



AD HOC COMMITTEE MEETING MINUTES

February 27, 2024 at 6:00 PM

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

1. CALL MEETING TO ORDER

The meeting was called to order by Chairman Alex Vedvik.

A. Pledge of Allegiance

Those in attendance recited the pledge of allegiance.

B. Roll Call

PRESENT

Patrick Kilsdonk

Sean Dumais

Trenton Karch

Alex Vedvik

Kelly Coyle

Lyn McCarthy-Appearing by Phone

ABSENT

Ken Charneski

Craig Mortensen

STAFF PRESENT

Village Clerk Bobbi Birk-LaBarge

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.

It was acknowledged that no written public comments had been received and no one came forward with comments during the meeting.

3. OLD BUSINESS

C. Discussion and Possible Action: Review of Personnel and Policy Committee (PPC) Ordinance Draft

The committee proceeded to review the PPC Ordinance Draft, which was discussed in depth in the previous meeting. While the discussions centered around changes and clarifications to the draft, with input from various committee members, no significant alterations seemed necessary as the document appeared to align with previous discussions.

Recommend the VB dissolve APC and replace it with the personnel and policy committee and fiancé committee as amended in the packet. With exception to the Police and Fire Commission:

Motion by Coyle; Seconded by Karch to recommend to Village Board dissolution of the APC committee and a new personal and policy committee and a new finance committee be created with the ordinance created in the packet as amended by discussion.

Motion carried 6:0 by roll call vote.

D. Discussion and Possible Action: Review of Finance Committee (FC) Ordinance Draft

Equivalent to the Police and Fire Commission review, the Finance Committee Ordinance Draft was considered with similar scrutiny. Amendments were suggested to clarify the intentions regarding the finance committee's role in handling budgetary and financial matters. It was noted that such clarifications would ensure that there would not be any overlapping responsibilities with the Utility Commission.

Motion by Coyle; Seconded by Karch to approve and send to the village board the dissolution of the APC, the creation of the personnel and policy committee, and the finance committee with the changes as noted.

Motion carried 6:0 by roll call vote.

E. Discussion and Possible Action: Review of Utility Commission Ordinance Draft

The conversion from a Utility Committee to a Utility Commission was critically evaluated, and amendments were made to clarify various terms and appointment procedures. A significant part of the discussion revolved around the restructuring with appropriate measures being recommended for ensuring smooth transitions and clear defragmentation between differing member term lengths.

Motion by McCarthy; Seconded by Karch to recommend to the Village Board that the Utility Committee be dissolved and that a new Utility Commission be created with the ordinance language included in the packet as amended.

Motion carried: 6:0 by roll call vote.

F. Discussion and Possible Action: List of Changes to Be Made with Approval of Recommendations

The committee reviewed a list of changes to be made in Village policy and ordinances if the recommendations were approved. The list included amendments needed to align with the recommended committee structure changes. It was decided that upon board approval, these amendments would be made.

Motion by Coyle, Seconded by McCarthy, to recommend to the village board this list of items that need to be changed, in Village policy and ordinances to implement the recommended committee structure and commission changes.

Motion carried 6:0 by voice vote.

G. Discussion and Possible Action: Review of Process for Trustee Appointment to Commissions and Committees

The role of the village president in appointing trustees to various commissions and committees was clarified, as well as the process involved therein. It was explained that a newly crafted sequence and hierarchy diagram would aid in understanding and enforcing it.

Motion by Vedvik; Seconded by Coyle to recommend to Village Board change as written in the packet and discussed.

Motion carried 6:0 by roll call vote.

4. NEW BUSINESS

H. Discussion and Possible Action: Ad Hoc Committee - Committee Structure Recommendation Cover Letter

Recommend to include the attached cover letter to the recommendations as previously voted on.

Motion by Karch; Seconded by Kilsdonk to share the cover letter with the village board.

Motion carried 6:0 by voice vote.

5. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

I. Approval of January 23, 2024 Ad Hoc Committee - Committee Structure Meeting Minutes

Motion by McCarthy; Seconded by Coyle to approve the January 23, 2024, minutes as written.

Motion carried 6:0 by voice vote.

6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Adjournment will be subject to the call of the chair.

Nominate new co-chair.

7. ADJOURNMENT

Motion by Karch; Seconded by Coyle to adjourn the meeting.

Motion carried 6:0 by voice vote.

The meeting was adjourned at: 7:34 PM.

Minutes By: Village Clerk Bobbi Birk-LaBarge

Minutes Approved on:

§ 14-20. – Personnel and Policy Committee (PPC).

