 17 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
2019SC003462	12-09-2019	Marathon	Closed	Meyerhoff, Mary K		Wausau Surgery Center, L.P. vs. Mary K Meyerhoff
2019SC000186	01-11-2019	Marathon	Closed	MEYERHOFF, MARY K		MARSHFIELD CLINIC vs. MARY K MEYERHOFF
2017SC003271	12-08-2017	Marathon	Closed	Meyerhoff, Mary K.		Compass Counseling, LLC vs. Mary K. Meyerhoff
2016SC001991	10-25-2016	Marathon	Closed	Meyerhoff, Mary		Check and Cash vs. Mary Meyerhoff
2016SC000817	04-28-2016	Marathon	Closed	Meyerhoff, Mary K		Cottonwood Financial WI vs. Mary K Meyerhoff
2008SC003747	09-17-2008	Marathon	Closed	Meyerhoff, Mary K		American Family Mutual Insurance Company vs. Edward A Curtis et al
2008SC003227	08-06-2008	Marathon	Closed	Meyerhoff, Mary K		D&J Associates vs. Mary K Meyerhoff et al
2008SC002065	08-06-2008	Fond du Lac	Closed	Meyerhoff, Mary		Wisconsin Public Service vs. Mary Meyerhoff
2008SC001862	07-09-2008	Fond du Lac	Closed	Meyerhoff, Mary		H&J Properties LLC vs. Mary Meyerhoff et al
2007SC002109	08-16-2007	Fond du Lac	Closed	Meyerhoff, Mary		Fond du Lac Regional Clinic SC vs. Mary Meyerhoff
2007SC001194	04-26-2007	Fond du Lac	Closed	Meyerhoff, Mary		Gloria Wondrash et al vs. Mary Meyerhoff et al
2006PA000155PJ03-06-2007	03-06-2007	Fond du Lac	Closed	Meyerhoff, Mary Katherine	08-1983	In Re the Paternity of J. G. E. II
2006SC001910	07-10-2006	Marathon	Closed	Meyerhoff, Mary K		WFS Financial vs. Mary K Meyerhoff
2006SC000862	04-04-2006	Marathon	Closed	Meyerhoff, Mary K		Wausau Mine Company vs. Mary K Meyerhoff

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
<u>2005SC001847</u>	05-20-2005	Marathon	Closed	Meyerhoff, Mary		Romanowski Auto Sales vs. Mary K Meyerhoff
<u>2005SC001847</u>	05-20-2005	Marathon	Closed	Meyerhoff, Mary K		Romanowski Auto Sales vs. Mary K Meyerhoff
<u>2004SC000444</u>	02-12-2004	Marathon	Closed	Meyerhoff, Mary		Lori Jahnke vs. Mary Meyerhoff



<input checked="" type="checkbox"/>	Operator's License \$35.00 Expires on 6/30 in odd years
<input type="checkbox"/>	Operator's License Renewal \$35.00 Expires on 6/30 in odd years
<input checked="" type="checkbox"/>	Provisional Operator's License \$15.00 Expires in 60 days
<input type="checkbox"/>	Temporary Operator's License \$15.00 One time use only for nonprofits
Date Received: <u> </u> / <u> </u> / <u> </u> FEE IS NON-REFUNDABLE	

LICENSE APPLICATION FOR OPERATOR'S (BARTENDER'S) LICENSE

SECTION 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Brown, Mary B</u>		All former Names <u>Spaulding Hundae</u>	
Street Address <u>980 Old HWY 51 #17</u>	City <u>MOSINE</u>	State <u>WI</u>	Zip <u>54455</u>
Driver's License Number <u>0650-5826-4968-02</u>	Date of Birth <u>12/28/64</u>	Phone Number <u>715-204-6193</u>	

SECTION 2 - CONVICTION RECORD (Please make sure to list ALL convictions. Application may be denied if not listed)

- The VILLAGE OF KRONENWETTER performs background checks on all applicants. The VILLAGE may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
- The VILLAGE OF KRONENWETTER does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
- Even if your license has been granted, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.

Have you ever been arrested, or have charges pending or been convicted of any offenses, or violations of ANY federal, state, or municipal laws or ordinances here or any other municipality? NO YES (Complete arrest or conviction information below)

Date	Nature of Offense	Location of Offense

List additional information regarding arrest / conviction information on the back of this application.

SECTION 3 - CERTIFICATION/LICENSE (You must have at least one of the certifications/license)

Have you successfully completed the "Responsible Beverage Servers Training Course"? If yes please attach a copy of your certificate	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently enrolled in a "Responsible Beverage Servers Training Course"? If yes please attach a copy of your enrollment receipt	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Do you currently hold an Operator's License from the Village of Kronenwetter or another municipality? If yes, please attach a copy of your license	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SECTION 4 - PENALTY NOTICE/OATH

I hereby apply for a license to serve fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory and supplementary of those sections, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature: Mary Brown

FOR OFFICE USE ONLY

Date sent to KPD <u> </u> / <u> </u> / <u> </u>	Date Payment Received: <u> </u> / <u> </u> / <u> </u>
Board Date: <u> </u> / <u> </u> / <u> </u> Approved: Y/N	Check # <u> </u> or Cash

**DRIVER LICENSE
REGULAR**

USA WISCONSIN

1d B650-5826-4968-02

1 BROWN

2 MARY BETH

**8 980 OLD HIGHWAY ST. # 17
MOSINEE, WI 54455**

15 SEX F

17 WGT 150 lb

16 HGT 5' 08" 10

19 HAIR BRO

18 EYES BLU

3 DOB 12/28/1964

4b EXP 12/28/2026

9a END NONE

01/03/2019

5 DD OTENF2019010308164648

Mary B. Brown

DEC 64

MARY BROWN

**Class 1
Operator**



Provisional Operator's License

No. 2023-012

FEE: \$15.00

WHEREAS, The Village Clerk of the Village of Kronenwetter, County of Marathon, Wisconsin, has, upon application duty made, granted and authorized the issuance of a "Provisional Operator's" License to :

Mary Brown

AND WHEREAS, the said applicant has paid the treasurer the sum of \$15.00 as required by local ordinances, and has complied with all requirements necessary for obtaining a license such as applying for a regular license and is currently enrolled in a "Responsible Beverage Servers Training Course";

Now Therefore, a "Provisional Operator's" License, pursuant to Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes, and local ordinances, is hereby issued to said applicant.

FOR THE PERIOD ending September 24, 2023



Given under my hand and the corporate seal of the Village of Kronenwetter, County of Marathon, State of Wisconsin, this 24th day of July, 2023

Mary Brown
Signature

07-24-23
Date



This operator license is the property of the Beverage Operator and should be in the Operator's possession. NOT posted or left on the business premise.



LIQUORexam.com

LEARN TO SERVE AND SELL ALCOHOL LEGALLY AND RESPONSIBLY

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.68(2m), Wis. Stats.

