



REVISED - ADMINISTRATIVE POLICY COMMITTEE MEETING AGENDA

August 15, 2023 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. 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 AND DISCUSSIONS

- C. Treasurer's Report

5. OLD BUSINESS

- D. Discuss and consider suggested changes to the FIN-004 Purchasing Policy.
- E. Discussion and Possible Action: RFP review of head-hunting firms

6. NEW BUSINESS

- F. Discuss and consider the License Agreement with American Society of Composers, Authors & Publishers.
- G. Discussion and Possible Approval: Update Village of Kronenwetter Fee Schedule for Public Records Reproduction Fees
- H. Archive Social; Purchase of New Software Program for Social Media Open Records Request Compliance
- I. Discussion and Possible Approval: Extension of Technical Service Proposal; DG Municipal Services
- J. Discussion & Possible Approval: Ordinance 62.3; Payment of Claims

7. APPROVAL OF MINUTES

- K. June 20, 2023, Minutes
- L. July 18, 2023, Minutes
- M. August 8, 2023-Special APC Minutes

8. CLOSED SESSION

Consideration of motion 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 – to wit Hiring of interim Administrator; Union negotiations 2024.

- N. Consideration of motion 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 – to wit Hiring of Administrator & Director of Public Works & Utilities; Union negotiations 2024.

9. RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

10. DISCUSSION AND ACTION:

Discussion and possible action on the hiring of Village Administrator, and Director of Public Works and Utilities & recommendation on Union negotiations for 2024

11. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

12. NEXT MEETING: September 19, 2023

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: 08/14/2023 Kronenwetter Municipal Center and www.kronenwetter.org

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



REPORT TO APC

ITEM NAME:	Treasurer's Report
MEETING DATE:	8/15/2023
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	
STAFF CONTACT:	Lisa Kerstner
PREPARED BY:	Lisa Kerstner

Due to the conversion from Work Horse to Civic the Treasurer's report will be delayed for the month of July and possibly August. To ensure that proper reporting the new system. Updated reports will be presented at the next APC once completed.



August 9, 2023

MEMORANDUM

TO: Administrative Policy Committee
FROM: Kim Manley, Interim Administrator
SUBJECT: FINN-004 Purchasing Policy

At the last meeting of the Committee this policy was referred back to the Attorney for review and possible edits.

A draft is attached for the Committee’s review.

ACTION ITEM: Discuss and consider suggested changes to the FIN-004 Purchasing Policy.

POLICY ID: FIN-004		TITLE: Purchasing Policy	
<input type="checkbox"/> ORIGINAL	<input checked="" type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:	DATE:
EFFECTIVE DATE Immediate		 VILLAGE CLERK	7/27/2021
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>			

POLICY

The Village of Kronenwetter hereby adopts this Purchasing Policy to maintain uniform purchasing rules for all departments, assist staff with guidelines on everyday purchases and to ensure that purchases are completed in a transparent manner so that the public may be aware of any expenditure. It is hoped that with the adoption of this policy that purchases can be streamlined, purchases can follow a regular method and that those that are outside of the organization can easily track expenditures to conform with open and honest government standards.

This policy shall be applicable to contracts for the procurement of supplies, services, and construction, entered into by the Village of Kronenwetter after the effective date of this policy. The Village shall apply this policy to all expenditures of public funds by a public agent for public purchasing irrespective of the source of the funds.

When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal law and regulations.

The Village Administrator shall be charged with the enforcement of the rules that are set out by this policy. In the case where the position of the Village Administrator is vacant, the Village Treasurer will be charged with enforcement of this policy.

The following regulations and requirements to organization behavior are hereby adopted:

- It shall be the policy of the Village of Kronenwetter to attempt to first purchase any item as locally as possible from Wausau Chamber, Mosinee Chamber and Village of Kronenwetter businesses when financially feasible and competitive.
- In the case where there is a State of Wisconsin cooperative purchasing agreement in place, the prices from these products shall be compared to locally purchased items and evaluation of support for local businesses, and the local economy shall be weighed against the amount of money that is saved by utilizing a State of Wisconsin purchasing agreement.
- At no time shall any Village employee participate directly or indirectly in a procurement activity when the Village employee shall financially profit from the purchase activity, in cases of this nature, a purchase shall be recommended to an employee's supervisor with employees recommending to a department head, and a department head recommending the purchase to the Village Administrator. In the case where there exists a conflict of interest in the position of the Village Administrator, the Administrator shall disclose such conflict to the governing body and the purchase activity shall be approved prior to purchase by the governing body.

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.

- While price should be one of the most important factors in purchasing, transportation, impact on the environment and previous village experience with products shall also be weighed in making purchasing decisions. Any item that is lower in price but is passed over for any of the other reasons enumerated herein shall have that deciding factor noted in Village records.

PROCEDURE

GENERAL INFORMATION

All professional contracted legal, architectural, engineering, auditing, financial advising, ambulance, informational technology and garbage services, except in the case of emergency purchases, must have review by the Administrative Policy Committee (APC) and prior approval of the Board, no matter the amount of the contract.

Line Item budgeted contracts for repairs and maintenance of existing equipment under the purchasing levels detailed below, such as repairs to existing information technology equipment, utility pumps, traffic signals, window cleaning, floor waxing, vehicle repairs and building maintenance shall require only approval of the Village Administrator. Contracts that include expenses that exceed \$10,000, unless emergency in nature, shall be reviewed by the Administrative Policy Committee, and shall be presented to the Village Board for approval prior to a contract being approved.

Purchases made by the Village of Kronenwetter are grouped under the following categories.

1. Purchases up to and equal to \$499.99. These purchases shall not require authorization of a department head before purchase but shall require the approval of the relevant department head, after the purchase is made.
2. Line Item budgeted purchases from \$500 up to an equal to \$2,500. These purchases shall require approval of the relevant department head prior to being purchased.
3. Line Item budgeted purchases over \$2,500 and up to \$10,000. These purchases shall require approval of the relevant department head and also the Village Administrator.
4. Purchases over \$10,000 and up to \$35,000. These purchases shall require approval of the relevant department head, Village Administrator, review by the Administrative Policy Committee and approval of the Village Board.
5. Purchases over \$35,000. These purchases shall require review by the Administrative Policy Committee and approval of the Village Board and shall follow the current applicable State of Wisconsin bidding procedure unless they are for services such as legal, engineering, architectural, etc.
6. Emergency Purchases

All payments shall be submitted to the Administrative Policy Committee and then onto to the Village Board for review at their respective regular meetings.

EXCEEDING BUDGETED EXPENDITURE LINE ITEM TOTAL

It is the assumption of the purchasing policy that all requested expenditures has been provided for in the current budget. Purchases that will result in the expenditure line item exceeding the current budgeted amount require approval before the purchase is executed. The Department Head shall first notify the Village Administrator that the expenditure being requested will result in the expenditure line item budget overage and provide written documentation regarding the expenditure to the Administrator.

The Village Administrator will have the authority to approve expenditures that exceed the line item budget up to \$5,000 and if the total applicable department budget will NOT result in an overage. These expenditures shall be reported to the APC and the Village Board. These expenditures shall be collected on a report and reported on an annual basis.

Any expenditure request that will result in a line item budget overage greater than \$5,000 will need review and recommendation to the Village Board from the Administrative Policy Committee and Village Board approval. Also any expenditure that will result in an overage of any amount of the total applicable department budget will need review and recommendation to the Village Board from the Administrative Policy Committee and Village Board Approval. These changes to the Budget are considered budget amendments which require Village Board approval and proper notification to the public per State of Wisconsin statutes.

UNAUTHORIZED PURCHASE

An unauthorized purchase will be considered a personal purchase and the individual who made the purchase may be personally liable for payment as well as subject to possible further disciplinary actions.

INVENTORY

Please refer to the Village Inventory Policy for details.

CAPITAL ASSETS

An item qualifies as a Capital Asset if it is over \$5,000 in value and has a life span of more than 3 years. Purchases of new capital items which are not replacing another capital item, shall require a recommendation of the APC and require approval of the Village Board. All Capital Asset items are also Inventory.

LINE ITEM BUDGETED PURCHASES UP TO AND EQUAL TO \$2,500

These purchases can be handled in the most effective way deemed appropriate by the Department Head. Alternative price quotations are strongly encouraged but not mandatory. Periodic price quotations are acceptable for similar items purchased throughout the year even though individual orders are less than \$2,500 on budgeted items. (An example would be small automotive supplies.) Annual or semiannual price comparisons are to be made with purchases in between being made from the best source based on the most recent comparison.

LINE ITEM BUDGETED NON-ROUTINE PURCHASES OVER \$2,500 AND UP TO AND EQUAL TO \$34,999

Non-Routine Purchases over \$2,500 and up to and equal to \$34,999 are required to have at least three (3) alternative price quotations in writing. Exceptions to the requirement can be made for sole source purchases, standardized equipment, standardized chemicals, or other similar circumstances. Items that are purchased periodically during the year can be purchased based upon annual price quotations. Such purchases must be submitted to the Village Administrator for approval in the form of a memo. Information to be included in the memo is as follows:

- Description of purchase
- Budget amount
- Recommended source and price
- If price is over budget, an explanation of and a budget transfer from where the additional funds will be obtained
- Alternate price quotations or explanation for not seeking them
- Explanation of recommendation if it is other than the lowest price

It should be noted that any purchases that exceed \$10,000 in nature will require approval by the Village Board in addition to the relevant Department Head and Village Administrator approval.

PURCHASES OVER \$35,000

Require the following:

Advertisement Information

Formal bids must be advertised in a local newspaper at least 10 business days before the bid opening. (Bid notices will also be available via the Village website.) The ad must include the date, time and location of the bid opening. The Village Administrator, in conjunction with the appropriate Department Head, will establish the time and date of the bid opening.

Bidders List

Departments will prepare a list of qualified vendors to be contacted for the submission of bids. Particular care should be taken to include appropriate local vendors. Bid specifications or notice of availability of specifications will be (e-)mailed to all vendors on the bidder's list. The bid specifications will also be made available via the Village website.

Written Specifications

Department Heads will prepare written specifications outlining the technical characteristics desired. These will be provided to all interested vendors. If appropriate, a pre-bid conference may be scheduled to assure adequate understanding of the specifications. All bidders must be notified in writing (use of e-mail is acceptable) of pre-bid conferences. Under no circumstances is staff to converse with any prospective bidder during the bidding process outside of the pre-bid conference. Should it become necessary to revise any portion of a bid specification, notice shall be promptly delivered to all prospective bidders through a bid addendum.

Bid Opening and Recommendation

All competitively bid projects are to be sealed and opened by the respective Department Head and the Village Administrator. Following the bid opening, the Department Head will make a written recommendation to the Village Board through the Village Administrator. The written recommendation shall include:

- Description of purchase
- Budget amount
- Recommended source and price
- If price is over budget, an explanation why and a budget transfer from where the additional funds will be obtained
- Alternate price quotations or explanation for not seeking them
- Explanation of recommendation if it is other than the lowest price

If approved by the Department Head and Village Administrator or Designee, a Resolution, as drafted by the Village Administrator may be adopted by the Village Board authorizing the acceptance of such bid.

Exceptions

Normally, services such as legal, engineering, architectural, etc., are exempt from the competitive bidding process. However, these types of services shall be purchased using the "Request for Proposals" (RFP) process. This is similar to a competitive bidding process but does not require some of the formality such as an advertisement. The focus of the analysis in an RFP is dependent upon the service needs. RFPs can be requested by the Village Board.

Other exceptions include sole source, need to standardize, etc. Such reasons should be appropriately detailed in the written recommendations to the Village Administrator. The Village may, in times of emergency waive the provision of this section.

These purchasing procedures are not to be used for Public Works type improvements where all or a portion of the costs are paid from assessments to the benefiting properties. Procedures established in Wisconsin Statutes 62.15, 62.29 shall apply.

EMERGENCY PURCHASES

Emergency purchasing procedures should be used only when normal purchasing channels are not available.

Whenever feasible, emergency purchases are to be approved by the Village Administrator. If it is not feasible to follow the normal procedures, the Department Head shall request a signature from the Village Administrator after the completion of an emergency purchase. The Department head will indicate the Emergency Purchase on the voucher including justification of the emergency purchase and sign-off is required by the Village Administrator.

Emergency purchases may be made:

- When there is a need for immediate delivery of items
- To prevent delays in work or construction schedules
- When there is an immediate threat to public health or safety
- To meet emergencies rising from unforeseen causes

PETTY CASH FUND

Petty cash disbursements of approximately \$50 (or less) may be paid from a petty cash fund which is maintained in the Treasurer's office. The Treasurer will log the transaction in the petty cash ledger. Petty cash funds may be obtained either prior to or after purchase, upon filing of the necessary documents. Receipts are necessary for all disbursements.

INTERNAL CONTROLS

Advertisement for bids must be published for all purchases at or above \$35,000 (not to include professional services such as engineering/legal contracts).

- Appropriate documentation (supporting invoices) must be attached for all disbursements.
- Original bills, not copies, must be used for documentation.
- All invoices must have Department Head approval prior to drawing the check.
- Board approval must be obtained for all disbursements as presented at Village Board Meetings.
- Every effort should be made to avoid finance or late charges.
- Accounts Payable Department will mail out checks.
- Adequate security must be provided over unused checks.
- Checks must NOT be signed prior to being completely filled out.
- Numerically controlled, pre-numbered checks must be used.
- The Treasurer will review all processed checks before the checks are distributed.

POLICY ID: <i>FIN-004</i>		TITLE: <i>Purchasing Policy</i>	
0 ORIGINAL [gi REVISION	APPROVED BY VILLAGE BOARD:		DATE:
EFFECTIVE DATE Immediate	-		7/27/2021
		VILLAGE CLERK _____	
APPLIES TO:	FLSA EXEMPT	FLSA NON-EXEMPT	
	[gi REPRESENTED EMPLOYEES	[gi 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>			

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The Village Administrator shall be charged with the enforcement of the rules that are set out by this policy. In the case where the position of the Village Administrator is vacant, the Village Treasurer will be charged with enforcement of this policy.

The following regulations and requirements to organization behavior are hereby adopted:

- ▶ ~~It shall be the policy of the Village of Kronenwetter to attempt to first purchase any item as locally as possible from [LDT1] Wausau Chamber, Mesinee Chamber and Village of Kronenwetter businesses when financially feasible and competitive.~~
- ▶ ~~In the case where there is a State of Wisconsin cooperative purchasing agreement in place, the prices from these products shall be compared to locally purchased items and evaluation of support for local businesses, and the local economy shall be weighed against the amount of money that is saved by utilizing a State of Wisconsin purchasing agreement.~~
- ▶ At no time shall any Village employee participate directly or indirectly in a procurement activity when the Village [LDT2] employee shall financially profit from the purchase activity, in cases of this nature, a purchase shall be recommended to an employee's supervisor with employees recommending to a department head, and a department head recommending the purchase to the Village Administrator. In the case where there exists a conflict of interest in the position of the Village Administrator, the Administrator shall disclose such conflict to the governing body and the purchase activity shall be approved prior to purchase by the governing body.

While price should be one of the most important factors in purchasing, transportation, impact on the environment and previous village experience with products shall also be weighed in making purchasing decisions. Any item that is lower in price but is passed over for any of the other reasons enumerated herein shall have that deciding factor noted in Village records.