A. *Composition.* The personnel and policy committee shall consist of five members. Two members shall be village trustees. Three members shall be citizen members. Three members of the personnel and policy committee shall constitute a quorum.

B. *Appointment.* The village president appoints members to the personnel and policy committee, with consultation and confirmation by the village board.

C. *Organization.* The personnel and policy committee shall select a chairperson and vice chairperson annually as described in §§ [14-10](#) and [14-11](#).

D. *Recordkeeping.* The personnel and policy committee shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the village clerk.

E. *Meetings.* The personnel and policy committee shall meet quarterly or more often as determined by the committee, chairperson, village board, or administrator.

F. *Duties to be verbally enumerated.* It shall be the responsibility of the village administrator to see to it that the duties in subsection G, below, shall be verbally enumerated and reviewed by the committee through discussion annually at the May committee meeting after the chairperson and the vice chairperson are selected. In the absence of the village administrator, this duty shall fall to the village clerk.

G. *Duties.* The personnel and policy committee is composed of sworn public officials assigned the responsibility of providing recommendations to the village board, and/or recommendations or memos to other committees on issues regarding all village policies and all village human resources issues for the short-term and long-term good of the village and its citizens. The village board recognizes and respects the fundamental importance of our committee structure and the weight of the citizen-member responsibilities as well as the value of well-considered and researched committee recommendations. Therefore, it is determined that the performance of these itemized duties shall not in any way be obstructed, curtailed, or bypassed by anyone either directly or by omission, except as deemed necessary by a majority vote of the village board. This committee's duties shall include, but not be limited solely to, review, research, and recommendations regarding the following:

- (1) Creation, maintenance, and deletion of all village policies;
- (2) Staffing levels and changes to position descriptions and wage scales;
- (3) Recruitment process for the village administrator when a vacancy occurs;
- (4) Employee grievances, citizen complaints against employees, employee reviews;
- (5) Any other matter the village board or administrator may refer.

§ 14-XX (TBD). Finance Committee (FC).

- A. *Composition.* The finance committee shall consist of five members. Two members shall be village trustees. Three members shall be citizen members. Three members of the finance committee shall constitute a quorum.
- B. *Appointment.* The village president appoints members to the finance committee, with consultation and confirmation by the village board.
- C. *Organization.* The finance committee shall select a chairperson and vice chairperson annually as described in §§ 14-10 and 14-11.
- D. *Recordkeeping.* The finance committee shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the village clerk.
- E. *Meetings.* The finance committee shall meet quarterly or more often as determined by the committee, chairperson, village board, or administrator.
- F. *Duties to be verbally enumerated.* It shall be the responsibility of the village administrator to see to it that the duties in subsection G, below, shall be verbally enumerated and reviewed by the committee through discussion annually at the May committee meeting after the chairperson and the vice chairperson are selected. In the absence of the village administrator, this duty shall fall to the village clerk.
- G. *Duties.* The finance committee is composed of sworn public officials assigned the responsibility of providing recommendations to the village board, and/or recommendations or memos to other committees on issues regarding finances and budgetary matters for the short-term and long-term good of the village and its citizens. The village board recognizes and respects the fundamental importance of our committee structure and the weight of the citizen-member responsibilities as well as the value of well-considered and researched committee recommendations. Therefore, it is determined that the performance of these itemized duties shall not in any way be obstructed, curtailed, or bypassed by anyone either directly or by omission, except as deemed necessary by a majority vote of the village board. This committee's duties shall be liberally construed to include review, research, and recommendations regarding the following:
 - (1) Changes to policies of the village as they relate to financial matters;
 - (2) Proposed annual budgets for presentation to the village board;
 - (3) The monitoring of revenues and expenditures through regular reports, including the annual audit;
 - (4) Acquisition or disposition of village-owned property;
 - (5) Operational and capital budgets of all the departments of the village, including the village water utility and the village sewer utility;
 - (6) Grant applications;
 - (7) Financial review of capital projects and contracted services as defined in village policy FIN-004;
 - (8) Review of internal financial controls and auditor's recommendations; and
 - (9) Any other matter the village board or administrator may refer.