Certificate of Completion

This is to certify that

Mary Brown

has successfully completed the following
LIQUORexam.com Course and Examination

Wisconsin Alcohol Server and Seller Certification

Edward D. Mclean, Administrator
www.LIQUORexam.com



Date:	07/24/2023
Expiration:	24 Months
Certificate #:	159601
Birth Date:	12/28/1964



Kronenwetter Police Department

1582 Kronenwetter Drive
Kronenwetter, WI 54455
Phone: (715) 693-4215
Fax: (715) 693-4228

Terry McHugh
CHIEF OF POLICE

Christopher Smart
LIEUTENANT

MEMORANDUM

TO: BOBBI JO BIRKE-LABARGE, VILLAGE CLERK
FROM: POLICE CHIEF TERRY MC HUGH *TM*
SUBJECT: MARY B. BROWN BARTENDER BACKGROUND
DATE: AUGUST 1, 2023

At your request, I did a background check of Mary B. Brown (f/k/a Hurlbut and Spaulding) using the Wisconsin Circuit Court Access Program (CCAP). Attached are the summary pages located for Ms. Brown.

ded
Enclosures



Case search results

You searched for: Last name: BROWN, First name: MARY, Middle name: B, Date of birth: 12-28-1964

Showing 1 to 25 of 116 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
2023SC015936	06-20-2023	Milwaukee	Open	Brown, Mary		Good Hope Townhomes LLC vs. Mary Brown et al
2023PR000021	05-03-2023	Adams	Closed	Brown, Mary		In the Estate of James F Crosby
2023SC000198	01-03-2023	Milwaukee	Closed	Brown, Mary		Good Hope Townhomes LLC vs. Mary Brown et al
2022CL000108	10-27-2022	Milwaukee	Filed Only	Brown, Mary		Paul Davis Restoration & Remodeling vs. Mary Brown
2022IN000142	07-14-2022	Marathon	Open	Brown, Mary		In the Estate of Hattie H. Ellenbecker
2022SC005868	03-03-2022	Milwaukee	Closed	Brown, Mary		Good Hope Townhomes LLC vs. Mary Brown et al
2021SC009006	04-21-2021	Milwaukee	Closed	Brown, Mary		LVNV Funding LLC vs. Mary Brown
2020SC004560	02-06-2020	Milwaukee	Closed	Brown, Mary		SCIL, INC. D/B/A SPEEDY CASH c/o Markoff Law LLC vs. Mary Brown
2020CV000932	02-03-2020	Milwaukee	Closed	Brown, Mary		Educators Credit Union vs. Alfonzo R Brown et al
2019SC004675	12-23-2019	Kenosha	Closed	Brown, Mary		1535-15th Avenue, LLC. vs. Mary Brown
2019SC006429	09-12-2019	Dane	Closed	Brown, Mary B		Capital One Bank (USA), N.A. C/O Blitt and Gaines, P.C. vs. Mary B Brown
2019CV003998	05-22-2019	Milwaukee	Closed	Brown, Mary		Educators Credit Union vs. Alfonzo R. Brown et al
2019WL000006	03-07-2019	Iowa	Filed Only	Brown, Mary		In the Matter of Mary Brown
2019WL000006	03-07-2019	Iowa	Filed Only	Brown, Mary		In the Matter of Mary Brown
2019SC004050	02-01-2019	Milwaukee	Closed	Brown, Mary		Cottonwood Financial Wisconsin LLC vs. Mary Brown
2018SC002203	03-12-2018	Dane	Closed	Brown, Mary		Bill's Refrigeration and Mechanicals vs. Rinell Brown et al
2018SC007082	02-26-2018	Milwaukee	Closed	Brown, Mary		A.F.C. Properties, LLC vs. Joyanna Fields et al
2018CV001297	02-13-2018	Milwaukee	Closed	Brown, Mary		Peter Triggs et al vs. Milwaukee Board of School Directors, et al.
2017SC001281	11-27-2017	Douglas	Closed	Brown, Mary		ALCO Capital Group, LLC vs. Mary Brown
2017CV006863	08-24-2017	Milwaukee	Closed	Brown, Mary		American Family Mutual Ins Co et al vs. Cory Jones
2017SC019246	06-21-2017	Milwaukee	Closed	Brown, Mary		LVNV Funding LLC Credit One Bank N.A. vs. Mary Brown
2016PR000153	11-18-2016	Ozaukee	Closed	Brown, Mary Beth		In the Estate of John G Paulin
2016SC029933	10-18-2016	Milwaukee	Closed	Brown, Mary		Salander Enterprises LLC vs. Mary Brown
2016SC029932	10-18-2016	Milwaukee	Closed	Brown, Mary		Salander Enterprises LLC vs. Mary Brown
2016FA003956	06-20-2016	Milwaukee	Closed	Brown, Mary		In RE the marriage of Mary Brown and Donta Brown

Case search results

You searched for: Last name: BROWN, First name: MARY, Middle name: B, Date of birth: 12-28-1964

Showing 26 to 50 of 116 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
2016SC001713	01-19-2016	Milwaukee	Closed	Brown, Mary		PLS Financial Solutions of Wisconsin Inc vs. Mary Brown
2015SC032187	12-07-2015	Milwaukee	Closed	Brown, Mary		USA Payday Loans #9304 vs. Mary Brown
2015SC023325	08-31-2015	Milwaukee	Closed	Brown, Mary		Midland Funding LLC vs. Mary Brown
2015CV000094	06-29-2015	Jackson	Closed	Brown, Mary		David Brown et al vs. Mary Brown et al
2015OL000006	06-11-2015	Ozaukee	Filed Only	BROWN, MARY		Dept. of Children and Families vs. MARY A BROWN
2014SC031190	11-17-2014	Milwaukee	Closed	Brown, Mary		Midland Funding LLC vs. Mary Brown
2014SC023318	08-25-2014	Milwaukee	Closed	Brown, Mary		Mariners Pointe Apartments vs. Mary Brown
2014TW002098	07-11-2014	Milwaukee	Filed Only	BROWN, MARY		Dept. of Revenue vs. MARY BROWN
2014TW000348	06-02-2014	Brown	Filed Only	BROWN, MARY		Dept. of Revenue vs. MARY BROWN
2013CV003699	11-26-2013	Dane	Closed	Brown, Mary		JPMorgan Chase Bank National Association vs. Clarence E Brown et al
2013SC024751	08-22-2013	Milwaukee	Closed	Brown, Mary		Adam Pappas et al vs. Mary Brown
2013SC021122	07-19-2013	Milwaukee	Closed	Brown, Mary		Aardwolf Properties LLC vs. Mary Brown et al
2013CV005707	06-21-2013	Milwaukee	Closed	Brown, Mary		Wells Fargo Bank NA et al vs. Mary Brown et al
2013SC003529	06-11-2013	Brown	Closed	Brown, Mary		Moises Alcazar vs. Mary Brown
2013TJ000024	06-10-2013	Marinette	Filed Only	Brown, Mary		Riverside Finance Inc vs. Mary Brown
2013TW001312	05-24-2013	Milwaukee	Filed Only	BROWN, MARY		Dept. of Revenue vs. MARY BROWN
2013SC000156	02-14-2013	Douglas	Closed	Brown, Mary		Santander Consumer USA Inc vs. Mary Brown
2012SC029494	09-04-2012	Milwaukee	Closed	Brown, Mary		Portfolio Recovery Associates vs. Mary Brown
2012SC020031	06-22-2012	Milwaukee	Closed	Brown, Mary		Acme Properties 1 LLC vs. Ahmad Hicks et al
2012SC001914	04-09-2012	Racine	Closed	Brown, Mary		Midland Funding LLC vs. Mary Brown
2012TW001398	03-29-2012	Milwaukee	Filed Only	BROWN, MARY		Dept. of Revenue vs. MARY BROWN
2012SC000942	03-20-2012	Marathon	Closed	Brown, Mary		Saint Clare's Hospital of Weston vs. William J Brown et al
2012SC001813	01-16-2012	Milwaukee	Closed	Brown, Mary		Wisconsin Electric Power Co vs. Mary Brown
2011CV013857	09-01-2011	Milwaukee	Closed	Brown, Mary		Voluntary Amortization of Debts of Mary Brown
2011SC002057	07-12-2011	Rock	Closed	Brown, Mary		Richard Donahue vs. Mary Brown