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Any expenditure request that will result in a line item budget overage greater than \$5,000 will need review and recommendation to the Village Board from the Administrative Policy Committee and Village Board approval. Also any expenditure that will result in an overage of any amount of the total applicable department budget will need review and recommendation to the Village Board from the Administrative Policy Committee and Village Board Approval. These changes to the Budget are considered budget amendments which require Village Board approval and proper notification to the public per State of Wisconsin statutes.

Any change to a budget line item category of the types listed in Wis. Stat. § 65.90(3)(b) is to be made under Wis. Stat. § 65.90(5)

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.

UNAUTHORIZED PURCHASE

An unauthorized purchase will may be considered a personal purchase and the individual who made the purchase ~~may~~^[LDT8] be personally liable for payment as well as subject to possible further disciplinary actions.

INVENTORY

Please refer to the Village Inventory Policy for ~~details~~^[LDT9].

CAPITAL ASSETS

An item qualifies as a Capital Asset if it is over \$5,000 in value and has a life span of more than 3 years. Purchases of new capital items which are not replacing another capital item, shall require a recommendation of the APC and require approval of ~~the~~^[LDT10] Village Board. All Capital Asset items are also Inventory.

LINE ITEM BUDGETED PURCHASES UP TO AND EQUAL TO \$2,500

~~These purchases can be handled in the most effective way deemed appropriate by the Department Head. Alternative price quotations are strongly encouraged but not mandatory. Periodic price quotations are acceptable for similar items purchased~~^[LDT11] throughout the year even though individual orders are less than \$2,500 on budgeted items. (An example would be small automotive supplies.) Annual or semiannual price comparisons are to be made with purchases in between being made from the best source based on the most recent comparison.

LINE ITEM BUDGETED NON-ROUTINE PURCHASES OVER \$2,500 AND UP TO AND EQUAL TO \$34,999^[LDT12]

~~Non-Routine Purchases over \$2,500 and up to and equal to \$34,999 are required to have at least three (3) alternative price quotations in writing. Exceptions to the requirement can be made for sole source purchases, standardized equipment, standardized chemicals, or other similar circumstances. Items that are purchased periodically during the year can be purchased based upon annual price quotations. Such purchases must be submitted to the Village Administrator for approval in the form of a memo. Information to be included in the memo is as follows:~~

- ~~• Description of purchase~~
- ~~• Budget amount~~
- ~~• Recommended source and price~~
- ~~• If price is over budget, an explanation of and a budget transfer from where the additional funds will be obtained~~
- ~~• Alternate price quotations or explanation for not seeking them~~
- ~~• Explanation of recommendation if it is other than the lowest price~~

It should be noted that any purchases that exceed \$10,000 in nature will require approval by the Village Board in addition to the relevant Department Head and Village Administrator approval.

PURCHASES OVER \$35,000^[LDT13]

Require the following:

Advertisement Information

~~Formal bids must be advertised in a local newspaper at least 10 business days before the bid opening. (Bid notices will also be available via the Village website.) The ad must include the date, time and location of the bid opening. The Village Administrator, in conjunction with the appropriate Department Head, will establish the time and date of the bid opening.~~

Bidders List

~~Departments will prepare a list of qualified vendors to be contacted for the submission of bids. Particular care should be taken to include appropriate local vendors. Bid specifications or notice of availability of specifications will be (e-)mailed to all vendors on the bidder's list. The bid specifications will also be made available via the Village website.~~

Written Specifications

Department Heads will prepare written specifications outlining the technical characteristics desired. These will be provided to all interested vendors. If appropriate, a pre-bid conference may be scheduled to assure adequate understanding of the specifications. All bidders must be notified in writing (use of e-mail is acceptable) of pre-bid conferences. Under no circumstances is staff to converse with any prospective bidder during the bidding process outside of the pre-bid conference. Should it become necessary to revise any portion of a bid specification, notice shall be promptly delivered to all prospective bidders through a bid addendum.

Bid Opening and Recommendation

All competitively bid projects are to be sealed and opened by the respective Department Head and the Village Administrator. Following the bid opening, the Department Head will make a written recommendation to the Village Board through the Village Administrator. The written recommendation shall include:

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If approved by the Department Head and Village Administrator or Designee, a Resolution, as drafted by the Village Administrator may be adopted by the Village Board authorizing the acceptance of such bid.

Exceptions

Normally, services such as legal, engineering, architectural, etc., are exempt from the competitive bidding process. However, these types of services shall be purchased using the "Request for Proposals" (RFP) process. This is similar to a competitive bidding process but does not require some of the formality such as an advertisement. The focus of the analysis in an RFP is dependent upon the service needs. RFPs can be requested by the Village Board.

Other exceptions include sole source, need to standardize, etc. Such reasons should be appropriately detailed in the written recommendations to the Village Administrator. The Village may, in times of emergency waive the provision of this section.

These purchasing procedures are not to be used for Public Works type improvements where all or a portion of the costs are paid from assessments to the benefiting properties. Procedures established in Wisconsin Statutes 62.15, 62.29 shall apply.

EMERGENCY PURCHASES[LDT14]

Emergency purchasing procedures should be used only when normal purchasing channels are not available.

Whenever feasible, emergency purchases are to be approved by the Village Administrator. If it is not feasible to follow the normal procedures, the Department Head shall request a signature from the Village Administrator after the completion of an emergency purchase. The Department head will indicate the Emergency Purchase on the voucher including justification of the emergency purchase and sign-off is required by the Village Administrator.

Emergency purchases may be made:

- When there is a need for immediate delivery of items
- To prevent delays in work or construction schedules
- When there is an immediate threat to public health or safety
- To meet emergencies rising from unforeseen causes

PETTY CASH FUND [LDT15]

Petty cash disbursements of approximately \$50 (or less) may be paid from a petty cash fund which is maintained in the Treasurer's office. The Treasurer will log the transaction in the petty cash ledger. Petty cash funds may be obtained either prior to or after purchase, upon filing of the necessary documents. Receipts are necessary for all disbursements.

INTERNAL CONTROLS [LDT16]

Advertisement for bids must be published for all purchases at or above \$35,000 (not to include professional services such as engineering/legal contracts).

- ~~Appropriate documentation (supporting invoices) must be attached for all disbursements.~~
- ~~Original bills, not copies, must be used for documentation.~~
- ~~All invoices must have Department Head approval prior to drawing the check.~~
- ~~Board approval must be obtained for all disbursements as presented at Village Board Meetings.~~
- ~~Every effort should be made to avoid finance or late charges.~~
- ~~Accounts Payable Department will mail out checks.~~
- ~~Adequate security must be provided over unused checks.~~
- ~~Checks must NOT be signed prior to being completely filled out.~~
- ~~Numerically controlled, pre-numbered checks must be used.~~
- The Treasurer will review all processed checks before the checks are distributed.

LICENSE AGREEMENT - LOCAL GOVERNMENTAL ENTITIES

Agreement

between American Society of Composers, Authors and Publishers ("SOCIETY"), located at
2 Music Square West, Nashville, TN 37203

and Village of Kronenwetter, WI

("LICENSEE"), located at

1582 Kronenwetter Drive Mosinee WI 54455

as follows:

1. Grant and Term of License

(a) ASCAP grants and LICENSEE accepts a license to perform publicly on the "Premises" and at "Events" and "Functions," and not elsewhere or otherwise, non-dramatic renditions of the separate musical compositions in the "ASCAP repertory." The performances licensed under this Agreement may be by means of "Live Entertainment" or "Mechanical Music". For purposes of this Agreement,

- (i) "LICENSEE" shall include the named entity and any of its constituent bodies, departments, agencies or leagues.
- (ii) "Mechanical Music" means music which is performed at the Premises by means other than by live musicians who are performing at the Premises, including, but not limited to (A) compact disc, audio record or audio tape players (but not including "jukeboxes"), (B) videotape, videodisc or DVD players; (C) the reception and communication at the premises of radio or television transmissions which originate outside the Premises; and which are not exempt under the Copyright Law; or (D) a music-on-hold telephone system operated by LICENSEE at the Premises.
- (iii) "Live Entertainment" means music that is performed at the Premises by musicians, singers or other performers.
- (iv) "Premises" means buildings, hospitals, airports, zoos, museums, athletic facilities, and recreational facilities, including, but not limited to, community centers, parks, swimming pools, and skating rinks owned or operated by LICENSEE and any site which has been engaged by LICENSEE for use by LICENSEE.
- (v) "ASCAP repertory" means all copyrighted musical compositions written or published by ASCAP members or members of affiliated foreign performing rights societies, including compositions written or published during the term of this Agreement and of which ASCAP has the right to license non-dramatic public performances.
- (vi) "Events" and "Functions" means any activity conducted, sponsored, or presented by or under the auspices of LICENSEE. Except as set forth in paragraph 2.(d) below, "Events" and "Functions" shall include, but are not limited to, aerobics and exercise classes, athletic events, dances and other social events, concerts, festivals, arts and crafts fairs, and parades held under the auspices of or sponsored or promoted by LICENSEE on the Premises.
- (vii) "Special Events" means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds \$25,000 (as defined in paragraph 4.(d) below).

(b) This Agreement shall be for an initial term of one year, commencing July 15, 2023, which shall be considered the effective date of this Agreement, and continuing thereafter for additional terms of one year each. Either party may give notice of termination to the other no later than thirty (30) days prior to the end of the initial or any renewal term. If such notice is given, the agreement shall terminate on the last day of the term in which notice is given.

2. Limitations On License

(a) This license is not assignable or transferable by operation of law or otherwise. This license does not authorize LICENSEE to grant to others any right to perform publicly in any manner any of the musical compositions licensed under this agreement, nor does it authorize any public performances at any of the Premises in any manner except as expressly herein provided.

(b) This license does not authorize (i) the broadcasting, telecasting or transmission or retransmission by wire, Internet, website or otherwise, of renditions of musical compositions in ASCAP's repertory to persons outside of the Premises, other than by means of a music-on-hold telephone system operated by LICENSEE at the Premises; and (ii) performances by means of background music (such as *Muzak*) or other services delivered to the Premises. Nothing in this paragraph shall be deemed to limit LICENSEE's right to transmit renditions of musical compositions in the ASCAP repertory to those who attend Events or Functions on the Premises by means of teleconferencing, videoconferencing or similar technology.

(c) This license is limited to non-dramatic performances, and does not authorize any dramatic performances. For purposes of this agreement, a dramatic performance shall include, but not be limited to, the following:

- (i) performance of a "dramatico-musical work" (as hereinafter defined) in its entirety;
- (ii) performance of one or more musical compositions from a "dramatico-musical work (as hereinafter defined) accompanied by dialogue, pantomime, dance, stage action, or visual representation of the work from which the music is taken;

- (iii) performance of one or more musical compositions as part of a story or plot, whether accompanied or unaccompanied by dialogue, pantomime, dance, stage action, or visual representation;
 - (iv) performance of a concert version of a "dramatico-musical work" (as hereinafter defined). The term "dramatico-musical work" as used in this Agreement, shall include, but not be limited to, a musical comedy, opera, play with music, revue, or ballet.
- (d) This license does not authorize performances:
- (i) at any convention, exposition, trade show, conference, congress, industrial show or similar activity presented by LICENSEE or on the Premises unless it is presented or sponsored solely by and under the auspices of LICENSEE, is presented entirely on LICENSEE'S Premises, and is not open to the general public;
 - (ii) by or at colleges and universities;
 - (iii) at any professional sports event or game played on the Premises;
 - (iv) at any permanently situated theme or amusement park owned or operated by LICENSEE;
 - (v) by any symphony or community orchestra;
 - (vi) by means of a coin operated phonorecord player (jukebox) for which a license is otherwise available from the Jukebox License Office.

3. License Fee

- (a) In consideration of the license granted herein, LICENSEE agrees to pay ASCAP a license fee which includes the total of the "Base License Fee" and any applicable "Special Events License Fees", all of which shall be calculated in accordance with the Rate Schedule attached to and made part of this Agreement. For purposes of this Agreement,
- (i) "Base License Fee" means the annual fee due in accordance with Schedule A of the Rate Schedule and based on LICENSEE's population as established in the most recent published U.S. Census data. It does not include any fees due for Special Events.
 - (ii) "Special Events License Fees" mean the amount due in accordance with Schedule B of the Rate Schedule when Special Events are presented by or on behalf of LICENSEE. It does not include any Base License Fees due.
 - (iii) LICENSEES who are legally organized as state municipal and/or county leagues or state associations of municipal and/or county attorneys shall be required to pay only the fee under Schedule C of the Rate Schedule. Such leagues or associations are not subject to Schedule A or Schedule B of the Rate Schedule. Fees paid by such leagues or associations do not cover performances of the municipality, county or other local government entity represented by the league or association. Schedule C fees are not applicable to municipal, county or other local government entities.

Unless otherwise limited by law, LICENSEE shall pay a finance charge of 1.5% per month from the due date, or the maximum amount permitted by law, whichever is less, on any required payment that it is not made within thirty days of its due date.

4. Reports and Payments

- (a) Upon the execution of this Agreement, LICENSEE shall submit:
- (i) a report stating LICENSEE's population based on the most recent published U.S. Census data. The population set forth in the report shall be used to calculate the Base License Fee under this Agreement; and (ii) a report containing the information set forth in paragraph 4.(d) below for all Special Events that were presented between the effective date of this Agreement and the execution of this Agreement.
- (b) The Base License Fee for the first year of this Agreement and any license fees due for Special Events that were presented between the effective date of this Agreement and the execution of this Agreement shall be payable upon the execution of this Agreement.
- (c) Base License Fees for subsequent years shall be due and payable within 30 days of the renewal date of this Agreement and shall be accompanied by a statement confirming whether any Special Events were presented during the previous calendar year.
- (d) Ninety days after the conclusion of each Special Event, LICENSEE shall submit to ASCAP payment for such Special Event and a report in printed or computer readable form stating:
- (i) the date presented;
 - (ii) the name of the attraction(s) appearing;
 - (iii) the "Gross Revenue" of the event. "Gross Revenue" means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event;
 - (iv) the license fee due for each Special Event.
- (e) If LICENSEE presents, sponsors or promotes a Special Event that is reportable under Rate Schedule B with another person or entity licensed under an ASCAP License Agreement, LICENSEE shall indicate the name, address, phone number and ASCAP account number of the other person(s) or entity(ies) and the party responsible for payment for such Special Event. If the other party is not licensed by ASCAP, LICENSEE shall pay the license fee due hereunder, notwithstanding any agreement to the contrary between LICENSEE and the other party.

(f) LICENSEE agrees to furnish to ASCAP, where available, copies of all programs of musical works performed, which are prepared for distribution to the audience or for the use or information of LICENSEE or any department thereof. The programs shall include all encores to the extent possible. LICENSEE shall be under no obligation to furnish programs when they have not been otherwise prepared.

(g) ASCAP shall have the right to examine LICENSEE'S books and records at LICENSEE's place of business during normal business hours to such extent as may be necessary to verify the reports required by paragraph 4.(d) above. ASCAP shall have the right to adjust LICENSEE's Base License Fee based upon the most recently available revised population figures and Population Estimates Program provided by the U.S. Census Department.