§ 14.xx Water and Sewer Commission

- (a) *Creation.* The Village has created a single water and sewer commission to manage the water and sewer utilities.
- (b) *Composition.* The water and sewer commission shall consist of five members, a majority of which shall be customers of the water and/or sewer utilities.
 - (1) *Citizen members.* The three standard citizen member positions of the water and sewer commission shall be appointed by the village president subject to confirmation by the village board, at the organizational meeting of the board during the month of May. The citizen members who are appointed upon the creation of the water and sewer commission shall hold office for a period of one, two and three years, respectively, and thereafter, annually during the month of May for a period of three years.
 - (2) *Trustee members.* Up to two village trustee member positions on the water and sewer commission may be appointed in accordance with §§ 14-5. Appointments, or may be citizen member appointments. These members shall be appointed from eparate terms and serve two-year terms staggered one year apart. Citizen members appointed into these village trustee positions follow the same staggered two-year term process. For example, village trustee positions A and B could be village trustees elected in separate year terms, or citizen members that would then serve the same term on the water and sewer commission as a village trustee would.
 - (3) *Director of Public Works and Utilities.* The director of public works and utilities will act in an advisory capacity to the water and sewer commission; attend all its meetings; and serve as manager of the sewer and water utilities.
- (c) *Organization.* As soon as possible after their appointment, and annually thereafter, the members of the water and sewer commission shall organize by choosing from among their numbers a member to chair and preside over the meetings of the water and sewer commission.
- (d) *Authority.*
 - (1) Subject to the general supervision and control of the village board, the water and sewer commission shall have entire charge and management of the sewer and water utilities of the village and shall supervise the operations of the utilities except as to those specific powers retained by the village board as set forth in subsection (d)(3) of this section;
 - (2) The water and sewer commission shall make rules for its own proceedings and for the government of its department;
 - (3) The water and sewer commission shall have such general powers in the construction, extension, improvement, and operation of the utilities. All construction work and equipment purchase(s) that require the issuance of revenue debt, or any other new debt, shall require approval by the village board. Payment of claims are set forth in (e.) (2);
 - (4) The water and sewer commission shall have sole spending authority to spend the budget approved by both the commission and village board apart from the undesignated reserve funds;
 - (5) Acquisition, disposition, and allocation of water and sewer utility owned physical assets;
 - (6) Oversight of water and sewer utility customer complaints.
- (e) *Fiscal management.*
 - (1) *Budget.* The water and sewer commission shall have the power to create and set operational and capital improvement budgets for the sewer and water utilities. Said budgets become part of the budget document adopted by the village board annually for all funds of the village;

- (2) *Accounting.* It shall be the duty of the village finance director/treasurer to maintain the water and sewer commission books of account in the manner prescribed for utilities by the Wisconsin Public Service Commission. The books of account shall be open to the public;
 - (3) *Audits.* A list of vouchers payable shall be reviewed by the water and sewer commission and if approved, forwarded to the village board to be paid by the village as provided in Wis. Stats. §§ 66.0607 and 66.0805. Utility receipts shall be paid to the utility clerk;
 - (4) *Income use.* The income of the sewer and water utilities shall be applied first to meet operational, maintenance, capital improvement requirements and other necessary disbursements or indebtedness. Income in excess of these requirements may be invested under the village policy; investment policy invested by the village finance director/treasurer. The finance director/treasurer shall prepare a monthly report for the water and sewer commission of the budget to actual activity and balance invested.
- (f) *Rate Increases.*
- (1) Any rate increases approved by the water and sewer commission must be approved by the village board;
 - (2) Rate changes for the water and sewer utilities shall be initiated by the water and sewer commission.

ITEM THAT NEEDS TO BE CHANGED	CHANGE NEEDED
FIN-004	Removal of references to APC and insert correct committee / commission name
FIN-005	Removal of references to APC and insert correct committee / commission name
FIN-006	Addition of Reference the Finance committee in the disposition of property to match the ordinance
FIN-008	Removal of references to APC and insert correct committee / commission name
FIN-010	Removal of references to APC and insert correct committee / commission name
Gen 012	Removal of references to the Utility Committee
HR-004	Removal of references to APC and insert correct committee / commission name
HR-011	Removal of references to APC and insert correct committee / commission name
Website	Removal of old committee names and add new names
Ordinance 14-5	Add verbiage to prevent past issues (Trustee Coyle's task)
Ordinance 14--10	Should define the first meeting of each new "congress" and how the meeting shall be set and ran prior to the chairman being elected to avoid last cycles issues
Ordinance 14--19	We do not currently have a BOA
Ordinance 14--20	Rename to the PPC and adjust to new draft (Trustee Dumais task)
Ordinance ***	Add Finance committee ordinance draft (Trustee Coyle's task)
Ordinance 14-22	Rename to Utility Commission, move to appropriate section of the code, add draft duties (Chairman Vedvik's task)

§ 14-5. Appointments.