Case search results

You searched for: **Last name:** BROWN, **First name:** MARY, **Middle name:** B, **Date of birth:** 12-28-1964

Showing 51 to 75 of 116 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
2011SC000159	04-27-2011	Ashland	Closed	Brown, Mary		Northwoods Community Credit Union vs. David Brown
2011SC001165	04-04-2011	Marathon	Closed	Brown, Mary Beth		Marshfield Clinic vs. Mary Beth Brown
2011SC000052	02-22-2011	Green Lake	Closed	Brown, Mary		Hoppa Pumping & Electrical Root Cutting Inc. vs. Dave Brown et al
2011CV000050	02-03-2011	Racine	Closed	Brown, Mary		Petitioner vs. Mary Brown
2010FA008409	12-30-2010	Milwaukee	Closed	Brown, Mary		In RE the marriage of Mary Brown and John W Brown
2010SC032661	10-21-2010	Milwaukee	Closed	Brown, Mary		Wisconsin Electric Power Co vs. Mary Brown
2010TJ000041	06-04-2010	Waushara	Filed Only	Brown, Mary		Marine Credit Union vs. Mary Brown
2010SC000490	05-03-2010	Monroe	Closed	BROWN, MARY		CitiFinancial vs. MARY BROWN
2010SC000124	04-30-2010	Marquette	Closed	Brown, Mary		Dickinson Financial LLC vs. Mary Brown
2010SC007999	04-13-2010	Milwaukee	Closed	Brown, Mary		Wisconsin Electric Power Co vs. Mary Brown
2010PR000040	03-17-2010	Eau Claire	Closed	Brown, Mary		In the Estate of Marion O. Waldera
2010SC002376	01-25-2010	Milwaukee	Closed	Brown, Mary		First Rate Financial vs. Mary Broom
2010CV000014	01-06-2010	Fond du Lac	Closed	Brown, Mary		Marine Credit Union vs. Mary Brown
2009TJ000030	09-10-2009	Marquette	Filed Only	Brown, Mary		Steve Stahl vs. Mary Brown
2009SC026348	08-10-2009	Milwaukee	Closed	Brown, Mary		Capital One Bank USA NA vs. Duane L Brown et al
2009CV010820	07-09-2009	Milwaukee	Closed	Brown, Mary		OneWest Bank FSB vs. Mary Brown et al
2009CV000142	06-24-2009	Green Lake	Closed	Brown, Mary		Steve Stahl vs. Dave Taylor et al
2009SC000211	05-18-2009	Marquette	Closed	Brown, Mary		Veterinary Clinics, Berlin-Ripon vs. Mary Brown
2008SC004969	12-15-2008	Marathon	Closed	Brown, Mary Beth		Marshfield Clinic vs. Mary Beth Brown
2008SC002192	08-15-2008	Fond du Lac	Closed	Brown, Mary		Riverside Finance Inc vs. Mary Brown et al
2008SC000294	08-15-2008	Washburn	Closed	Brown, Mary		Arrowhead Family Dental vs. Mary Brown
2008SC001747	05-15-2008	Sheboygan	Closed	Brown, Mary		Bayfield Financial LLC vs. Mary B Neumeyer
2008CV006392	04-30-2008	Milwaukee	Closed	Brown, Mary		Claude Brown et al vs. Rexnord Industries LLC et al
2008FA002568	04-29-2008	Milwaukee	Closed	Brown, Mary		In RE the marriage of Mary E Brown and Daniel R Brown
2008SC008982	03-18-2008	Milwaukee	Closed	Brown, Mary		Wisconsin Electric Power Co vs. Mary Brown

Case search results

You searched for: Last name: BROWN, First name: MARY, Middle name: B, Date of birth: 12-28-1964

Showing 76 to 100 of 116 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
2007SC005277	09-21-2007	Racine	Closed	Brown, Mary		LVNV Funding LLC vs. Mary Brown
2007SC000527	05-31-2007	Juneau	Closed	BROWN, MARY		MIDLAND FUNDING NCC-2 CORP vs. MARY BROWN
2007SC018458	05-25-2007	Milwaukee	Closed	Brown, Mary		Erin Capital Mgt LLC vs. Mary Brown
2007SC000323	02-07-2007	Fond du Lac	Closed	Brown, Mary		Wisconsin Power & Light vs. Mary Brown et al
2006SC003738	11-16-2006	Sheboygan	Closed	Brown, Mary		Skoglund Wurtz Roth Basler Brock vs. Mary Brown
2006SC002351	09-29-2006	Fond du Lac	Closed	Brown, Mary		Valued Services of Wisconsin vs. Mary Brown et al
2006SC002347	09-28-2006	Fond du Lac	Closed	Brown, Mary		Payday Loan Store vs. Mary Brown et al
2006PR001702	09-14-2006	Milwaukee	Closed	Brown, Mary		In the Estate of Stephen Brown
2006SC004393	08-07-2006	Racine	Closed	Brown, Mary		Asta Funding II vs. Mary Brown
2006SC003235	07-25-2006	Rock	Closed	Brown, Mary		Casper Properties vs. John Brown et al
2006SC001317	05-08-2006	Sheboygan	Closed	Brown, Mary B		Advanced Foot Care vs. Mary B Neumeyer
2006SC004333	04-19-2006	Dane	Closed	Brown, Mary		Mrc Receivables Corp vs. Mary Brown
2006SC012503	03-31-2006	Milwaukee	Closed	Brown, Mary		Discover Bank vs. Mary Brown
2006SC000528	02-20-2006	Marathon	Closed	Brown, Marybeth		Northcentral Technical College vs. Marybeth Brown
2006SC000118	02-17-2006	Trempealeau	Closed	Brown, Mary		Franciscan Skemp Healthcare vs. Terry Brown et al
2006SC000779	02-13-2006	Rock	Closed	Brown, Mary		Northwoods Investments vs. John Brown et al
2005SC026873	08-12-2005	Milwaukee	Closed	Brown, Mary		Froedtert Memorial Lutheran vs. Mary Brown et al
2004SC037769	11-23-2004	Milwaukee	Closed	Brown, Mary		Capital One Bank vs. Mary Brown
2004SC006346	06-21-2004	Dane	Closed	Brown, Mary		Skyline Point LLC vs. Mary Brown
2004CV000149	02-26-2004	Sheboygan	Closed	Brown, Mary		Chas Maier Co Inc vs. Mary B Neumeyer
2004SC000616	01-09-2004	Milwaukee	Closed	Brown, Mary		Childrens Hospital of Wis vs. Travis Brown Sr et al
2003SC003100	09-02-2003	Rock	Closed	Brown, Mary		James R Arndt vs. John Brown et al
2003SC017561	07-02-2003	Milwaukee	Closed	Brown, Mary		Rsidue LLC vs. Mary Brown
2002CV000086	03-15-2002	Barron	Closed	Brown, Mary		Kathryn Johnson et al vs. Jared R. Brown et al
1999FA003406	06-28-1999	Milwaukee	Closed	Brown, Mary		Mary Brown vs Bernard Lee Brown