5. Breach or Default

Upon any breach or default by LICENSEE of any term or condition herein contained, ASCAP may terminate this license by giving LICENSEE thirty days notice to cure such breach or default, and in the event that such breach or default has not been cured within said thirty days, this license shall terminate on the expiration of such thirty-day period without further notice from ASCAP. In the event of such termination, ASCAP shall refund on a pro-rata basis to LICENSEE any unearned license fees paid in advance.

6. Interference in Operations

ASCAP shall have the right to terminate this license upon thirty days written notice if there is any major interference with, or substantial increase in the cost of, ASCAP's operations as the result of any law in the state, territory, dependency, possession or political subdivision in which LICENSEE is located which is applicable to the licensing of performing rights. In the event of such termination, ASCAP shall refund to LICENSEE on a pro-rata basis any unearned license fees paid in advance.

7. Non-Discrimination

LICENSEE recognizes that ASCAP must license all similarly situated users on a non-discriminatory basis. LICENSEE agrees that any modifications to this Agreement by ASCAP, which are required by local, state or federal law for other municipalities, counties and other governmental entities shall not constitute discrimination between similarly situated users. Examples of such modifications are statements of equal employment opportunity or nondiscrimination on the basis of race, creed, color, sex or national origin.

8. Notices

ASCAP or LICENSEE may give any notice required by this Agreement by sending it by certified United States Mail, by generally recognized same-day or overnight delivery service or by electronic transmission (i.e., Mailgram, facsimile or similar transmission) to the appropriate person/office as listed herein. Each party agrees to notify the other of any change in contact information, such as change of address, change of person/office responsible, etc. within 30 days of such change.

AMERICAN SOCIETY OF COMPOSERS,
AUTHORS AND PUBLISHERS

By _____

LICENSEE Village of Kronenwetter, WI

By _____

TITLE _____

(Fill in capacity in which signed: (a) If corporation, state corporate office held; (b) If partnership, write word "partner" under signature of signing partner; (c) If individual owner, write "individual owner" under signature.)



LOCAL GOVERNMENT ENTITIES 2023 Rate Schedule

SCHEDULE A: Base License Fee

Population Size			Base License Fee
1	to	50,000	\$420.00
50,001	to	75,000	\$840.00
75,001	to	100,000	\$1,008.00
100,001	to	125,000	\$1,345.00
125,001	to	150,000	\$1,680.00
150,001	to	200,000	\$2,185.00
200,001	to	250,000	\$2,686.00
250,001	to	300,000	\$3,195.00
300,001	to	350,000	\$3,697.00
350,001	to	400,000	\$4,202.00
400,001	to	450,000	\$4,702.00
450,001	to	500,000	\$5,209.00
500,001	and over		*** \$6,384

*** \$6,384.00 plus \$500 for each 100,000 of population above 500,000 to a maximum fee of \$84,004.00

SCHEDULE B: Special Events

The rate for Special Events shall be 1% of Gross Revenue.

"Special Events" means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds \$25,000.

"Gross Revenue" means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event.

SCHEDULE C: State Municipal and/or County Leagues or State Associations of Attorneys

The annual license fee for LICENSEES who are legally organized as state municipal and/or county leagues or state associations of municipal and/or county attorneys shall be \$420.00.

License Fee for Year 2024 and Thereafter

For each calendar year commencing 2024, all dollar figures set forth in Schedules A, B and C above (except for \$500 add-on for populations of 500,001 or more) shall be the license fee for the preceding calendar year, adjusted in accordance with the increase in the Consumer Price Index - All Urban Consumers (CPI-U) between the preceding October and the next preceding October. Any additional license fees due resulting from the CPI adjustment shall be payable upon billing by ASCAP.

ASCAP

Toll Free: 1-800-505-4052

E-payment Websites: <http://www.ascap.com/mylicense> or <http://www.ascap.com>



Pg #1
Farmers Market

LOCAL GOVERNMENT ENTITIES 2023 Report Form

Account Number:

Premise Name: Village of Kronenwetter, WI

SCHEDULE A: Base License Fee (Due upon execution of Agreement and within 30 days of the Agreement's Renewal Date.)

Population Size:
(Per current U.S. Census Data)

Base License Fee: \$
(Please refer to Rate Schedule)

SCHEDULE B: Special Events* (Report and Payment due 90 days after the conclusion of each Special Event)

Event Date (mm/dd/yyyy) (If More than 1 Event Per Day, Please Report As Separate Entries)	Performer(s) Or Group(s) Appearing	Gross Revenue** Of Event (Must Exceed \$25,000)	% Applies To Gross Revenue	Event Fee	Is A Program Of Musical Works Attached? (Yes/No)	If The Event Is Co-Sponsored (Please Identify The Co-sponsor's Name, Address, Phone Number and ASCAP Account Number)
6/25/23	1	0	x .01	\$ 0	<input type="radio"/> Yes <input checked="" type="radio"/> No	Name: N/A Address: Phone No.: Account Number:
7/16 + 9/17/23	1 (same performer both dates)	0	x .01	\$ 0	<input type="radio"/> Yes <input checked="" type="radio"/> No	Name: N/A Address: Phone No.: Account Number:
7/23/23	1	0	x .01	\$ 0	<input type="radio"/> Yes <input checked="" type="radio"/> No	Name: N/A Address: Phone No.: Account Number:

***Special Events** means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds \$25,000.

***Gross Revenue** means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event.

SCHEDULE C: State Municipal and/or County Leagues or State Associations of Attorneys

Report Year:

Annual License Fee: \$420.00 (Due within 30 days of Renewal Date.)

Total Fees Reported From Any or All of Schedules A, B or C: \$

Contact Person & Title:

Phone Number: Ext: Fax Number:

Email: Website:

I certify the above information is true and correct.

Dated: / / Signature:



Pg 2

LOCAL GOVERNMENT ENTITIES 2023 Report Form

Account Number:

Premise Name: Village of Kronenwetter, WI

SCHEDULE A: Base License Fee (Due upon execution of Agreement and within 30 days of the Agreement's Renewal Date.)

Population Size:

(Per current U.S. Census Data)

Base License Fee: \$

(Please refer to Rate Schedule)

SCHEDULE B: Special Events* (Report and Payment due 90 days after the conclusion of each Special Event)

Event Date (mm/dd/yyyy) (If More than 1 Event Per Day, Please Report As Separate Entries)	Performer(s) Or Group(s) Appearing	Gross Revenue** Of Event (Must Exceed \$25,000)	% Applies To Gross Revenue	Event Fee	Is A Program Of Musical Works Attached? (Yes/No)	If The Event Is Co-Sponsored (Please Identify The Co-sponsor's Name, Address, Phone Number and ASCAP Account Number)
8/6/23	1	0	x .01	\$ 0	<input type="radio"/> Yes <input type="radio"/> No	Name: N/A Address: Phone No.: Account Number:
9/10/23	1	0	x .01	\$ 0	<input type="radio"/> Yes <input type="radio"/> No	Name: N/A Address: Phone No.: Account Number:
			x .01	\$	<input type="radio"/> Yes <input type="radio"/> No	Name: Address: Phone No.: Account Number:

***Special Events** means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds \$25,000.

***Gross Revenue** means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event.

SCHEDULE C: State Municipal and/or County Leagues or State Associations of Attorneys

Report Year:

Annual License Fee: \$420.00 (Due within 30 days of Renewal Date.)

Total Fees Reported From Any or All of Schedules A, B or C: \$

Contact Person & Title

Phone Number: - - Ext: Fax Number: - -

Email: Website:

I certify the above information is true and correct.

Dated: / / Signature:

See page #1



Village of Kronenwetter, WI
1582 Kronenwetter Drive
Mosinee, WI 54455

July 21, 2023

Re: Village of Kronenwetter, WI
1582 Kronenwetter Drive
Mosinee, WI 54455

Billing Period: July 15, 2023 Thru July 14, 2024
Annual Rate: \$420.00
Amount Due: \$420.00

**TO PAY VIA CREDIT CARD, DEBIT CARD, OR E CHECK, PLEASE CONTACT Michele McKinney at
(888) 852-1432**

PLEASE MAIL YOUR CHECK TO: ASCAP, PO Box 331608, Nashville, TN 37203-7515

Payment Amount: \$ 420⁰⁰

*Check No: _____

***Please note:** "When you provide a check as payment, you authorize ASCAP to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. However the transaction will appear on your bank statement. If we cannot post the transaction electronically, we may present a copy of your check for payment."

ASCAP License fees are due and payable in advance. Retain bottom portion for your records.

Village of Kronenwetter, WI
1582 Kronenwetter Drive
Mosinee, WI 54455

Billing Period: July 15, 2023 Thru July 14, 2024
Annual Rate: \$420.00
Amount Due: \$420.00



August 7, 2023

MEMORANDUM

TO: Administrative Policy Committee

FROM: Kim Manley, Interim Administrator

SUBJECT: American Society of Composers, Authors & Publishers (ASCAP) - Music Licensing

For copywrite purposes the Village, if having live music, should have a license in place. This is a license for the Village only regardless of who the live music is and if they have or have not licensed themselves.

The ASCAP covers 925,000 songwriters, composers and municipal publishers. It does not cover *all music so additional licensing might be required*. Staff is researching if this would be necessary or not.

ACTION ITEM: Recommend approval of the contract with the American Society of Composers, Authors and Publishers – cost \$420 per year.



REPORT TO APC

ITEM NAME:	Discussion and Possible Approval: Update Village of Kronenwetter Fee Schedule for Public Records Reproduction Fees
MEETING DATE:	August 15, 2023
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	
STAFF CONTACT:	Clerk Bobbi Birk-LaBarge
PREPARED BY:	Clerk Bobbi Birk-LaBarge

ISSUE: Updated Fee Schedule for Public Records Reproduction Fees

OBJECTIVES: To update compliance with Wisconsin Department of Justice under Wisconsin law Wis. Stat 19.35(3)(a)

ISSUE BACKGROUND/PREVIOUS ACTIONS: Updated fee schedule for the Village of Kronenwetter to come compliant with state statutes

PROPOSAL: Change the price charged for copies from \$.25 to \$.15, add the wording “black and white” to those charges. Adding colored copy pages and a price of \$.25 paper copy to cover the cost of our ink. Changing the wording of the header from “Public Records Reproduction Fees” to “Public Records Request Fee Schedule Estimates” because if an extraordinary expense is involved, that is still an actual, necessary, and direct cost. Some requests cost a lot more than others. Adding the lowest hourly rate of staff time at the rate of \$22.51 so it is written and defined. And adding additional language as proposed on the updates fee schedule verses the language under the fee schedule we currently have.
This is a guide to fees, but it is no guarantee of what they will be because that depends on the request.

ADVANTAGES: More defined rates and costs for the person seeking the open records request and will generate more revenue

DISADVANTAGES: N/A

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

RECOMMENDED ACTION: Accept the proposed fee schedule and forward to the village board for approval.

OTHER OPTIONS CONSIDERED: Keeping the one we have

TIMING REQUIREMENTS/CONSTRAINTS: ASAP

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): VOK's current fee schedule, VOK's proposed fee schedule

Village of Kronenwetter Fee Schedule

Approved February 13, 2018

Zoning Fees	
Conditional Use Permit, Variance, and Zoning Fees:	
Board of Adjustments Variance, Appeal, or Rehearing	\$300
Conditional Use Permit Application - New	\$300
Conditional Use Permit Application - Renewal	\$150
Rezoning	\$250
Platting (including erosion control and stormwater review):	
Certified Survey Map (CSM)	\$200 + \$25/lot
Concept Plan	\$200
Preliminary Plats	\$500 + \$25/lot
Final Plats	\$200 + \$10/lot
Relocation of Boundary	\$40 + \$5/lot
Site Plan Fees (including erosion control and stormwater review):	
Minor Site Plan Amendment	\$150
Site Plans less than 5,000 SF of Building Area	\$500
Site Plans greater than 5,000 SF of Building Area	\$1,000
Zoning Request Letter	\$50/property
Temporary Use Permit	\$25
Residential Building Permit Fees (R1, R2, R4, SR, RR, Ag 1 and Ag 2)	
New Construction and Additions (\$50 minimum)	
General Construction - Finished	\$0.12/sq. ft
General Construction - Unfinished	\$0.07/sq. ft
Plumbing	\$0.06/sq. ft
New Construction Lateral Pressure Test	\$26.25
Electrical	\$0.05/sq. ft
HVAC	\$0.04/sq. ft
Yard Sheds	\$50
Garages:	
550 sq ft or less	\$75
Over 550 sq ft	\$75 + \$0.15/sq. ft over 550 sq. ft
Outbuildings (Agricultural):	
1,000 sq. ft or less	\$75
1,000 to 2,500 sq. ft	\$100
Over 2,500 sq. ft	\$125 + \$5/100 sq. ft over 2,500 sq. ft
Decks	\$75
Plan Review	\$0.06/sq. ft
Building Permit Seal	\$40
Occupancy Escrow - One & Two Family	\$1,000 deposit
Occupancy Escrow - Multi Family	\$2,000 deposit
Erosion Control - One & Two Family	\$50
Erosion Control - Multi-Family	\$400
Address Number / Uniform House Number Sign	\$20 (additional \$25 for UHNS if required)
Mobile Home Installation	\$100
Swimming Pools - Above Ground/Permanent	\$50
Swimming Pools - In Ground	\$100
Early Start, Foundation Only	\$100
Interior Renovations and Alterations (\$50 minimum)	
General Construction - Finished	\$0.07/sq. ft
Plumbing	\$0.06/sq. ft
Electrical	\$0.05/sq. ft
HVAC	\$0.04/sq. ft

Plan Review	\$0.10/sq. ft
Decks	\$50
All Residential Roofing	\$40 (minimum does not apply)
Fences	\$25 (minimum does not apply)
Commercial and Industrial Building Permit Fees (B1, B2, B3, BP, M1 and M2)	
New Construction, Alterations and Additions (\$100 minimum, \$10,000 maximum)	
General Construction	\$0.10/sq. ft
Plumbing	\$0.03/sq. ft
Electrical	\$0.06/sq. ft
HVAC	\$0.03/sq. ft
Erosion Control	\$400
Occupancy Permit / Site Completion	\$2,000 or 2% of the project cost if greater, not to exceed \$10,000 (100% returned) (not included in maximum)
Address Number	\$20
Early Start, Foundation Only	\$250
Fences	\$100
Miscellaneous Building Permit Fees	
Re-inspection after violation	\$60
Razing - Accessory Building	\$40
Razing - Residential Building	\$50
Razing - Commercial/Industrial	\$100
Moving Building	\$40 and Insurance Certificate
Signs	\$1.00/ sq. ft (one side counted only) (\$40 min)
Working without a Permit	Double Fees
* fee for standard size, depending on site characteristics price may be higher.	
Beer/Liquor/Cigarette License Fees	
Class A - Liquor	\$400
Class A - Fermented Malt Beverage	\$200
Class B - Fermented Malt Beverage	\$100
Class B - Liquor	\$300
Class C - Wine License	\$100
Temporary (Picnic) Class B - Fermented Malt Beverage	\$10
Temporary (Picnic) Class B - Wine	\$10
Reserve "Class B" Liquor License	\$10,000
Operator (Bartender) License - New (Expires in odd years)	\$35
Operator (Bartender) License - Renewal	\$35
Operator (Bartender) License - Provisional	\$15
Cigarette License	\$100
Sellers Fees	
Secondhand Goods: (occasional residential "garage/yard sale" excluded)	
Pawnbrokers License (business)	\$100
Secondhand Article License "Flea Market" (Annual permit for seasonal or one-time event)	\$175
Secondhand Article (antique) Dealers License	\$35
Peddlers, Canvassers, Solicitors, and Transient Merchants:	
Investigation Fee	\$15
Surety Bond (Refundable)	\$500
Vending Machine (annual permit)	\$25