The village president appoints members to commissions, boards, and committees with consultation and confirmation by the village board. Regular appointments shall take place at the village board's second regular meeting in April. Vacancies on commissions, boards, or committees shall follow the same appointment policy and be filled as soon as possible.

(1) *Trustee Appointments.* The village president will appoint trustees to commissions and committees, by blending a trustee elected in an odd year with a trustee elected in an even year, whenever possible.

Intent: To improve and sustain the continuity of committee work. This will also ensure that each trustee will have the opportunity to have up to 2 separate committee assignments.

	Election Year	
	Odd	Even
PC -	T1	T2
CLIPP -	T3	T4
PPC -	T5	T6
Utility -	T1	T2
RDA -	T3	T4
Finance -	T5	T6

*The village president (T7) is not included due to the additional responsibilities that the role already carries.

§ 14-14. Role of village president.

The village president shall not serve as an ex officio member of a commission, board, or committee. The village president may be appointed to commissions, boards, or committees just as any trustee; and may serve as chairperson of any commission or committee unless otherwise specifically prohibited. The village president should make every effort to appoint other trustees to commissions, boards, or committees prior to appointing himself/herself due to the additional responsibilities that the role of village president already carries.

AD HOC COMMITTEE ON COMMITTEE STRUCTURE

Recommendations

Scope of the Committee

The committee voted to identify a scope which provides a tangible goal to achieve. We used this scope as our lens when determining our recommendations to the Village Board. The established scope is detailed below.

“To identify committee inefficiencies and issues through the review of existing policy and feedback from committees and staff; and to then make an official recommendation to the village Board regarding changes to committee structure, procedure, and ordinances(s) to address those issues.”

The below summary and attached detailed changes serve as our official recommendation to the Village Board.

- 1) Dissolution of the Administrative Policy Committee and the creation a Finance Committee and a Personnel and Policy Committee
 - Narrows focus for each committee allowing expertise and time to be allocated more efficiently towards their respective responsibilities.
- 2) Dissolution of the Utility Committee and the creation of the Water and Sewer Commission, as well as removing water and sewer responsibilities from the Community Life, Infrastructure and Personal Property Committee.
 - The improved autonomy allows for increased efficiency of the operation and focused oversight of the Kronenwetter Water and Sewer Utility.
- 3) Committee appointment procedure changes
 - Prevents two trustees leaving a committee at once.
 - Provides fair opportunities to all trustees to serve on committees.



AD HOC COMMITTEE MEETING MINUTES

January 23, 2024 at 6:00 PM

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

1. CALL MEETING TO ORDER

Committee Chairperson Alex Vedvik called the meeting to order at 6 p.m.

A. Pledge of Allegiance

Those in attendance recited the Pledge of Allegiance.

B. Roll Call

PRESENT: *Trustee Alex Vedvik, Trustee Kelly Coyle, Trustee Sean Dumais, Patrick Kilsdonk, Trenton Karch, Craig Mortenson, Lyn McCarthy joined by phone at 6:07 p.m.*

ABSENT/EXCUSED: *Trustee Ken Charneski*

STAFF PRESENT: *Jennifer Poyer (clerk)*

2. PUBLIC COMMENT

No public comment was made.

3. OLD BUSINESS

C. Discussion and Possible Action: Review of Finance and Personnel Ordinance Examples

No action taken.

Discussed the duties of two committees if the Administrative Policy Committee was split into the Finance Committee and Personnel and Policy Committee.

4. NEW BUSINESS

D. Discussion and Possible Action: Review of Utility Commission Ordinance Draft

No action taken.

Discussed and reviewed the presented Utility Commission Ordinance Draft.

E. Discussion and Possible Action: Process for Trustee Appointment to Commissions and Committees

No action taken.

F. Discussion and Possible Action: Designation of Committee Clerk

No action taken.

5. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

G. Approval of Minutes from November 28, 2023 Ad Hoc Committee- Committee Structure Meeting

Motion by Karch/McCarthy to approve the November 28, 2023 Ad Hoc Committee – Committee Structure Meeting Minutes as presented. Motion carried by voice vote. 7:0.

6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Next meeting set for February 27, 2024 at 6 p.m.

7. ADJOURNMENT

Motion by Mortenson/Coyle to adjourn the January 23, 2024 Ad Hoc Committee -Committee Structure Meeting. Motion carried by voice vote. 7:0.

Meeting adjourned at 6:11 p.m.