Case search results

You searched for: Last name: BROWN, First name: MARY, Middle name: B, Date of birth: 12-28-1964

Showing 101 to 116 of 116 entries

<u>Case number</u>	<u>Filing date</u>	<u>County name</u>	<u>Case status</u>	<u>Name</u>	<u>Date of birth</u>	<u>Caption</u>
<u>1999FA003366</u>	06-25-1999	Milwaukee	Closed	Brown, Mary		Mary Brown vs Robert Brown
<u>1999PR000001</u>	01-06-1999	Ozaukee	Closed	Brown, Mary		In the Estate of Glenn W. Brown
<u>1997PR000269</u>	10-06-1997	Wood	Closed	Brown, Mary Brazeau		In the Estate of Mary Virginia Brazeau
<u>1997PR000165</u>	06-18-1997	Wood	Closed	Brown, Mary Brazeau		In the Matter of Philip M. Brown
<u>1996FA000325</u>	10-23-1996	Wood	Closed	Brown, Mary		Mary Brown vs Jeffrey Brown
<u>1994FA951063</u>	09-22-1994	Milwaukee	Closed	Brown, Mary		Mary Brown vs Ken Brown
<u>1994PR002164</u>	08-22-1994	Milwaukee	Closed	BROWN, MARY		In the Estate of ROSE M. BORKOWICZ
<u>1994PR000063</u>	03-29-1994	Sauk	Closed	Brown, Mary		In the Estate of Robert G. Brown
<u>1991FA000123</u>	02-07-1991	Racine	Closed	Brown, Mary		In RE the marriage of Mary Brown and Willie Brown
<u>1990FA903638</u>	05-14-1990	Milwaukee	Closed	Brown, Mary		Jan Raz vs. Mary Brown, D.D.S.
<u>1988FA000076</u>	04-14-1988	Oneida	Closed	Brown, Mary		Mary Brown vs. Clarence Brown
<u>1967PR019356</u>	11-17-1967	Waukesha	Closed	Brown, Mary		In the Estate of Mary Brown
<u>1964PR028209</u>	01-20-1964	Marathon	Closed	Brown, Mary		In the Estate of Mary Brown
<u>1940WL000001</u>	10-11-1940	Eau Claire	Filed Only	Brown, Mary		In the Matter of Mary Brown
<u>1940WL000001</u>	10-11-1940	Eau Claire	Filed Only	Brown, Mary		In the Matter of Mary Brown
<u>1937WL000489A</u>	02-12-1937	Washburn	Filed Only	Brown, Mary		In the Matter of Mary Brown

Case search results

You searched for: Last name: SPAULDING, First name: MARY, Middle name: B

Showing 1 to 7 of 7 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
2006SC000223	01-11-2006	Racine	Closed	Spaulding, Mary		Mark Defrang vs. Mary Spaulding et al
2004SC003720	08-12-2004	Racine	Closed	Spaulding, Mary		USA Payday Loans vs. Mary Spaulding
2003SC005236	10-31-2003	Racine	Closed	Spaulding, Mary		Ronald Schumacher vs. Mary Spaulding
2000FA000223	06-16-2000	Wood	Closed	Spaulding, Mary Beth		Mary Beth Spaulding vs Kenneth L. Spaulding
1992FA000273	03-04-1992	Racine	Closed	Spaulding, Mary B	12-1964	Mary B Spaulding vs Brian K Spaulding
1992FA000273	03-04-1992	Racine	Closed	Spaulding, Mary B, rum	12-1964	Mary B Spaulding vs Brian K Spaulding
1992FA000001	01-01-1992	Racine	Closed	Spaulding, Mary	12-1964	Mary Spaulding vs Brian Spaulding

Case search results

You searched for: Last name: HURLBUT, First name: MARY

Showing 0 to 0 of 0 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
No records found						



<input type="checkbox"/>	Operator's License \$35.00 Expires on 6/30 in odd years
<input checked="" type="checkbox"/>	Operator's License Renewal \$35.00 Expires on 6/30 in odd years
<input checked="" type="checkbox"/>	Provisional Operator's License \$15.00 Expires in 60-days
<input type="checkbox"/>	Temporary Operator's License \$15.00 One time use only for nonprofits
FEE IS NON-REFUNDABLE	

LICENSE APPLICATION FOR OPERATOR'S (BARTENDER'S) LICENSE

SECTION 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Holt Haelin D</u>		All former Names <u>Peters, Brown</u>	
Street Address <u>2214 Bonney Dune Dr</u>	City <u>Kronenwetter</u>	State <u>WI</u>	Zip <u>54455</u>
Driver's License Number <u>K410 5149 4565 00</u>	Date of Birth <u>02/25/1994</u>	Phone Number <u>253-307-0226</u>	

SECTION 2 - CONVICTION RECORD (Please make sure to list ALL convictions. Application may be denied if not listed)

- The VILLAGE OF KRONENWETTER performs background checks on all applicants. The VILLAGE may suspend, revoke or deny a license issued upon this application if the applicant fails to provide requested information or is not truthful in completion of this application.
- The VILLAGE OF KRONENWETTER does not issue licenses or permits related to alcohol beverages to any person who has habitually been a law offender or has been convicted of a felony that the VILLAGE determines, substantially relates to the licensing activity unless the person has been duly pardoned.
- Even if your license has been granted, it will be held if you owe any outstanding fines, forfeitures or other debts to the VILLAGE.

Have you ever been arrested, or have charges pending or been convicted of any offenses, or violations of ANY federal, state, or municipal laws or ordinances here or any other municipality? NO YES (Complete arrest or conviction information below)

Date	Nature of Offense	Location of Offense

List additional information regarding arrest / conviction information on the back of this application.

SECTION 3 - CERTIFICATION/LICENSE (You must have at least ONE of the items below)

Do you have a "Responsible Beverage Servers Training Course" certificate from within the last two years? Yes No
If yes please attach a copy of your certificate

Are you currently enrolled in a "Responsible Beverage Servers Training Course"? Yes No
If yes please attach a copy of your enrollment receipt

Do you currently hold an unexpired Operator's License from the Village of Kronenwetter or another municipality? Yes No
If yes, please attach a copy of your license

SECTION 4 - PENALTY NOTICE/OATH

I hereby apply for a license to serve fermented malt beverages and intoxicating liquors, subject to the limitations imposed by Section 125.32(2) and 125.68(2) of the Wisconsin Statutes and all acts amendatory and supplementary of those sections, and hereby agree to comply with all laws, resolutions, ordinances and regulations, Federal, State or Local, affecting the sale of such beverages and liquors if a license is granted to me.

Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge and belief.

Signature: Haelin Holt

FOR OFFICE USE ONLY

Date sent to KPD 8/2/23 Date Payment Received: 8/21/23
 Board Date: 8/14/23 Approved: Y/N Check # _____ or Cash or CC By: S.F.

REGULAR

WISCONSIN

PURPOSES

Section 7, Item Q.

15 SEX F 16 HGT 5 08 17 WGT 170 lb 18 EYES BR 19 HAIR BLD
 20 DOB 02/25/1994 21 EXP 02/25/2031 22 DD 02/13/2023
 23 END NONE 24 DTWK20202303091727

1 KOLB
 2 KAELIN NICOLE
 3 3603 HOWLAND AVE
 4 WESTON, WI 54476

4d K410-5149-4565-00

KAELIN NICOLE
 WISCONSIN
 ID

KAELIN NICOLE

Current Address:
 2214 Bonney Dune Dr.
 Kronenwetter, WI



CERTIFIED
 eTIPS Off Premise 3.0 Wisconsin
 Issued: 1/7/2022 Expires: 1/7/2024
 ID#: 5627998

Kaelin Nicole Kolb
 Dollar General
 1831 Cth-Xx
 Kronenwetter, WI 54455

Complies with WI statute 125.04(6) and 125.17(6).



Phone: 800-438-8477
 Fax: 703-524-1487
 www.gettips.com

This card was issued for successful completion of the TIPS program.

Signature

Kaelin Kolb

Provisional Operator's License

No. 2023-013

FEE: \$15.00

WHEREAS, The Village Clerk of the Village of Kronenwetter, County of Marathon, Wisconsin, has, upon application duty made, granted and authorized the issuance of a "Provisional Operator's" License to :

Kaelin Kolb

AND WHEREAS, the said applicant has paid the treasurer the sum of \$15.00 as required by local ordinances, and has complied with all requirements necessary for obtaining a license such as applying for a regular license and is currently enrolled in a "Responsible Beverage Servers Training Course" :

Now Therefore, a "Provisional Operator's" License, pursuant to Sections 125.32(2) and 125.68(2) of the Wisconsin Statutes, and local ordinances, is hereby issued to said applicant.

FOR THE PERIOD ending **October 02, 2023**

Given under my hand and the corporate seal of the Village of Kronenwetter, County of Marathon, State of Wisconsin, this 2nd day of August 2023



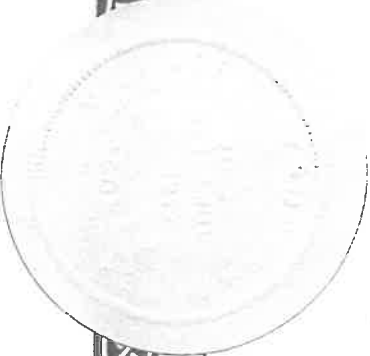
[Handwritten Signature]

Signature

08-02-2023

Date

This operator license is the property of the Beverage Operator and should be in the Operator's possession, NOT posted or left on the business premise.





Kronenwetter Police Department

1582 Kronenwetter Drive
Kronenwetter, WI 54455
Phone: (715) 693-4215
Fax: (715) 693-4228

Terry McHugh
CHIEF OF POLICE

Christopher Smart
LIEUTENANT

MEMORANDUM

TO: BOBBI JO BIRKE-LABARGE, VILLAGE CLERK
FROM: POLICE CHIEF TERRY MC HUGH *Tm*
SUBJECT: KAELIN N. KOLB BARTENDER BACKGROUND
DATE: AUGUST 2, 2023

At your request, I did a background check of Kaelin N. Kolb (f/k/a Peters and Brown) using the Wisconsin Circuit Court Access Program (CCAP). Attached are the summary pages located for Ms. Kolb.

ded
Enclosures

Case search results

You searched for: Last name: KOLB, First name: KAELIN

Showing 1 to 2 of 2 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
2023TR001617	05-11-2023	Marathon	Closed	Kolb, Kaelin Nicole	02-1994	State of Wisconsin vs. Kaelin Nicole Kolb
2021FA000109	03-19-2021	Wood	Closed	Kolb, Kaelin Nicole		In RE the marriage of Daniel Colby Kolb and Kaelin Nicole Kolb

Case search results

You searched for: Last name: PETERS, First name: KAELIN

Showing 0 to 0 of 0 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
No records found						



VILLAGE BOARD MEETING MINUTES

July 10, 2023 at 6:00 PM

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

1. CALL MEETING TO ORDER

President Chris Voll called the meeting to order at 6:00 PM.

- A. Pledge of Allegiance
Those in attendance cited the pledge of allegiance.
- B. Roll Call
PRESENT
Village President Chris Voll
Trustee Ken Charneski
Trustee Tim Shaw
Trustee Sean Dumais
Trustee Alex Vedvik
Trustee Chris Eiden
Trustee Kelly Coyle
STAFF PRESENT
Interim Administrator; Kim Manley
Community Development Director; Pete Wegner
Clerk; Bobbi Birk-LaBarge
Police Chief; Terry McHugh
Fire Chief; Theresa O'Brien

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. REPORTS FROM STAFF AND VENDORS

Police Chief Terry McHugh explains he has submitted his monthly report. The Police Department is working on getting their IT in their new squad. Chief McHugh explains his department and the fire department received a \$400.00 joint donation from a local neighborhood group of kids that held a lemonade stand. Fire Chief O'Brien donated their portion back to the police department to use for events this year. Chief McHugh has used \$200.00 for National Night Out.

Trustee Charneski asks if the police department is up to staff with all of the police officers. Chief McHugh explains the last two officers are currently on field training. Trustee Charneski notes he believes the traffic stops have increased 60-90% from last year and asks Chief McHugh if that will be the standard percentage with full police staff. Chief McHugh explains it very well could be.

- C. Police Chief's Report
\$400.00 donation from the City Wide rummage
Used \$200.00 for National Night Out
Last two officers are on field training.
Charneski says Mays report is similar to June. Traffic stops are up and he is wondering if those higher number of stops will be up
- D. Fire Chief Report
Fire Chief Theresa O'Brien explains their fire call logs have risen and their EMS calls are average as to what they were last year. President Voll asks what the status on the garage door is and if it is fixed. Chief O'Brien explains they are still waiting on parts to come in which could take up to 12 weeks. Engine 1 should be back up and running next week from the December accident. Trustee Shaw inquires if the ladder truck has been used yet. Chief O'Brien explains they have used it to rescue an individual from a boom truck and used it at a structure fire.