General Fees	
Mobile Home Park (maximum: 50 spaces)	\$100
Dog License:	
Male/Female	\$12
Neutered/Spayed	\$7
Late Fees	\$5
Online Dog Licensing Convenience Fee	\$2.50
Animal Fancier	\$75
Dog Kennel Permit	\$75
Extra Tags	\$7/tag
Dog Impoundment Fee	actual cost
Transport in Village (plus kennel cost)	\$20
Transport out of Village (plus kennel cost)	\$35
Assessment Letter:	
In water/sewer area	\$35
Not in water/sewer area	\$25
Returned Check Handling Charge	\$30
Attorney Fees	actual cost
Fireworks Users Permit	\$50
Block Party Permit (street closure plus cost of barrier delivery/pickup)	\$75
Noxious Weed Abatement	\$25+actual cost
Fingerprinting	\$15
Sign Inspection	\$25
Roadway Access Permit	\$100
Road Right-of-Way Excavation Permit	\$100
Culvert	\$400 Standard Size Culvert
Village Maps:	
12" x 18" and smaller	\$5
Anything greater than 12" x 18"	\$20
Water & Sewer Utility Missed Apointment Fee	\$20
Public Records Reproduction Fees	
General Record/s	\$0.25/page
Record Location Cost (Charged when total reaches \$50 or more of clerical staff time)	\$50 + overages
Electronic Media	actual cost
Data from Statewide Voter Registration System	\$25 + \$5 for every 1,000 voters
Facsimile document	\$2/page
Rental of Equipment	actual rental cost
Shipping/Mailing Fees	actual cost
Sewer Meter & Inspection Fees	
(Water Meter & Inspection fees are \$25.00 for all meter sizes and determined by the WI PSC)	
Meter Size (inches)	Meter/Inspection Fee
5/8 and 3/4	\$500.00 Sewer & \$25.00 Water
1	\$2,500.00 & \$25.00 Water
1 1/4 and 1 1/2	\$5,000.00 & \$25.00 Water
2	\$7,500.00 & \$25.00 Water
3	\$15,000.00 & \$25.00 Water
4	\$20,000.00 & \$25.00 Water
6	\$25,000.00 & \$25.00 Water

Sewer Rates	
Base Charge	
Meter Size (inches)	Minimum Fee per Quarter
5/8 and 3/4	\$21.85
1	\$109.25
1 1/2	\$218.50
2	\$327.75
2 (Compound)	\$655.50
3 (Compound)	\$655.50
Volume Charge	
\$3.39 per 1,000 gallons of metered water	
Water/Sewer Utility Garden (Private) Well Permit	
5-Year Private Well Operating Permit	\$95.00
Water/Sewer Utility Connection Charge (for unassessed properties)	
Designation	Connection Charge
Non-Subdividable Residential User	\$7,314
Nonconforming User (Duplex)	\$9,116
Community Based Residential Facility	\$12,000
Agricultural Homestead User	\$7,314
Special User (Subdivision)	\$13,515
Municipal Center Community Room Rental Rates	
Rental Fee:	
Kronenwetter Resident	\$100
Non-resident	\$150
Non- Profit	\$0
Security Deposit (applies to ALL reservations)	\$200
Athletic Field Rental	
Security Deposit (applies to multiple use only)	\$50
Daily field rental	\$20
Athletic Field Rental - Tournament Use	
Security Deposit	\$50
Optional Items:	
Field (drag) Prep	\$200/field/day
Standard Portable Toilet	\$85 each/day
Handicap Portable Toilet	\$135 each/day
Hand Washing Station	\$75 each/day
Park Shelter Rental	
Norm Plaza; Gooding; Municipal Center; Seville	
Rental Fee:	
Kronenwetter Resident	\$40
Non-resident	\$60
Security Deposit	\$50
Sunset; Friendship (added amenities)	
Rental Fee:	
Kronenwetter Resident	\$50
Non-resident	\$70
Security Deposit	\$50



“An authority may impose a fee on a requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.” Wis. Stat. § 19.35(3)(a).

Public Records Request Fee Schedule Estimates

<p>Hard Copies</p>	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	<p>\$0.15 per page (black and white) \$0.25 per page (color) Fee calculation: copy and paper cost <i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p>
<p>Electronic Copies</p>	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> • Email • PDF • DVD • Flash drive • Other electronic format 	
	<p>Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
	<p>Digital to Physical Includes copying records already in digital format onto physical medium for distribution.</p>	<p>Cost of physical medium: Flash drive (each): Actual Device Cost Fee calculation: Cost of physical medium used</p>
	<p>Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
<p>Location Fees</p>	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.</p>	<p>\$22.51 per hour staff time (lowest possible hourly rate) <i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i> State Records Center records retrieval fee, if necessary (based on State Records Center rates, which are subject to change, currently \$3.05 per box) Fee calculation: staff time; cost from the State Records Center</p>

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.



REPORT TO APC

ITEM NAME:	Archive Social; Purchase of New Software Program for Social Media Open Records Request Compliance
MEETING DATE:	08/15/2023
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	
STAFF CONTACT:	Clerk Bobbi Birk-LaBarge
PREPARED BY:	Clerk Bobbi Birk-LaBarge

ISSUE: The Village of Kronenwetter uses multiple social media sites to easily and quickly communicate with residents. Social media offers a wider reach and more cost-effective way to communicate and engage with residents. For example, over 4,000 users subscribe to the Village’s Facebook page. In order to comply with the state’s Public Records Law Wis. Stats. §§ 19.31-19.39 and to protect the Village of Kronenwetter in real-world public information requests and legal situations, social media sites must be properly tracked and archived.

OBJECTIVES: To bring the Village of Kronenwetter into compliance with the Public Records Law requirements, as well as address your concerns related to efficiently searching for information in the event of a request for social media information, keeping a good record of changes to the website, and alerting to important notifications across the village social pages.

ISSUE BACKGROUND/PREVIOUS ACTIONS: The Village of Kronenwetter currently has no means of protecting ourselves with social media requests and possible future litigations. We are at risk because we currently have no retention practices, no oversight and no means of providing accurate (real-time) information for public records requests.

PROPOSAL: To approve Archive Social as the Village of Kronenwetter’ s the City of Mosinee, the Village of Weston, Marathon County, the City of Wausau, Portage County, and others rely on Archive Social for their social media compliance. Over 5000 public agencies are using archive social. A link to social media webinar is here: [Watch our webinar to discover how to effectively safeguard your social media presence - Video - ClvicPlus Social Media Archiving](#)

ADVANTAGES: There is no contract with Archive Social. Purchasing Archive Social is substantially easier than other IT purchases. No contracts are required and Archive Social can prorate invoicing to ensure that it is a discretionary spend. Archive Social provides the flexibility to arrange and grow our social media as needed within your usage tier. There might be temporary spikes (especially during crisis situations and controversies) but they never charge overages. Archive social can link and connect all of VOK’s social media pages and is included in the standard plan.

The Village of Kronenwetter can be up and running in less than 20 minutes as proven during our current free trial 31-day basis.

The prior 6-months of our social media history is backtracked with our current 31-day trial period. If we flip to a subscription, Archive Social can go back and capture our ENTIRE social media history with the exception of any social media posts that were removed by the VOK social media Admin.

Archive Social would automatically captures each post, image, video, story, mention and comment (even if it's been edited, deleted, or hidden), for every single social media page, profile, and group managed by VOK. As well as the pages and profiles VOK engages with.

DISADVANTAGES: During our trial period, Archive Social cannot capture our LinkedIn social media account.

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

The cost of the Standard Plan is \$7,188 annually with a one-time \$1,000 provisioning fee. Archive Social will pro-rate our cost of the standard plan from 9/1/2023-12/31/2023 with a cost of \$3396.00

RECOMMENDED ACTION: To approve a budget amendment for the software and to forward to the Village Board to consider approval of Archive Social for the Village of Kronenwetter.

OTHER OPTIONS CONSIDERED: N/A

TIMING REQUIREMENTS/CONSTRAINTS: September 01, 2023

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

Remaining CFY
Account Number: 100-51400-485-000
Description: Computer Supplies and Expenses
Budgeted Amount:
Spent to Date:
Percentage Used:
Remaining:

ATTACHMENTS (describe briefly): Archive Social overview, Archive Social policy template, PowerPoint presentation, pro-rated quotes, Village of Kronenwetter social media landscape

COMPREHENSIVE SOCIAL MEDIA ARCHIVING COMPLIANCE



ArchiveSocial.com
(888) 558-6032

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INTRODUCTION

Government agencies and school districts across the country are taking control of the narrative online by increasing their social media presence. This growth comes as residents across the country are using social media as the preferred channel for receiving news and communicating with their community leaders. But as these conversations between public entities and residents expand, the need to protect them in compliance with public records laws has only grown in importance. Yet many public entities' use of social media fails to account for public record laws in their social media policies.

It has become critical for agencies to find a reliable solution to preserving their social media for public records.

Public entities need a solution that ensures the authenticity of records to meet legal and compliance requirements. A solution that captures records regardless of how, when, or what content is posted. A solution that helps public entities enjoy increased engagement while controlling their narrative online. A solution that is easy to use and quick to implement.

ARCHIVESOCIAL IS THE SOLUTION.



THE LEGAL BASIS FOR ARCHIVING

Social media is a public record in all 50 states, and public entities must be prepared to respond to public records requests for all their public and ancillary pages.

Courts across the country continue to rule that the social media pages used by government agencies, politicians, and school districts fall under public records laws. These laws are meant to promote transparency between governments and the people they serve, and states have adopted public records laws that include social media records.

Public record laws state that public entities are responsible for responding to FOIA/Open Records requests related to social media and website content. Accurate recordkeeping for compliance includes preserving metadata, comments (even if edited or deleted), and original content exactly as it happened across all of your social media platforms and website pages.

Complying with these laws can cost thousands a year, and endless hours of time. But managing your entire online presence doesn't have to be hard. By automatically capturing and preserving your data in one secure location, you'll never miss a post or comment, and can quickly find and respond to records requests, in the exact formats you need. Saving dramatically on public records costs, and increasing your transparency. Archiving ensures compliance with public records laws, FOIA/open records requests, eDiscovery and litigation readiness, GDPR & CCPA, and social media retention requirements.



IN FOCUS: SOCIAL MEDIA AND LEGAL ACTION

City to hire new staff for record requests

October 2020 – *Elgin Courier*

The city and police department of Elgin, Texas started to receive 20-30 FOIA requests per week and so far, paid over \$18k in fees for legal counsel for these public information requests. The city has “faced a significant challenge of addressing an inordinate amount” of open records requests. To help, they plan to hire two public information officers (PIO), whose salary would be around \$40k-\$50k.

Poway Schools Face \$400,000 Cory Briggs Legal Bill After Losing Facebook-Blocking Lawsuit

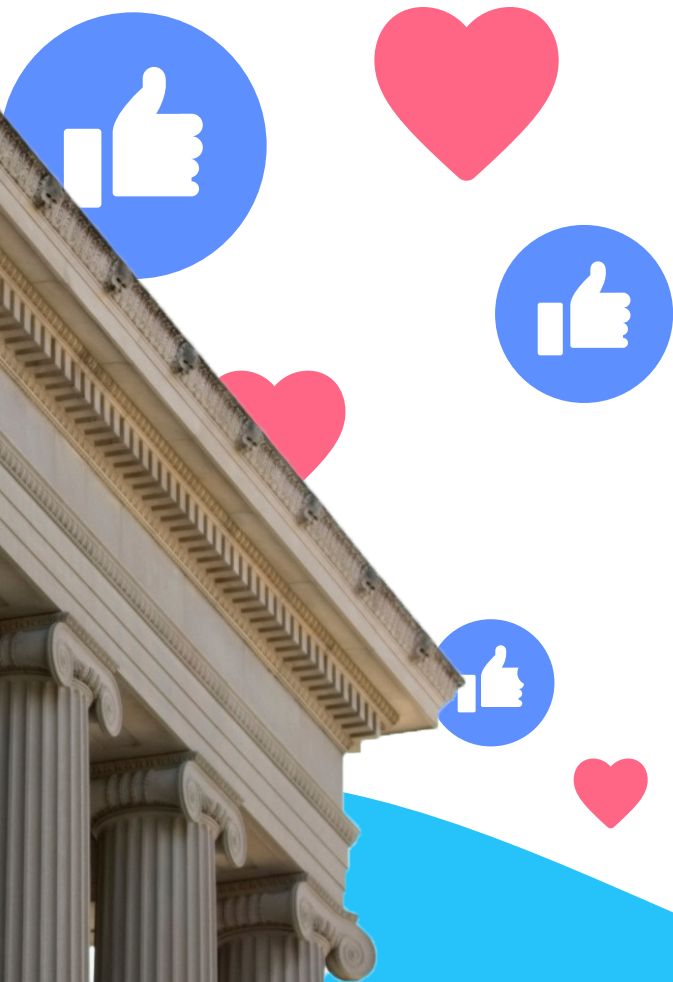
February 1, 2021 – *TimesofSanDiego.com*

Two board members of Poway Unified School District, CA utilized extensive word filters to preclude comments on their Facebook pages and argued they were “non-governmental, one-way bulletin boards”. The district is now facing more than \$400,000 in legal fees after a federal court ruled against the blocking of users and comments on social media.

Irvine Mayor Settles for Over \$120,000 Over Facebook Blocking & Deleting Comments

January 12, 2021 – *LATimes.com*

The city of Irvine, CA settled a First Amendment lawsuit against former Mayor, Christina Shea over blocking a resident on Facebook after he posted comments on her personal page following protests. The lawsuit claimed Shea “violated First Amendment rights by blocking his ability to engage in open discussion,” and Shea was asked to unblock the resident and to cease deleting critical comments. “The city settled for nearly \$40,000. Irvine also spent more than \$80,000 in legal fees.”



HOW RECORDS ARE LOST

(OR, THE “ONLINE IS FOREVER” FALLACY)

Many people think that once something is online, it is there forever. This is simply not true for social media, and the platforms make no guarantees to retain content and make it available to you.

In a 2020 study using a sample set of over 500 customers and more than 55 million social media posts, ArchiveSocial found that over 4 million of those records were no longer discoverable online less than 12 months later – a surprising 1 in 12 of the records had been deleted! Luckily, those public entities archived their social media and still had access to those lost records.

HOW DOES A RECORD GET “LOST” OR DELETED?

- If a comment is deleted, all the replies to that comment also disappear.
- If the user deletes their profile, all of their content is also deleted.
- If a comment violates platform rules and policy, the platform reserves the right to delete comments or entire profiles.
- Your own social media policy may have guidelines requiring some content to be deleted.

The social networks were built to facilitate the online connection of billions of private citizens to one another. They are not built for, nor bound to, public records laws, and have no legal obligation to retain records. As a result, most social media networks do not have built-in support for compliance and archiving. ArchiveSocial was purpose-built to allow these regulated organizations to utilize social networks to engage with their constituents in a rich and compliant manner.



THE SOLUTION

Tailored to your public entity, ArchiveSocial captures your social media presence in-context and in near-real-time, so you can manage and access your online data in one secure location, and quickly find and produce the content you need whenever you need it with advanced search and custom tagging. And it doesn't matter if your public entity just started social media today or has had an established presence for years. Our continuous archive retroactively captures and preserves content from the time an account was established, so you can see the full history of your accounts.

Specialization in social media is our core advantage.

Our archiving solution addresses specific challenges related to the capture of records from social networking platforms and preserves social media records in a manner that satisfies long-term public entity requirements. ArchiveSocial consistently provides the most detailed archive to protect government agencies and school districts across the globe from incomplete information.

They are proactive and always helpful. We recently had a random SEC audit and ArchiveSocial provided the requested information in the format needed quickly. Thank you for taking care of us and not expecting me to be an expert.

Deborah Carroll from Bland Garvey, P.C.



BENEFITS

ArchiveSocial helps you:

- **Save Time.** Reduce human error and avoid time-consuming administrative work by automating your archiving process, and find answers quickly with smart filters and automated tags for deleted, edited, and hidden content.
- **Save Money.** Respond to record requests of any size and create reports quickly by finding the data you need, whenever you need it, with a solution proven to provide enormous cost savings.
- **Get Total Visibility.** See the full history of your accounts, manage your entire online presence, and collaborate with different access levels in one secure, centralized location.
- **Gain Complete Control.** Improve overall efficiency with control over your online data, and define the retention period of records through custom disposition rules for flexibility while maintaining compliance.
- **Stay Compliant.** Ensure compliance with social media retention requirements and your state's public records law, and easily respond to FOIA, eDiscovery, and litigation requests.
- **Have Peace of Mind.** Streamline your social content documentation and eliminate surprises with active monitoring that alerts you on account connection, so you always know what data is being captured.

FEATURES


ArchiveSocial connects directly with today's most popular social media platforms to pull your social media accounts and web pages into a secure, personal archive. The continuous solution automatically captures and preserves each post, image, video, story, mention and comment, for every single social media page, profile, and group managed by your public entity. As well as the pages and profiles your entity engages with, across all of your platforms.


ArchiveSocial automatically detects edited, hidden, and deleted content across networks. This information, while critical to maintaining accurate records, is generally not reported by social networks, but ArchiveSocial captures it all.


We never miss a record with our authentic in near-real-time capture, and by using real-time API on sites, such as Facebook and Instagram, we can capture conversations in seconds. So that 100% of your records are captured directly from their social network in their native format along with full technical metadata and digital signatures. Our solution helps government agencies and school districts see their whole presence online while minimizing the risk of losing records.


ArchiveSocial's robust feature set includes:


 **Comprehensive Archiving.** Connect directly with your social media platforms to capture and preserve all content your public entity posts and engages with, in one secure location.

 **Near Real-Time Capture.** Capture various content formats in full resolution and near-real-time, even if it's been edited, deleted, or hidden.

 **Advanced Search.** Find and export the records you need quickly with filters, keywords, and custom and automated tags that let you organize and easily manage your content.

 **On-Demand Data.** Get access to your data at any time to support requests and easily produce reports for your monthly record volumes, connected accounts, and plan usage.

 **Blocked Lists Management.** Create and maintain a single list of all blocked users and pages, for all of your managed accounts, with clear timelines and supporting evidence to defend your actions.

 **Accurate Context Preservation.** Replay any record in its original context, and ensure its authenticity with digital signatures, timestamps, and unmodified metadata.

BLOCKED LISTS

As digital transformation accelerates, public communicators are faced with misinformation, combative viewpoints, and extremist speech. These types of comments make it extremely tempting for public officials to block users. But as we've seen occur so often in the news, blocking users is also the number one way folks get afoul with First Amendment lawsuits, and public entities must be able to prove who is blocked and why they blocked them. Because even if a record is deleted or hidden, or a user is blocked, it still must be retained. Unfortunately, social networks don't report this information and it can be very difficult to tell when something has been hidden or edited. Not only does this lead to a compliance gap, but it can also remove any examples of trolling that caused you to block a user.

This is exactly why ArchiveSocial created Blocked Lists, to protect your entity from trolls or First Amendment related requests. Not only does Blocked Lists let you get a handle on who you've blocked and what records are associated with these users, but it also lets you see who everyone else in your organization is blocking, even for accounts you may not normally have access to, so you can ensure your internal policy is followed correctly and even help avoid legal risk. With Blocked Lists, you can monitor and manage every blocked user and page in one secure place - your archive! And with advanced search, you can quickly find and export this data whenever you need it, along with the comments that resulted in the block.


Typically blocking is viewed as a last resort that agencies and school districts come to (and we certainly don't recommend it!). But if someone has violated your policy multiple times and is disrupting the discourse on your page, if you have substantial supporting evidence and a documented warning of you asking them to stop, at that point, it may be suitable to block that user. Alternatively, someone might make a false claim that you blocked them when you, in fact, did not. The capture of a blocked list will allow you to create a timeline in collaboration with your records to support your case.


Blocked Lists is a feature of the ArchiveSocial archiving product. It provides the lists of users and pages blocked by a social media account, as well as when the block occurred and what led to it. This list is updated daily and available to access and export at any time. So you can always feel prepared with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.





Blocked Lists Benefits

Blocked Lists help you:

 **Eliminate Manual Work.** Create and maintain a single list of all blocked users and pages, for all of your managed accounts in one secure location, that is updated daily and available to access and export at any time.

 **Manage Trolls.** Keep track of the timeline for when a particular user or page was blocked or unblocked from an account, as well as your account's communications to and from a blocked user or page.

 **Provide Evidence.** Have confidence in your block and equip your entity with clear timelines and strong supporting evidence to defend your actions and prove a false claim, timeline of events, or if your social media policy was followed correctly.

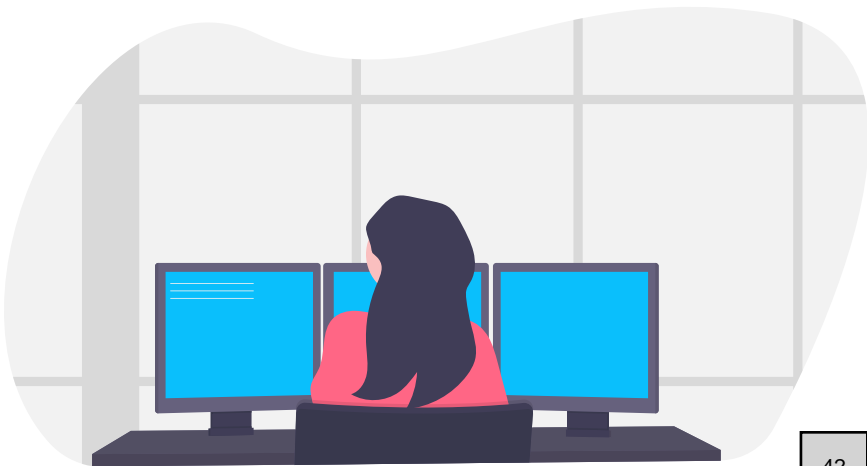
 **Gain Full Supervision.** Leverage insight you may not normally have to see who's blocking users for every account across your entire organization, so you can ensure your internal policy is followed correctly and even help avoid legal risk.

HISTORICAL ARCHIVES

For organizations that have not been maintaining records of social media, it is important for existing account history to be included in a complete archive.

Additionally, social media portfolios can evolve over time with different networks falling in and out of use as the popularity of sites fluctuates. However, even if a page is removed, records of that content must continue to be stored and maintained for organizations to stay compliant. With ArchiveSocial, when social media accounts are retired, they can be set to historical status. The data remains in the archive and is fully exportable and searchable.

ArchiveSocial collects all the available data from existing social media accounts, including historic data. Continual re-verification of the entire social media account ensures changes to old content are detected and stored, and allows ArchiveSocial to accommodate changes to a social network's features.



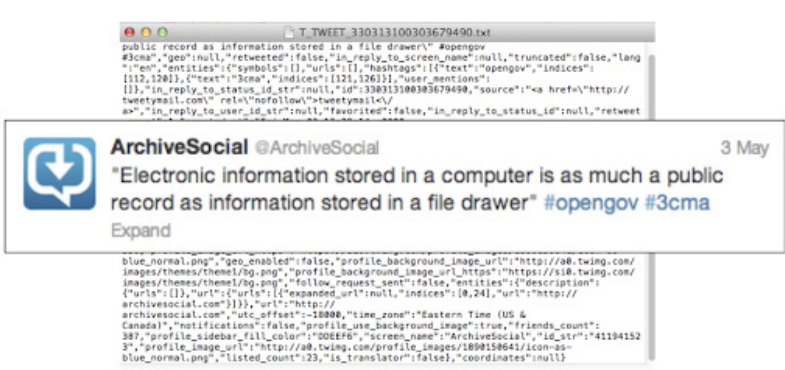
IMPORTANCE OF METADATA

There’s more to the records created on social networking platforms than what you see on a screen. All social media communications have underlying metadata that contains important information about each communication. This metadata includes user IDs, timestamps, and other information not displayed on a webpage. Correctly capturing records of social media requires more than taking screenshots or copying HTML – the metadata is a crucial part of the record.

ArchiveSocial connects directly with each social network to capture and preserve not just what is displayed on the platform, but also the underlying metadata, in its native format.

As a public entity, we are required by law to be able to reproduce that information if there is a public request for it, an open records request. That is not something we are capable of doing without having some type of system in place that actually can go out and get what they call the metadata.

April Warden, County Administrator for Seward County, Kansas



RICH DATA SHOWS A BETTER PICTURE

Social media posts can be more than simple text. In fact, they should be; images, GIFs, and videos make your content more dynamic and interesting. But graphics pose new archiving and records management challenges compared to simple text.

A photo, for example, should be preserved at full resolution rather than as a link or thumbnail only. This ensures no data is lost.



HIGH RESOLUTION

LOW RESOLUTION

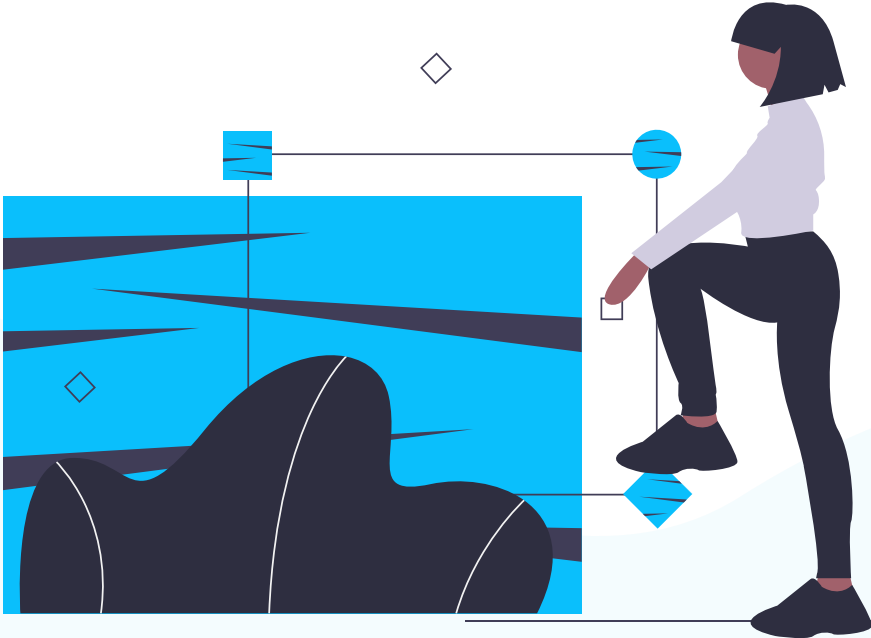
Regardless of the device or network used to transmit communications, ArchiveSocial captures each of the various data formats used in social media and presents the resulting records in an intuitive interface.

DIGITAL SIGNATURES FOR BETTER ACCOUNTABILITY

Proof of authenticity is a critical requirement when providing electronic records as evidence in regulatory and legal situations.

Investigators and courts must be assured that a social media record was not falsified or altered using a web page editor, image manipulation software, or some other means. Simply crawling or scraping a page fails to provide comprehensive records for legal protection and can leave organizations and agencies at risk.

Our solution includes a trusted timestamp and digital signature with each record stored in the archive. This digital signature proves that the data existed at the specified time in history and has not been edited or falsified in any way.



SEARCH AND TAGGING FOR BETTER TARGETING

Searching through years worth of previous posts, tweets, and comments is a challenge without advanced search and tagging tools. Our sophisticated search engine and custom tagging system allows government agencies and school districts to organize and filter archived content. This makes finding the needle in the haystack easy.

ArchiveSocial's advanced search and filter features give agencies the ability to search across all of an organization's social media using keywords, date, network, username, content type, or tags.

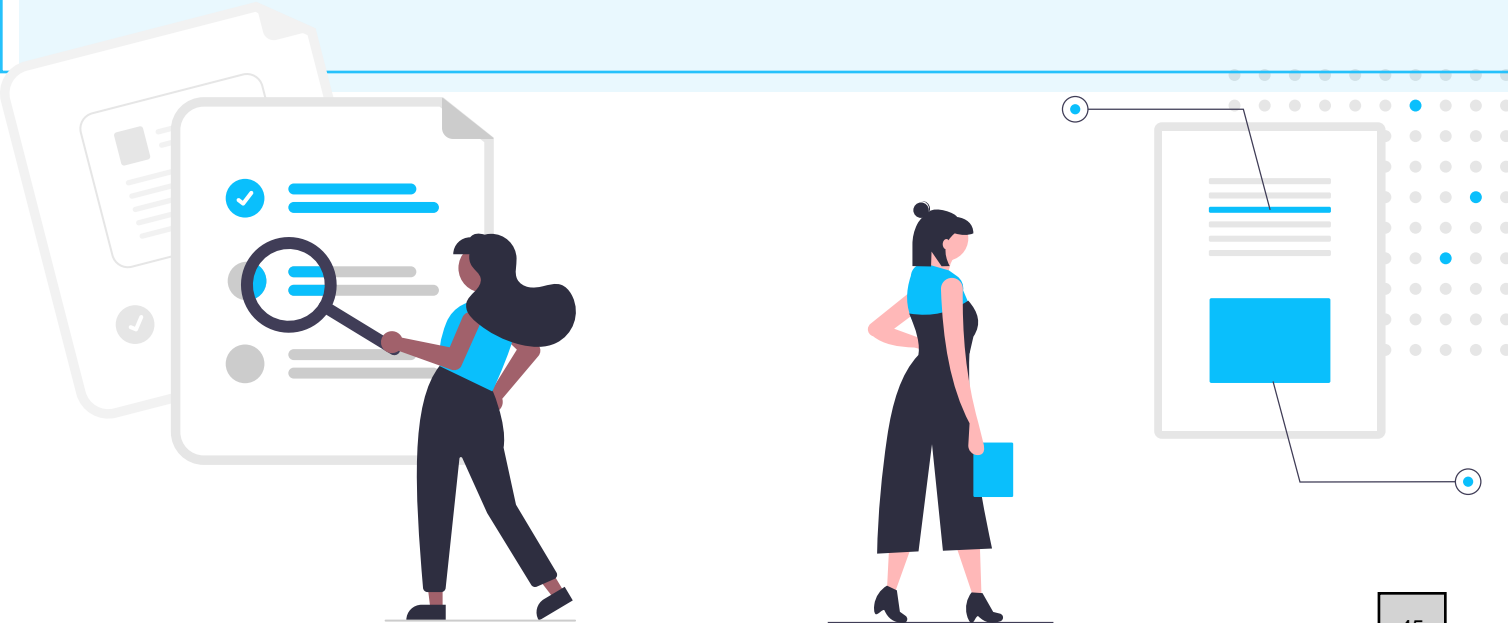
Custom tags for content make it easy to organize archives. Filters can quickly refine results, including the capability for finding records that have been deleted. With ArchiveSocial's user-friendly interface, finding deleted content becomes an easy task.