4. NEW BUSINESS

- E. Retirement Recognition: Firefighter Steve Toboyek; 52 Years of Village Service
Longtime employee Steve Toboyek retired from the Kronenwetter Fire Department after 52 years of service. President Chris Voll presented Captain Toboyek with a certificate of service and a recognition plaque.
- F. Discussion & Possible Approval: Resolution 2023-007; Designating Public Depositories and Withdrawal Signatures.
Interim Administrator states our attorney drafted this for us. It is recommended this get tabled and sent to APC first as it has not been presented to them prior. Trustee Charneski suggests putting together rates from various banks.
Motion to refer this resolution to APC for further review.
Motion made by Trustee Charneski, Seconded by Village President Voll to forward to APC. Motion passes 7:0 by voice vote.
Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle
- G. Discussion & Possible Approval: Adoption of Resolution 2023-006; New Marathon County All Hazards Mitigation Plan
Motion made by Trustee Shaw, Seconded by Trustee Eiden to delay action for 2 weeks until there is a better understanding and invite Marathon County; Philip Rentmeester - Director of Emergency Management to the next village board meeting.
Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Eiden, Trustee Coyle
Voting Nay: Trustee Vedvik. Motion carries 6:1 by voice vote.

5. CONSENT AGENDA

- Trustee Charneski requests the minutes be more detailed and he would like the verbiage added that he questioned the veracity of Trustee Vedvik's report.
Motion made by Trustee Charneski, Seconded by Trustee Shaw to make the minutes more detailed and to add the verbiage about the report.
Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Eiden, Trustee Coyle, Trustee Vedvik
Motion carries 6:0
- H. Contract for Services - Farmers Market - Musician Justin Zopel
Motion made by Trustee Vedvik. Seconded by Trustee Shaw to approve as presented.
Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Eiden, Trustee Coyle, Trustee Vedvik. Motion carries 7:0 by voice vote.
 - I. June 26, 2023, Village Board Meeting Minutes
Trustee Charneski requests the minutes be more detailed and he would like the verbiage added that he questioned the veracity of Trustee Vedvik's report.

Motion made by Trustee Charneski, Seconded by Trustee Shaw to pass the minutes as amended.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion carries 7:0 by voice vote.

J. Operators (Bartenders) License - Brandi Piech

Motion made by Trustee Vedvik. Seconded by Trustee Shaw to approve as presented.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Eiden, Trustee Coyle, Trustee Vedvik. Motion carries 7:0 by voice vote.

K. Renewal of the following Alcohol License Applications:

Class B:

The Sickler Group, LLC (Village Crossing), 2323 County Road X

Relocation Bar, Inc., 1801 Hwy XX

51 Bar & Grill, 1718 Bus. Hwy 51

Sitkos Bar, 3374 Hwy 153;

Class A:

Dollar General (DOLGENCORP, LLC), 1831 County Rd XX

Trustee Vedvik asks for clarification on what an "agent" is. Trustee Vedvik asks if there are requirements on background checks for the agents. President Voll explains to Trustee Vedvik the procedures for clarification.

Motion by Eiden. Seconded by Coyle to approve as presented.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Eiden, Trustee Coyle, Trustee Vedvik. Motion carries 7:0 by voice vote.

L. Schedule of Appointment of an Agent:

The Sickler Group LLC (Village Crossing), 2323 County Road X: Chad Sickler

Relocation Bar Inc, 1801 Hwy XX: Randall Fisher

51 Bar & Grill, 1718 Bus Hwy 51: Scott A. Newbauer

Sitko's Bar, 3374 Hwy 153: Elizabeth A. Sitko

LLC Managers, Dollar General; DOLGENCORP, LLC

Motion made by Trustee Vedvik. Seconded by Trustee Shaw to approve as presented.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Eiden, Trustee Coyle, Trustee Vedvik. Motion carries 7:0 by voice vote.

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

- Ordinance 520-27; Accessory and Miscellaneous land use types look and amend -Trustee Charneski.
- Appointment and Process for Committee Structure - Trustee Shaw
- Old Business - Ad HOC Committee Chairperson - Interim Administer Manley

7. **ADJOURNMENT**

Motion made by Trustee Eiden, Seconded by Trustee Coyle.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion carries 7:0 by voice vote.

Meeting is adjourned at 7:08 PM

Minutes by: Clerk Bobbi Birk-LaBarge
Minutes approved by Village Board on August 14, 2023



VILLAGE BOARD MEETING MINUTES

July 24, 2023 at 6:00 PM

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

1. CALL JOINT MEETING TO ORDER

President Chris Voll called the joint meeting to order at 5:30 PM.

- A. Roll Call Utility Committee
PRESENT
Alex Vedvik, Sean Dumais, Craig Mortensen, Jim Bick
- B. Roll Call Administrative Policy Committee
PRESENT
Chris Voll, Kelly Coyle, Lyn McCarthy, Mary Solheim
ABSENT
Jordyn Wadle-Leff

2. NEW BUSINESS

- C. Discuss and Possible Action: Amount of the Safe Water Drinking Loan
UC Committee
Motion by Mortensen. Seconded by Buck to recommend approving the safe water drinking loan at \$3,575.500 @ 2% interest.
Yea Votes: Vedvik, Dumais, Mortensen, Buck. Motion passes 4:0 by roll call vote.
APC Committee
Motion by McCarthy. Seconded by Solheim to recommend approving the safe water drinking loan at \$3,575.500 @ 2% interest in conjunction with the UC committee.
Yea Votes: Voll, Coyle, McCarthy, Solheim. Motion carries 4:0 by roll call vote.

3. ADJOURNMENT OF JOINT MEETING

- D. Adjournment Utility Committee
Motion by Dumais. Seconded by Buck to adjourn.
Yea Votes: Vedvik, Dumais, Mortensen, Buck. Motion carried 4:0 by voice vote.
UC adjourned at 5:41 PM.
- E. Adjournment Administrative Policy Committee
Motion by Voll. Seconded by McCarthy to adjourn the APC meeting.
Yea Voyes: Voll, Coyle, McCarthy, Solheim. Motion carries 4:0 by voice vote.
Meeting adjourned at 5:44 PM

4. CALL JOINT MEETING TO ORDER

- F. Pledge of Allegiance
Those in attendance cited the pledge of allegiance.
- G. Roll Call VB
PRESENT
Village President Chris Voll
Trustee Ken Charneski

Trustee Sean Dumais
Trustee Alex Vedvik
Trustee Chris Eiden
Trustee Kelly Coyle

ABSENT

Trustee Tim Shaw

STAFF PRESENT

Clerk Bobbi Birk-LaBarge, Finance Director Lisa Kerstner, Community Development Director Peter Wegner, Interim Administrator Kim Manley

GUEST SPEAKER

Philip Rentmeester - Marathon County Emergency Management Director

5. 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 Highway 153 Peplin KRAMER is questioning the need for the formation of the AdHoc committee. He would like an explanation for the need for the formation of the committee. Kramer believes the formation of these extra AdHoc committees is a waste of time and a waste of money.

6. NEW BUSINESS

H. Discussion and Possible Action: Amount of Safe Water Drinking Loan

Trustee Alex Vedvik explains the UC recommended approval of the safe water drinking loan at \$3,575.500 with a 2% interest rate.

President Chris Voll explains the APC also recommended approval of the safe water drinking loan at \$3,575.500 with a 2% interest rate and what is not utilized immediately will be put into an interest baring account.

Trustee Charneski questions where the contract is. Finance Director Lisa Kerstner explains the loan cannot be completed without knowing the total amount of the loan to proceed with and that’s why this item was on the agenda.

Motion by Vedvik. Seconded by Charneski to approve Becher & Hoppe request the safe water drinking loan from the DNR in the amount of \$3,575.500 with a 2% interest rate.

Motion made by Trustee Vedvik, Seconded by Trustee Charneski.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion carries 6:0 by roll call vote.

I. Discussion: Marathon County Emergency Operations Plan - Question & Answer Session w/Marathon County's Emergency Management Director Philip Rentmeester

Guest speaker Director Philip Rentmeester of the Marathon County's Emergency Management explains and answers questions in regard to the Marathon County Emergency Operations Plan.

J. Discussion and Possible Action: Approval of Hiring ABT for Mass Mailings of Tax Bills.

Motion to approve utilizing ABT for mass mailings.

Motion made by Trustee Eiden, Seconded by Trustee Coyle.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion passes 6:0 by roll call vote.

K. Discussion and Action: Resolution 2023-006; Resolution for Adoption of Marathon County All Hazards Mitigation Plan 2022 Update

Trustee Charneski mentioned there are areas with only one street access in particular, the street west of the railroad tracks. Charneski states these types of restricted access should be a high priority.

Motion made by Trustee Vedvik, Seconded by Trustee Coyle.

Voting Yea: Village President Voll, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle

Voting Nay: Trustee Charneski. Motion passes 5:1 by roll call vote.

- L. Discussion & Action: Resolution 2023-008; Appoint Citizen Members and Trustees to Ad-Hoc Committee

Trustee Charneski questions the Utility Committee. Charneski believes there were two volunteers for the committee. Trustee Vedvik said he wanted to be on the committee and the end discussion was to nominate three people instead of two people as directed. Trustee Charneski believes the decisions for the members should be made in the best interest of the village and merit and not on personalities.

Charneski states Trustee Dumais should replace Trustee Vedvik from the committee.

Motion made by Trustee Vedvik, Seconded by Trustee Coyle to approve resolution 2023-008 and amend it to add Trustee Sean Dumais as an alternative on the committee.

Voting Yea: Village President Voll, Trustee Vedvik, Trustee Eiden, Trustee Coyle

Voting Nay: Trustee Charneski, Trustee Dumais. Motion passes 4:2 by roll call vote.

7. REPORTS FROM STAFF AND VENDORS

- M. Treasurer's Report

No questions or comments on the Treasurer's Report.

- N. Community Development Director Report

No questions or comments of the community director report.

8. OLD BUSINESS

None

9. CONSENT AGENDA

Motion by Trustee Coyle. Seconded by Trustee Eiden to approve the consent agenda as presented.

Motion made by Trustee Coyle, Seconded by Trustee Eiden.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion passes 6:0 by roll call vote.

O. Application for Temporary Class "B"/"Class B" Retailers License; Peplin Memorial VFW Post 8280

P. Operator's (Bartender's) License; Caitlin Duvall, Lindsay Seering, Gabrielle Dumdey. Naomi Caraway

Q. Animal Fancier License Application; MaryAnn Stark - 1811 Jackie Road

10. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

No questions or comments. President Voll thanks the committees for submitting their minutes.

- R. Utility Committee Minutes May 02, 2023

No questions or comments. President Voll thanks the committees for their minutes.

- S. Utility Committee Minutes June 06, 2023

11. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Report on Standard Operating Plan for Agendas - Trustee Charneski. Interim Manley explains she will have the packets in hand in a timely manner to have time to review the material.

Financial and Human Resource Policy approved by APC - Interim Administrator Manley

Reoccurring updates on the progress of the Water & Treatment Plant following every UC meeting.

Discussion on road blockage near railroad tracks and a connecting road between Happy Hollow and Nelson

ADJOURNMENT

Motion by Charneski. Seconded by Coyle to adjourn.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion passes 6:0 by voice call vote.

Meeting adjourned @ 7:37 PM

Minutes created by: Clerk Bobbi Birk-LaBarge
Minutes approved by VB on August 14, 2023



REVISED: COMMUNITY LIFE, INFRASTRUCTURE AND PUBLIC PROPERTY (CLIPP) COMMITTEE MEETING MINUTES

July 05, 2023 at 6:00 PM

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

1. CALL MEETING TO ORDER

Committee Chairperson Chris Eiden called the meeting to order at 6 p.m.

A. Pledge of Allegiance

Those in attendance cited the Pledge of Allegiance.

B. Roll Call

PRESENT – Chris Eiden, Kelly Coyle, Trenton Karch, Pat Kilsdonk, Ryan Leff

STAFF PRESENT – Interim Administrator Kim Manley, Community Development Director Pete Wegner, Police Chief Terry McHugh, Fire Chief Theresa O'Brien, Finance Director Lisa Kerstner, Clerk Jennifer Poyer

GUESTS – Gary Goytowski, Lavonne Goytowski, Bernie Kramer

2. PUBLIC COMMENT

Gary Katowski – 1977 Kowalski Road, Kronenwetter, WI – Katowski reported the increased traffic on Kowalski road, including truck traffic. He suggested creating a truck route for heavy vehicles to increase safety for residents.

Bernie Kramer – 2150 E. State Highway 153 Peplin – Kramer states his appreciation of the Police Chief and Kronenwetter Police Department. He appreciates all their efforts.

3. APPROVAL OF MINUTES

No minutes were attached for approval.

4. REPORTS AND DISCUSSIONS

C. Police Chief's Report – *Update on chicken dumping – currently investigating.*

D. Fire Chief Report – *Busy with fire calls in June. Three KFD applicants.*

E. Public Works Director Report – *Complaints from residents regarding seal coating the roads during the Community Garage Sale event. SCATA computer went down. It requires a new laptop. Researching and pursuing road grants.*

F. Community Development Director Report – *Research on animal fancier and kennel licensing, etc.*

G. Finance Report – *Reviewed budget. Anticipate budget amendments.*

H. Complaint Log -

5. NEW BUSINESS

I. Discussion & Recommendation: Community Room Rental Policy

Motion by Eiden/Kelly to bring rental policies with recommended changes to next CLIPP Committee meeting. Motion carried by voice vote 5:0.

- *Discussed recent incident when Kronenwetter Fire Department was called out due to smoke/fog machines setting off the fire alarm during a Community Room reservation.*

MINUTES PREPARED BY JENNIFER POYER

APPROVED BY CLIPP COMMITTEE ON AUGUST 7, 2023

- *Discussed adding hold harmless clause.*
- *Discussed key return procedure.*
- *All rental agreements should be revised*

- J. Discussion & Recommendation: Future Ambulance Service in Kronenwetter
Motion by Eiden/Kilsdonk to continue studying this item and bring it back to the CLIPP Committee when there is sufficient new information. Motion carried by voice vote 5:0.
- *Discussed current cost of the contracted ambulance service.*
 - *Discussed what would be required to have Kronenwetter ambulance service including equipment, building, personnel, medication, training, etc.*
 - *Discussed possible grant money.*
 - *Population growth will continue and increased calls will continue.*
 - *Possible satellite station in Kronenwetter with Riverside.*
- K. Discussion & Recommendation: Adoption of Resolution; New Marathon County All Hazards Mitigation Plan
Motion by Kilsdonk/Leff to recommend the Village Board adopt the New Marathon County All Hazards Mitigation Plan Update. Motion carried by voice vote 5:0.
- L. Discussion & Recommendation: Selection of two committee members to serve on ad-hoc committee assigned to study current committee structure
Motion by Coyle/Eiden to nominate Trenton Karch and Pat Kilsdonk to serve on the ad-hoc committee assigned to study the current committee structure. Motion carried by voice vote 5:0.