IN FOCUS: HOPKINTON, MA

When the town was using a scheduling tool to schedule posts for their Facebook and Twitter accounts, they experienced a glitch that caused all of the pre-scheduled posted content to be deleted from the social media networks. The Director of Technology was able to use ArchiveSocial to retrieve all of the deleted posts from their archive.

If something like that had happened when we weren't archiving, it would have been a disaster

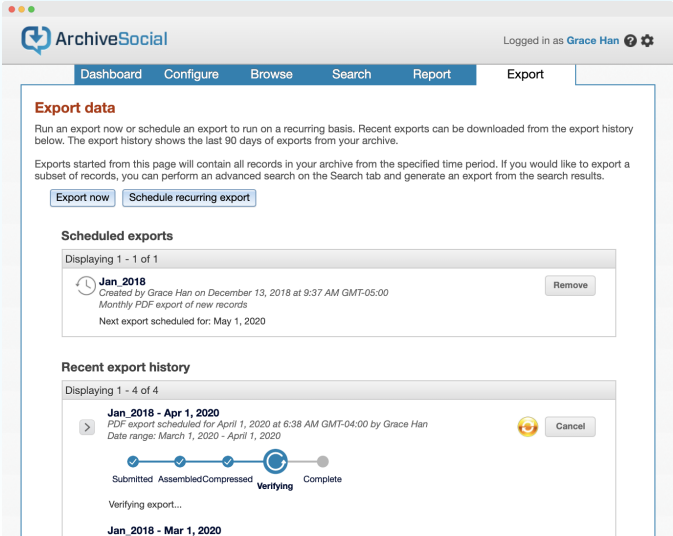
April Warden, County Administrator for Seward County, Kansas



RECORD EXPORTING AND REPORTING

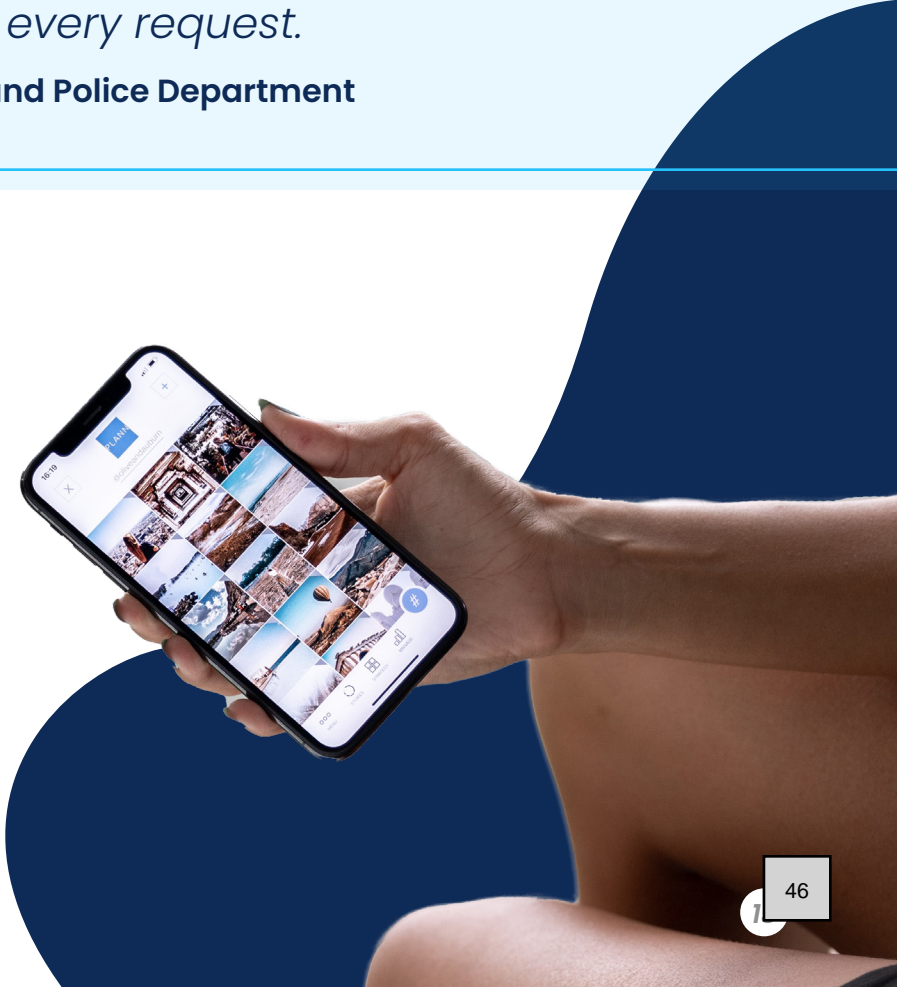
An archive is only as good as its ability to produce records.

ArchiveSocial can export social media content to a variety of formats including PDF, HTML, and Excel. This makes it easy and efficient for organizations to perform exports on demand and produce presentation-ready PDFs with highlighted search results and detailed export descriptions.



If I can't easily get it out to people when they're asking for it, it doesn't do me much good. With [ArchiveSocial], I can email or post it usually the same day I receive the request – often in minutes – literally saving hours for every request.

Sgt. Christopher Fulcher, Vineland Police Department



TECHNOLOGY

Whether public entities' social media portfolios are managed by a single individual or distributed across several departments, a centralized social media records archive is the key to efficient and cost-effective compliance.

What's more, organizations need to be able to connect accounts to an archive quickly and easily without collecting personal login information from multiple users or granting blanket access to all of the data in the archive.

ArchiveSocial is a cloud-based solution that requires no software installation or IT expertise, all you have to do is log in to your accounts! It simplifies deployment across organizations and enables organizations to automate social media record-keeping in a matter of minutes.

On average, our customers are up and archiving their entire social media presence in under 20 minutes.

We have received multiple data requests on a recent controversy. The support team walked me through how to do a very precise search and was knowledgeable about the nature of data requests... I can only imagine the amount of time it would have taken and the mistakes that might have been made had we done this manually.

Jacqueline Smith, City of St. Louis Park, MN



SECURITY

Levels of Access

In many organizations, individuals requiring access to social media records can cross departments and have different needs. While some users may want to tag and manage records, others may only need to view records.

ArchiveSocial allows three levels of access to suit an organization’s needs, including Full Administrators, Read-Only Administrators, and Social Media Account Owners. The levels facilitate additional opportunities for collaboration while helping organizations maintain control.



FULL ADMINISTRATORS



READ-ONLY ADMINISTRATORS



SOCIAL MEDIA ACCOUNT OWNERS

USE RULES TO FOLLOW RETENTION AND DISPOSITION GUIDELINES

Public entities may have retention guidelines that apply to social media. If so, organizations need a social media archive that allows for rules-based disposition. If certain content needs special consideration, flexible retention rules are key.

ArchiveSocial allows organizations to control the retention period of records through customizable disposition rules. All records can be reviewed before deletion. This flexibility allows the user to customize their archive while maintaining the greatest level of compliance.

IN FOCUS: EAST PROVIDENCE, RHODE ISLAND SOCIAL MEDIA POLICY, 2019

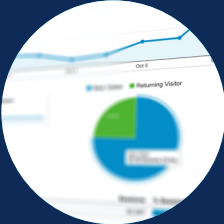
Social media content is subjective to the Records Retention and Destruction Schedule established by the Department of Records for the agency, whether or not the social media is currently posted on the agency's site(s)...Agencies are responsible for making and retaining such postings, as required by the agency's Records Retention and Destruction Schedule.

PRODUCT SUITE

ArchiveSocial's social media archiving and website archiving products provide the most accurate and comprehensive solution to help government agencies, school districts, and other public organizations remain compliant with public record laws and actively manage risk online.



WEB SNAPSHOTS



RISK MANAGEMENT AND ANALYTICS (RMA)



OPEN ARCHIVE



SNAPSHOTTING YOUR WEBSITE

Social networking sites and websites are the primary mediums by which government agencies and school districts communicate with the public. It's critically important agencies are able to efficiently and reliably manage communications across each of these mediums as public records.

While agencies must use an archiving solution like ArchiveSocial to capture social media records, the majority of record information presented across a website is already in the agency's control.

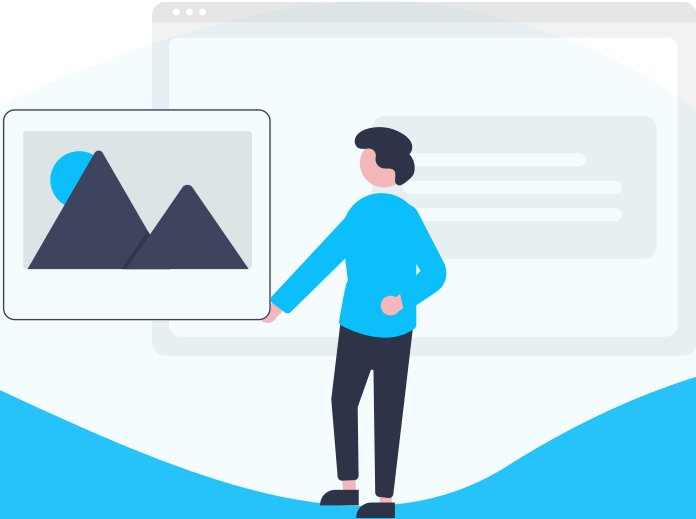
However, website records are often distributed across a variety of systems such as Content Management Systems (CMS), back-end databases, and backup systems. These systems as a whole present a challenge to centralized web record retention and fulfillment of public records requests. Agencies need help managing their web records as effectively as they manage their social media records.

ArchiveSocial Web Snapshots supplements an agency's existing approach to website records management by providing automated capture, search, and export capabilities of website content.

- **Ensure records from across your agency's entire web presence are centralized and searchable.**
- **Maintain a single records management source to easily manage both your social media records and website records, with an intuitive and dynamic interface.**

This is especially important for larger government entities and school districts with multiple sub-agencies or individual schools that manage their own websites.

Web Snapshots automatically archives a snapshot of how a website was displayed to citizens to supplement the website data already maintained by their Content Management System (CMS).



RISK MANAGEMENT

Agencies with active social media engagement create positive relationships and gain insights into community issues. Unfortunately, not all interactions online stay positive. Negative posts and comments can lead agencies into First Amendment issues or even public safety concerns. When posts and comments bring legal issues, a social media archiving solution should provide assistance in actively managing risk and enforcing social media policies.

ArchiveSocial’s Risk Management and Analytics (RMA) suite work in conjunction with the base archive to provide monitoring, alerts, and analysis tools.

ArchiveSocial reconstructs social media conversations – pulling individual comments back into their corresponding threads – to create easy to understand content exports. This solution makes it easy to respond to records requests or other discovery or investigation needs with full context.



The screenshot shows the ArchiveSocial web interface. At the top, it says "ArchiveSocial" and "Logged in as *ArchiveSocial Support*". Below the navigation bar (Dashboard, Configure, Browse, Search, Report, Export), the "Reports" section is active, showing "Alert History".

Under "Alert History", there is a "Date Range" dropdown set to "Past 7 days". Below that are "Update Report" and "Download Report" buttons. A note states: "Pop-up blocker must be disabled to download report. Click here for more information."

The main content area is titled "Alert History" for the period "Mon Apr 20, 2020 - Mon Apr 27, 2020". It includes a "Summary" section with the text: "The table below displays the alerts that were triggered. Click on the number of records matched to view the actual records that triggered the alert."

Alert Name	Records Matched
311 Incoming Questions	10
AE Outage Alerts	1
AE Questions	8
COA Facebook	73
COA Twitter	88
COVID-19 Keywords	310
Development Services-Personal Identifying Information	1
Development Services-question	2

RMA is not only for challenging and difficult world events, it's also a valuable daily-use solution that enhances the control and visibility of your social media so you can make swift decisions, rapidly solve problems, and leverage visible, actionable data for continuous improvement. Here are 5 ways adding RMA can benefit your social media efforts long term.



1. Reduce Your Risk. Get immediate alerts about inappropriate content for efficient and effective moderation.



2. Increase Your Focus. Receive automated monitoring and alerting so you can focus on what matters to you the most.



3. Improve Your Response Time. Respond quickly to questions and comments, ensuring accurate information is conveyed in a timely manner.



4. Enforce Your Policy. Uphold your public entity's reputation by moderating content that violates your terms of use, such as violent or obscene comments.



5. Prove Your Effectiveness. Communicate to stakeholders and improve the impact of social media campaigns through standardized reports and meaningful insights into commenter sentiment, engagement levels, and platform usage.

We put in a list of maybe a hundred words – keywords. If it says 'shooting,' 'hurt,' 'blood' – any threat – they will notify me and I can notify the principal and notify law enforcement if need be.

Sherrie Johnson, Stafford County Public Schools, VA

OPEN ARCHIVING: A PROACTIVE SOLUTION

Provide the highest level of transparency to your communities by making your social media records open to the public with Open Archive, a public access portal.

The portal gives citizens the ability to search and locate social media records at their convenience. As a result, government agencies and school districts can minimize the cost and overhead of fulfilling public records requests.

- **Grant public access to your archive through your website**
- **Allow citizens to locate records without using staff time**
- **Provide complete, searchable data for academic research**
- **Create transparency and promote open government**



www.cityofdallas.gov.archivesocial.com

SUPPORTED NETWORKS & CONTENT

Saving Your Presence Across the Web

Government agencies and school districts use different platforms to reach varied audiences with unique content. With ArchiveSocial, you can manage and organize your social media data in one secure location, collaborate with different access levels, and quickly search/view/export any content you need, whenever you need it in an easy to understand format.

ArchiveSocial preserves social media records from all of the most popular platforms in one archive to make it easy to access all social media content in one location. We support Facebook, Twitter, YouTube, Instagram, LinkedIn, Vimeo, and Pinterest – all in one archive.



SOCIAL NETWORK	CONTENT-TYPE
Facebook Group	Profile, timeline posts, comments,
Facebook Page	Album, event details, event discussions, message threads, photos, profile, blocked lists, posts, comments, reviews, video, timeline posts
Facebook Personal	Album, message threads, photo, timeline posts, comments
Linkedin Personal	Private messages, profile, shares, posts, comments
Linkedin Company	Profile, posts, comments, shares
Instagram Personal	Media, profile, posts, comments
Instagram Business	Media, profile, stories, mentions, images, videos, posts, comments, replies
Twitter	Likes, mentions, direct messages, profile, tweets, periscope comments
Youtube	Uploads, posts, comments
Flickr	Photos, profile, posts, comments
Pinterest	Pins, profile, posts, comments, replies
Vimeo	Profile, videos, posts, comments

ARCHIVESOCIAL CAN MAKE ALL THE DIFFERENCE

ArchiveSocial is the social media archiving solution that helps government agencies and school districts maintain the greatest level of compliance and transparency when online.

With no software to install or network interference, ArchiveSocial connects to your social media platforms and organizes your accounts (profiles, pages, groups). After that, you're in complete control with full functionality to update settings, engage from your accounts, view your data, and more.

IN FOCUS: WASHINGTON, EVERGREEN SCHOOL DISTRICT

School districts are sharing critical and sometimes controversial information on social media, and they need to be prepared to produce records of their communications in the event of a public records request.

The Washington Evergreen School District was using social media to share information about a construction bond that was on the ballot in their city, and they ran a social media campaign to educate the public about how the bond money would be used. They created 20 videos on social media – one for each school in the district – to show the public plans to tear down and rebuild the schools that needed updating, and each post received a flood of comments, most of which were positive, but some of which were from detractors.

A local paper was reporting on the controversy, and they issued a public records request for all social media posts and comments related to the construction bond. Because the district has an archive with ArchiveSocial, they were able to easily search for and produce the hundreds of posts and comments about the bond on Facebook, YouTube, and Twitter, and share them with the newspaper.

READY TO SPEAK WITH SOMEONE ABOUT YOUR SOCIAL MEDIA ARCHIVING NEEDS?

Visit [ArchiveSocial.com](https://www.archive-social.com) or call (888) 558-6032 today.

SOCIAL MEDIA POLICY TEMPLATE



INTERNAL POLICY

PURPOSE

This document defines the social networking and social media policy for **[Agency's Name]**, the "Agency." To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, agency departments may consider using social media tools to reach a broader audience. The agency encourages the use of social media to further the goals of the agency and the missions of its departments, where appropriate.

PERSONAL VS. PROFESSIONAL GUIDELINES

Personal Use

All Agency employees may have personal social media sites. These sites should remain personal in nature and be used to share personal opinions or non-work related information. Following this principle helps ensure a distinction between sharing personal and agency views.

Agency employees must never use their agency e-mail account or password in conjunction with a social media site. The following guidance is for agency employees who decide to have a personal social media or who decide to comment on posts about official Agency business:

- State your name and, if relevant, role, when discussing agency business;
- Use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions of the agency for which I work."

If social media is used for official agency business, the entire agency site, regardless of any personal views, is subject to best practice guidelines and standards.

Professional Use

All official agency-related communication through social media, should remain professional in nature and should always be conducted in accordance with the Agency's communications policy, practices and expectations. Employees must not use official agency social media for political purposes, to conduct private commercial transactions, or to engage in private business activities. Agency employees should be mindful that inappropriate use of official agency social media can be grounds for disciplinary action.

Only individuals authorized by the Agency may publish content to an agency website or agency social media account.

POSTING

Official social media sites need to be clear, precise and follow industry best practices for posting updates. All content posted to agency social media should be:

- Relevant – Information that engages residents and pertains to their daily lives
- Timely – Pertains to deadlines, upcoming events, or current news
- Actionable – Prompts residents to take action

Please refer to the agency style guide for specific guidelines on content format.

What Not to Post:

Agency employees may not publish content on agency social media sites that includes:

- Confidential information
- Copyrighted material without permission
- Profane, racist, sexist, threatening or derogatory content or comments
- Partisan political views
- Commercial endorsements or SPAM

RETENTION

Social media sites are subject to **[applicable public records laws]**. Any content produced or maintained on an agency social media site, including communication posted by the agency and communication received from citizens, is a public record.

The department maintaining a site shall preserve records pursuant to the relevant records retention schedule in a format that preserves the integrity of the original record and is easily producible. Furthermore, retention of social media records shall fulfill the following requirements:

- Social media records are captured in a continuous, automated fashion throughout

the day to minimize a potential loss of data due to deletion and/or changes on the social networking site.

- Social media records are maintained in an authentic format (i.e. ideally the native technical format provided by the social network, such as XML or JSON) along with complete metadata.
- Social media records are archived in a system that preserves the context of communications, including conversation threads and rich media, to ensure completeness and availability of relevant information when records are accessed.
- Social media records are indexed based on specific criteria such as date, content type, and keywords to ensure that records can be quickly located and produced in an appropriate format for distribution (e.g. PDF).
- Each employee who administers one or more social networking sites on behalf of the Agency has self-service, read-only access to search and produce relevant social media records to fulfill public information and legal discovery requests as needed.

The Agency utilizes an automated archiving solution provided by ArchiveSocial to comply with applicable public records law and fulfill the above record retention requirements. The Agency archive is available at www.ArchiveSocial.com.

REGISTERING A NEW PAGE

All **[Agency]** social media sites shall be (1) approved by **[contact]**, (2) published using approved social networking platform and tools, and (3) administered by the contact or their designee.

DEREGISTERING AN EXISTING PAGE

If a social media page is no longer of use, (1) notify **[contact]**, (2) ensure records have been archived according to agency guidelines, (3) unpublish and delete page.

EXTERNAL POLICY

PURPOSE

To build communication and trust with our residents and visitors, and encourage participation through comments and feedback.

GOALS

[Agency Name] aims to effectively use Social Media Accounts to:

- Provide information
- Support community engagement and outreach

- Support marketing and promotional campaigns
- Frame the public conversation around **[Agency]**
- Assist with recruitment efforts

Please be aware that when engaging with this agency through Social Media, you agree to the following...

MODERATION OF THIRD PARTY CONTENT

The agency does not necessarily endorse, support, sanction, encourage, verify or agree with Third Party comments, messages, posts, opinions, advertisements, videos, promoted content, external hyperlinks, linked websites (or the information, products or services contained therein), statements, commercial products, processes or services posted on any Social Media Site.

This agency social media site serves as a limited public forum and all content published is subject to preservation and disclosure in accordance with **[State Public Record Law]**. User-generated posts may be rejected or removed when the content includes any of the following:

- incitement of violence or violent behavior,
- defamation or spread of misinformation,
- copyrighted or commercial material
- fraudulent material or accusations, or
- obscene or illegal material.

We do not allow information intended to compromise the safety or security of the public or public systems. You participate at your own risk, taking personal responsibility for your comments, your username and any information provided.

RETENTION

Social media sites contain communications sent to or received by the Agency and its employees, and such communications are therefore public records subject to **[applicable public records statute]**. These retention requirements apply regardless of the form of the record (e.g. digital text, photos, audio, and video). The Department maintaining a site shall preserve records pursuant to a relevant records retention schedule.

EMERGENCY POSTINGS

Social media sites are not monitored 24/7. If there is an emergency, contact 911.

LIKE WHAT YOU SEE?

Check out our other resources on mitigating risk online and building a social media presence, as well as our library of webinars from experts in public sector and educational social media at **ArchiveSocial.com**.

OVERVIEW

Protecting the Village of Kronenwetter with Social Media Archiving

Why do we need to archive?

“With the public records law in Massachusetts, it is critical to capture all of the records produced by social media. **You are protecting your community, your employees and complying with the law.**”



NICHOL FIGUEIREDO
Public Information Records
Access Officer & Webmaster
Framingham, MA

- ▶ Our social media is creating public records.



Open records laws maintain that we need to be able to produce social media records—**both from our own content, and from content our constituents create**—in response to records requests.



Social media is a mission-critical part of our communication strategy, and our constituents are creating, editing, and deleting records on a daily basis.

- ▶ If we do not preserve our social media records, **we are potentially out of compliance with state records regulations.**

- ▶ Beyond public records responsibilities, we will increasingly need to produce records for a variety of other types of requests.



Requests from internal stakeholders



E-discovery requests

Wisconsin Social Media Records Guidance



Section 6, Item H.

Wisconsin Public Records Law Compliance Guide

Wisconsin Department of Justice. Attorney General Brad D. Schimel
November, 2015

Record Identification

- ▶ Electronically stored information generally constitutes a “record” within the meaning of the public records law so long as the recorded information is created or kept in connection with official business. The substance, not the format, controls whether it is a record or not.
- ▶ **Electronic records include content posted by or on behalf of authorities to social media sites, such as Facebook and Twitter, to the extent that the content relates to government business. If an authority uses social media, the content must be produced if it is responsive to a public records request. This includes not only currently “live” content, but also past content.**

Excerpt from **Wisconsin Public Records Law Compliance Guide**, page 53

<https://www.doj.state.wi.us/sites/default/files/dls/2015-PRL-Guide.pdf>

Guidance - WI Public Records Board

“Public officials need to realize that in many cases the tweets and Facebook posts - and the comments they generate - can be public record that needs to be retained and potentially produced later under the open records law...”

Wisconsin board grapples with saving text messages, social media posts as public records

Section 6, Item H.

Jason Stein, Milwaukee Journal Sentinel

Published 9:35 a.m. CT Nov. 21, 2017 | Updated 1:22 p.m. CT Nov. 21, 2017



(Photo: AP Photo / Matt Roserke)



MADISON - When government work gets done on Twitter, Facebook and other social media, does it get saved and if so for how long?

What about text messages?

A state board is hoping to answer at least some of those questions for state and local officials who increasingly must apply the state's old open records to new technologies.

Matthew Blessing, chairman of the Public Records Board, said at a board meeting Monday that he hopes to develop new guidelines for the government officials who have been asking his board for that very thing.



Carl Buesing, an attorney on the board, said some text messages from public employees can be deleted, such as a nurse at a county nursing home who texts to say she is late for a shift. But Buesing said that using text messages can be problematic if government officials can't save them and produce them later to the public if needed.

"Until we find a way to capture that I'm not enthusiastic about using it," he said.

In other areas, the state is taking steps to capture government business on social media.

For instance, Abbie Norderhaug said the Wisconsin Historical Society is now archiving Gov. Scott Walker's Twitter posts once a month. To do it, the agency uses a [web service called Archive-It](#), said Norderhaug, the assistant state archivist.

Public officials need to realize that in many cases the tweets and Facebook posts — and the comments they generate — can be a public record that needs to be retained and potentially produced later under the open records law, Blessing said.

"That's a transaction of public business," he said.

Why do we need an archiving solution – is there another way to do this?

“Facebook has no records management capability.”



**JERRY
LUCENTE-KIRKPATRICK**
Formerly State Records
Analyst
State of Arizona

Other methods don't capture the content we need.

- ▶ We cannot rely on the social networks to archive for us.



The social networks do not provide user comments or revisions to content (edited, deleted, and hidden content) in their download features



The social networks are not bound to public records laws, and have no legal obligation to retain records

- ▶ We cannot rely on “manual” archiving, or screenshots



Screenshots are only a snapshot in time, do not capture deleted or revised content, and are not searchable



Screenshots have no metadata attached to them, and are not effective in court

- ▶ We cannot just make our social media “one-way”



There's no way to consistently block users from generating content on our social media pages



For example, on Facebook, we cannot disable users' ability to comment on our posts

Why should we do this now?

“If you don’t have something like ArchiveSocial for your social media, **you’re playing Russian roulette with your daily public records responsibilities** — and that’s not a good idea. “



**REBECCA MEDINA
STEWART**

Director of Public Affairs and
Marketing
City of Deerfield Beach, FL

Section 6, Item H.

- ▶ It gives us confidence that we are in compliance with state records laws, and can easily respond to records requests.
- ▶ Without it, we are losing records daily, through deleted and edited content.
- ▶ As engagement on our social media increases, it gives us insurance in case of unexpected events.



It gives us confidence to moderate content in accordance with our social media policy, confident that we have the records to defend ourselves



It gives us the ability to conduct reviews, if needed for internal stakeholders or external parties

Why ArchiveSocial?

“ArchiveSocial’s functionality, ease-of-use, compliance, and reporting features are better than their competitors. I was impressed by how simple it was to add accounts and to pull up records. Brilliant!”



DAVID BRAUHN
Communications Manager
City of Walla Walla, WA

Section 6, Item H.

- ▶ The industry leader- working with nearly 7,000 agencies nationwide.



From small towns to the largest cities, including NYC, Chicago, Dallas, and Austin



Currently working with more than 300 agencies in Wisconsin, including the City of Mosinee, the Village of Weston, Marathon County, the City of Wausau, and more!

- ▶ It gives us the highest level of compliance.



ArchiveSocial preserves more content than any other solution



Search and replay features that enable us to easily respond to records requests

- ▶ They are in the top 1% of customer satisfaction scores for software companies, with a US-based customer support team ready to assist us.

QUOTE

 ArchiveSocial, LLC
 P.O. Box 737311
 Dallas TX 75373-7311
 United States

 #6028
 08/11/2023

Bill To
Village of Kronenwetter, WI

 Village of Kronenwetter, WI
 1582 Kronenwetter Drive
 Kronenwetter WI 54455
 United States

Ship To

 Village of Kronenwetter, WI
 1582 Kronenwetter Drive
 Kronenwetter WI 54455
 United States

TOTAL (USD)

\$3,396.00

Quote Expires:

Item	Options	Amount
Standard - 3.5KR - \$599 Social Media Archiving Subscription (\$599/month) - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) Service Dates: 9/1/2023 - 12/31/2023		\$2,396.00
Provisioning Fee One time provisioning fee.		\$1,000.00

Subtotal (USD)	\$3,396.00
Other Credits (USD)	
Tax Total (USD)	\$0.00
Total (USD)	\$3,396.00

Village of Kronenwetter - Social Media Landscape

Social media allows the Village to easily and quickly communicate with citizens.

- **Increased reach:** Social media allows the Village to reach a wider audience.