6. OLD BUSINESS

- M. Discussion & Recommendation: Comprehensive Facility Upgrade Study
NO ACTION TAKEN
- N. Discussion & Recommendation: Creation of a Policy and Procedure for the Naming of Village Parks and Facilities
NO ACTION TAKEN

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Alternate truck route for traffic on Kowalski Road.

8. NEXT MEETING: August 7, 2023

9. ADJOURNMENT

Motion by Kilsdonk/Coyle to adjourn the July 5, 2023 CLIPP Committee Meeting. Motion carried by voice vote 5:0.
Meeting adjourned at 7:20 p.m.



COMMUNITY LIFE, INFRASTRUCTURE AND PUBLIC PROPERTY (CLIPP) COMMITTEE MEETING MINUTES

June 05, 2023 at 6:00 PM

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

1. CALL MEETING TO ORDER

Committee Chairperson Chris Eiden called the meeting to order at 6 p.m.

- A. Pledge of Allegiance
- B. Roll Call

PRESENT: Chris Eiden, Kelly Coyle, Pat Kilsdonk **EXCUSED:** Trenton Karch, Ryan Leff

STAFF MEMBERS: Interim Administrator Dan Mahoney; Community Development Director Pete Wegner; Director of Public Works Dan Hekrdle; Police Chief Terry McHugh; Fire Chief Theresa O'Brien

GUESTS: None

2. PUBLIC COMMENT: None

3. APPROVAL OF MINUTES

- C. Approval of the May 3, 2023 CLIPP Committee Meeting Minutes
*Motion by Kilsdonk/Coyle to approve the May 3, 2023 CLIPP Committee Meeting Minutes as presented.
Motion carried by voice vote 3:0.*

4. REPORTS AND DISCUSSIONS

- D. Police Chief Report
New officer Corey Baron starts 6/7/23. Received LEA grant money that will be spent on 4 portable radios.
- E. Fire Chief Report
*May was very busy – on track to match or beat last year's numbers.
Background checks are being completed on three applicants.*
- F. Community Development Director Report
Working on TIDs, complaints
- G. Public Works Director Report
RR Crossing joint inspection and repairs discussed. Discussed the Golden Ponds meeting and history.
- H. Complaint Log

5. NEW BUSINESS

- I. Review & Discussion: Duties and Responsibilities of CLIPP Committee
Interim Administrator Dan Mahoney presented information regarding the duties and responsibilities assigned to the CLIPP Committee in the Village Ordinances.
- J. Discussion & Recommendation: Date change for the July meeting due to the Municipal Center closure and holiday
Tentative date set for July 5, 2023 if agenda items warrant a meeting.

- K. Discussion & Recommendation: Creation of a Policy and Procedure for the Naming of Village Parks and Facilities

Planning Technician William Gau tasked with researching this topic, discussing findings with staff and bringing possible solutions to CLIPP Committee.

6. OLD BUSINESS

- L. Discussion & Recommendation: Outdoor skating rink in the Village

Motion by Kilsdonk/Coyle to recommend Public Works Department develop a pleasure ice-skating rink for the winter of 2023 – 2024 at the discretion of Public Works staff members. Motion carried by voice vote 3:0.

Discussion included hockey rink vs. pleasure rink, liability insurance, benches, warming shack, location, etc. It was concluded the first attempt would be a pleasure rink in Towering Woods Park.

- M. Discussion & Recommendation: Park Repairs-Staff Recommendation & Master Plan

Public Works Director Dan Hekrdle was tasked with moving forward with repair plan. Interim Administrator Dan Mahoney suggested he create a list of repairs and associated costs and bring it back to the CLIPP Committee.

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

8. NEXT MEETING: July 5, 2023 (pending agenda items necessitating a meeting)

9. ADJOURNMENT

Motion by Kilsdonk/Kelly to adjourn the June 5, 2023 CLIPP Committee Meeting. Motion carried by voice vote 3:0.

Meeting adjourned at 7:13 p.m.



UTILITY COMMITTEE MEETING MINUTES

July 06, 2023 at 5:45 PM

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

1. CALL MEETING TO ORDER @ 5:45pm

- A. Pledge of Allegiance
- B. Roll Call PRESENT
 - Craig Mortensen
 - Vice-Chair Jim Buck
 - Sean Dumais
 - Chair Alex Vedvik-appeared via phone then in person @ 7PM

2. PUBLIC COMMENT

No public comment.

3. APPROVAL OF MINUTES

- C. Discussion and Approval: 2023 05 02 UC Minutes
Approved with Modification - Motion made by Mortensen, Seconded by Vice-Chair Buck. Voting Yea: Mortensen, Vice-Chair Buck, Dumais, Chair Vedvik
- D. Discussion and Approval: 2023 06 06 UC Minutes
Approved with Modifications - Motion made by Mortensen, Seconded by Vice-Chair Buck. Voting Yea: Mortensen, Vice-Chair Buck, Dumais, Chair Vedvik

4. REPORTS AND DISCUSSIONS

- E. Treasurer's Report-
Presented by Lisa Kerstner

5. OLD BUSINESS

- F. Discussion: Lift Station Update
Lift Station Update given by Pete Wegner. Staff met with Robert Roth on information needed to complete the study. Robert Roth will be in person at the Aug 1 UC meeting.
- G. Discussion: Update on Water/Sewer Rate Study
Presented by Lisa Kerstner. Brian from Ehlers on the phone to give an overview of Phase 1 and will present the Phase 1 analysis at the Aug 1st UC meeting.
- H. Discussion: Update on Water Filtration
Update presented by Ken Ligman of Becher and Hoppe in person.
- I. Discussion: Update Safe Drinking Water Loan Program
Given by Ken Ligman Becher Hoppe. Village needs to decide what the final loan amount will be. Joint meeting with UC, APC and VB, with a possible date of July 24, 2023.

J. Discussion & Possible Approval: Short-Term Financing for Water Filtration Project
Given by Lisa Kerstner. Also, Brian from Ehlers via phone.

6. NEW BUSINESS

K. Discussion and Action: Recommendation to Appoint Two Members of Utility Committee to the Ad Hoc Committee Regarding Committee Structure
Craig Mortensen volunteered. Sean Dumais and Alex Vedvik also volunteered; one will be the alternate. Motion made by Mortensen, Seconded by Vice-Chair Buck. Voting Yea: Mortensen, Vice-Chair Buck, Dumais, Chair Vedvik

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

-Safe Drinking Water Loan Program
-Short-Term Financing.

8. NEXT MEETING: August 01, 2023

9. ADJOURNMENT

At 7:17pm, Motion made by Chair Vedvik, Seconded by Dumais.
Voting Yea: Mortensen, Vice-Chair Buck, Dumais, Chair Vedvik