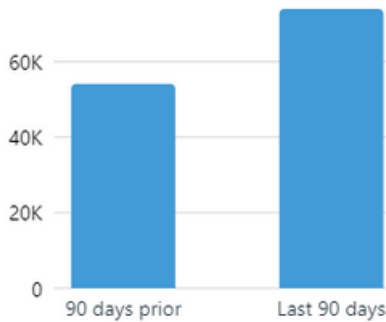


Reach

Post reach ⓘ

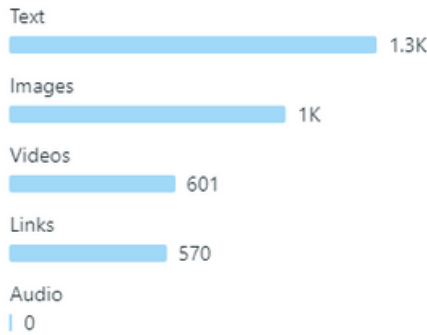
74K ↑ 36.7%

Total from last 90 days vs 90 days prior



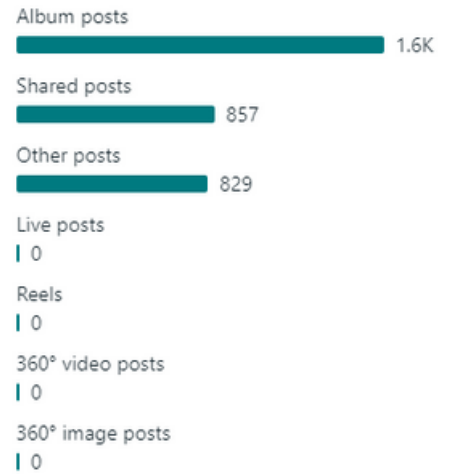
Median post reach per media type ⓘ

For posts created in the last 90 days



Median post reach per content format ⓘ

For posts created in the last 90 days



villageofkronenwetter

Edit profile

259 posts

228 followers

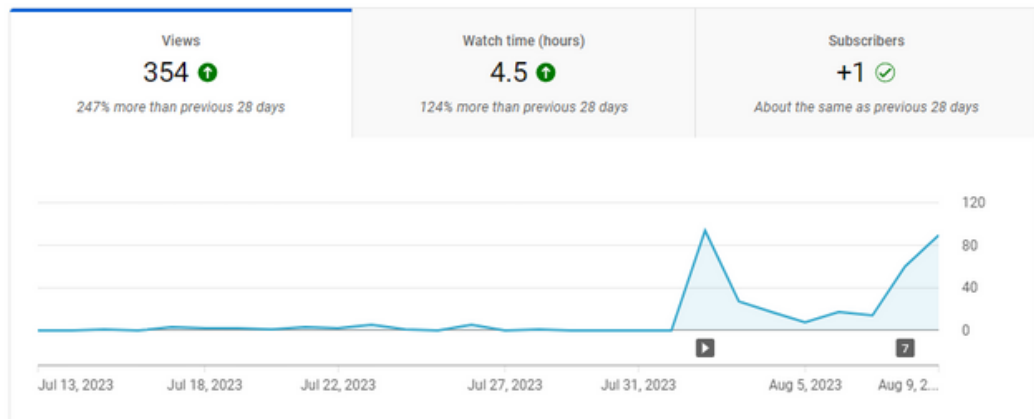
6 following



Area	Members	New members *	Claimed households	Agency posts *
Village of Kronenw...	2,316	19	1668	48



Your channel got 354 views in the last 28 days





872
Subscribed Contacts

- **Increased engagement** - provides an opportunity for resident engagement, allowing the Village to gather feedback, ideas and provide an open platform.



Page overview Create a post Last 28 days

Discovery

Post reach	21,116
Post engagement	10,072
New Page Followers	45

- **Greater accessibility:** Social media makes it easier for citizens to access Village information and resources.
- **Cost-effectiveness:** Social media is a cost-effective way for the Village to communicate and engage with residents. It does not require the same financial resources as printed announcements, newsletters, etc.



Social media a critical tool in the current digital world . We need to protect the Village by staying compliant with public record law.

DUANE GAU MUNICIPAL SERVICES

Duane Gau Municipal Services
PROPOSAL FOR TECHNICAL SERVICES

Duane Gau Municipal Services will provide the following scope of work to assist Village of Kronenwetter:

- a. Serve as consultant for the Village Board and staff of Kronenwetter. The technical service of Mr. Gau is to provide matters pertaining to assisting staff for TIF 2 strategic plan 2023-24, Kowalski Rd interchange and MPO matters.
- b. Any other assignments as may be directed to be performed by Mr. Gau by the Village President and/or Village Board.
- c. Availability: On call as needed. Time limit to 90 hours.

Applicable Fees

Duane Gau \$ 75.00/ hr.

Travel: 2023 federal rate 65.5 cents / mile

Out of pocket expenses: Any applicable activities while conducting business on behalf of the Village of Kronenwetter.

Billing

Duane Gau Municipal Services will submit a monthly billing for hourly services rendered by Duane Gau and any travel and business related out of pocket expenses.

If the foregoing proposal is acceptable, signing this document shall constitute the contract for proposed services.

Signed: Duane A. Gau
Duane Gau Municipal Services

Dated: August 20, 2023,

Accepted: _____
Village of Kronenwetter, Wisconsin

Dated: _____

VILLAGE OF KRONENWETTER
Marathon County, Wisconsin
An Ordinance Amending the Code of the Village of Kronenwetter
Part I: Administrative Legislation
Chapter 62 Finance and Taxation
Creating Section 62-3 entitled "Payment of Claims"

The Village Board of the Village of Kronenwetter do ordain as follows:

Section 1: Part I: Administrative Legislation, Chapter 62 Finance and Taxation, Section 62-3 entitled "Payment of Claims" of the Code of the Village of Kronenwetter is hereby created to provide as follows:

§ 62-3 Payment of Claims.

- A. Payments may be made from Village treasury after the Clerk or Treasurer of the Village audits and approves each claim as a proper charge against the treasury, and endorses their approval on the claim after having determined that all of the following conditions have been complied with:
 - 1. That funds are available for the claim pursuant to the budget approved by the Village Board.
 - 2. That the item or service covered by the claim has been duly authorized by the proper official, department head, board, or commission.
 - 3. That the item or service has been actually supplied or rendered in conformity with the authorization described in Section 62-3. A.2.
 - 4. That the claim is just and valid pursuant to law. The Clerk or Treasurer may require the submission of proof to support the claim as the officer considers necessary.

- B. The Village Clerk and/or Treasurer shall file with the Village Board not less than monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.

- C. The Village Clerk is required to file with the Village Board at least monthly a list of the claims approved under this Ordinance, showing the date paid, name of claimant, purpose, and amount.

- D. The Village Board shall obtain an annual detailed audit of its financial transactions and accounts by a certified public accountant licensed or certified under Wis. Stat. Ch. 442 and designated by the Village Board.
- E. Any Clerk and/or Treasurer acting under this Ordinance must first be covered by a fidelity bond or insurance policy pursuant to Wis. Stat. § 66.0609(4).
- F. Any Clerk and/or Treasurer acting under this Ordinance must further follow applicable financial resolutions and policies of the Village.

Section 2: If any provision of this Ordinance is invalid or unconstitutional or if the application of this Ordinance to any person or circumstance is found invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the provision or application of this Ordinance that can be given effect without the invalid or unconstitutional provision or application.

Section 3: All ordinances and/or parts of ordinances in conflict herewith are hereby repealed.

Section 4: This Ordinance shall be in full force and effect from and after its date of adoption and notice to the public as required by law.

Section 5: Village personnel are hereby authorized and directed to make all changes to the Village Code necessary to reflect this amendment.

Adopted this ____ day of _____, 2023.

VILLAGE OF KRONENWETTER

By: _____
Chris Voll, President

ATTEST:

By: _____
Bobbi Jo Birk-LaBarge, Clerk

Noticed to the public on: _____.



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

June 20, 2023 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

Staff Present: Interim Administrator Dan Mahoney, Finance Director Lisa Kerstner, Police Chief Terry McHugh

2. PUBLIC COMMENT

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer’s discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

3. NEW BUSINESS

- C. Discussion & Possible Action: 2023 Purchase of Used Asphalt Roller & New Trailer
Motion by McCarthy/Wadle-leff to recommend the board approve the purchase of Asphalt Roller and trailer not to exceed \$16,000 for the roller and trailer \$7,000 with trade and to contact insurance for a claim for the roller. Motion carried 5:0 by voice vote.
- D. Discussion & Possible Action: Firefighter Job Description
Motion by McCarthy/Coyle to recommend the board approve the Firefighter Job description as presented. Motion carried 5:0 by voice vote.
- E.
Motion by McCarthy/Coyle to recommend the Village Board adopt the commercial crime insurance policy as presented. Motion carried 5:0 by voice vote.
- F. Review & Discussion: Duties and Responsibilities of Administrative Policy Committee
Dan Mahoney reviews APC duties and responsibilities power point with APC members.
- G. Discussion & Possible Action: Updating of Current Background Check Waiver
Motion by Wadle-Leff/Solheim to have Attorney review then brought back to APC to review before going to Village board. Motion carried 5:0 by voice vote.
- H. Discussion & Possible Action: Selection of (2) members to Serve on Ad Hoc Committee for Discussion of Current Committee Structure
Motion by Voll/Wadle-Leff to nominate McCarthy/Coyle to serve on Ad Hoc committee. Motion carried 5:0 By voice vote.
- I. Discussion & Possible Action: Interim Administrator Contract Approval
Motion by Wadle-leff/McCarthy to recommend the Village Board hire Kim Manley as Interim Administrator. Motion carried 5:0 by voice vote.
- J. Discussion and Possible Action: Review of Previous Job Postings for Village Administrator
Instruct Communications Specialist to post as is.
- K. Discussion and Possible Action: Review of Previous Job Postings for Director of Public Works

Instruct Communications Specialist to post as is.

- L. Hiring of Recruitment Firm for Director of Public Works
No Action

4. OLD BUSINESS

- M. Discussion & Possible Action: Hiring of Recruitment Firm for Village Administrator
Motion by Voll/McCarthy to submit RFP to five recruiting firms. Motion carried 5:0 by voice vote.
- N. Review, Discussion & Possible Action: GEN-007
Motion by Wadle-leff/Solheim to recommend Village Board approves changes as presented.
- O. Review, Discussion & Possible Action: FIN-003
Bring back to next APC meeting.
- P. Review, Discussion & Possible Action: FIN-004
Bring back to next APC meeting.
- Q. Review, Discussion & Possible Action: FIN-005
- R. Review, Discussion & Possible Action: HR-001
Motion by Voll/Coyle to recommend the board not eliminate HR-001. Motion carried 5:0 by voice vote.
- S. Review, Discussion & Possible Action: HR-003
Motion by Coyle/McCarthy to recommend the Board to keep this policy with recommended changes from the Attorney. Motion carried 5:0 by voice vote.
- T. Discussion & Possible Action: Approval of Committee Onboarding Checklist
Motion by McCarthy/Coyle to recommend the board approve onboarding checklist with stated changes. Motion carried 5:0 by voice vote.

5. REPORTS AND DISCUSSIONS

- U. May Check Register
- V. May Journal Entries
- W. Treasurers Report

6. APPROVAL OF MINUTES

- X. APC April 05, 2023, Minutes
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.
- Y. APC April 18, 2023, Minutes
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.
- Z. APC April 28, 2023, Minutes
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.
- AA. APC May 16, 2023, Minutes
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Staff flow between committee to staff back to committee; GEN-007 Enforcement of paperless devices/device tracking

8. NEXT MEETING: July 18, 2023

9. ADJOURNMENT

Motion by Voll/Solheim to adjourn. Motion carried 4:0 by voice vote.

NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.

Posted: 06/15/2023 Kronenwetter Municipal Center and www.kronenwetter.org
Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald

Section 7, Item K.



**** REVISED ** ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES**

July 18, 2023 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

Others Present: Finance Director, Interim Administrator, Attorney

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. APPROVAL OF MINUTES

4. REPORTS AND DISCUSSIONS

- C. Treasurer's Report
Finance Director discusses report.
- D. Check Register
- E. Journal Entries

5. OLD BUSINESS

- F. Discussion & Possible Approval: Revision of Human Resource Policy HR-003
Motion by McCarthy/Coyle to recommend the board approve HR-003 as amended by Attorney with the addition of adding purpose section to policy. Motion carried 4:0 By Voice Vote.
- G. Discussion & Possible Approval: Revision of Finance Policy FIN-003
Action: Send Policy back to staff for further review.
- H. Discussion: To Provide Direction on Possible Revision of Finance Policy FIN-004
Discussion: Policy needs to be rewritten based on statutes. Staff to work with Attorney and bring back to future meeting.
- I. Discussion & Possible Approval: Revision of Finance Policy FIN-005
Motion by McCarthy/Voll to recommend the board approve FIN-005 as amended. Motion Carried 4:0 by voice vote.
- J. Discussion & Possible Action: Hire an outside company to mail out tax bills.
Motion by McCarthy/Coyle to recommend the board approve ABT for tax mailing. Motion carried 4:0 by Voice Vote.
- K. Discussion: Update on RFP for Administrator search
Kim Manley discusses that the deadline for the RFP is July 31, 2023. There will be another update at next APC meeting. She also discussed that the Job Posting on the Village website also ends on July 31, 2023.

- L. Discussion & Action: Process for Hiring Administrator and Director of Public Works
Kim Manley gives brief description of candidates that the Village has received. Applications will be reviewed by APC at the beginning of August. 2023.

6. NEW BUSINESS

- M. Discussion & Possible Approval: Resolution 2023-007; Designating Public Depositories and withdrawal signatures.
Kim Manley and The Village Attorney discusses the resolution and the need for an ordinance. Village Attorney also discusses the deposit resolution. Motion by Coyle/McCarthy to recommend to the board that they approve the resolution as presented. Motion carried 4:0 by Voice Vote.
- N. Discussion: Village Board Room Sound Upgrade
Voll discusses that Arrow had brought three upgrade options to the board to decide which direction the Village wanted to go; at that time no decision was made. Voll discusses some of the possible changes and asks for the item to be brought back to future meeting to be finalized.

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

- O. Special Joint Meeting with Utility Committee on 07/24/23 Clean Water Fund Loan Amount Recommendation to Village Board
Compensation for the Police Chief as acting interim Administrator. On September agenda non-union employee's compensation.

8. NEXT MEETING:

9. ADJOURNMENT

Motion by Voll/Coyle to Adjourn at 7:25 PM. Motion carried 4:0 by Voice vote.

NOTE: Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.

Posted: 07/13/2023 Kronenwetter Municipal Center and www.kronenwetter.org

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



SPECIAL ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

August 08, 2023 at 5:30 PM

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

1. CALL MEETING TO ORDER

A. Pledge of Allegiance

B. Roll Call

Roll Call: Voll, Coyle, McCarthy, Wadle-leff, Solheim

Staff Present: Kim Manley, Brad Jacobson, Peter Wegner, Mark Mackey

2. ANNOUNCEMENT OF CLOSED SESSION

C. Motion to convene into CLOSED SESSION pursuant to Wisconsin Statute 19.85(c); Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Interviews - Director of Public Works & Utilities

Motion by Coyle/Wadle-leff to convene into closed session. Motion carried 5:0 Roll call.

3. RECONVENE OPEN SESSION

Motion by Coyle/Wadle-leff to reconvene into open session. Motion carried 5:0 by Roll Call.

4. ACTION FROM CLOSED SESSION:

Motion by Wadle-leff/Coyle to recommend the Village Board hire Leonard Ludi as Director of Public Works with the benefits package as discussed.

D. Discuss and consider applicant(s) for Director of Public Works & Utilities - Recommendation to Village Board.

Motion by Wadle-leff/Coyle to recommend the Village Board hire Leonard Ludi as Director of Public Works with the benefits package as discussed.

5. ANNOUNCEMENT OF CLOSED SESSION

E. Consideration of Motion to convene into closed session pursuant to Wis. Stat. §19.85©, Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; Review Applicants for Administrator Position

Motion by McCarthy/Solheim to convene into closed session. Motion carried 5:0 by Roll call.

6. RECONVENE OPEN SESSION

Motion by Wadle-leff/Coyle to reconvene into open session. Motion carried 5:0 by Roll call.

7. ACTION FROM CLOSED SESSION

Discussion that the Village will move on with the applicants received and if they don't work out then the Village will turn to a recruitment firm.

8. OLD BUSINESS

F. Discuss and consider Administrator Hiring Process- in house or user of recruitment firm.
No action.

G. Discuss and consider proposals received from professional recruitment firms - Recommendation to Village Board.

Motion by Coyle/Solheim to table discussion for next meeting. Motion carried 5:0 by voice vote.

9. ADJOURNMENT

Motion by Voll/Wadle-leff to adjourn. Motion carried 5:0 by voice vote at 8:26PM.

10. 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: 08/01/2023 Kronenwetter Municipal Center and www.kronenwetter.org Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald