



# AD HOC COMMITTEE MEETING ON COMMITTEE STRUCTURE AGENDA

September 26, 2023 at 6:00 PM

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

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**1. CALL MEETING TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call

**2. PUBLIC COMMENT**

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

**3. NEW BUSINESS**

- C. None

**4. OLD BUSINESS**

- D. Continue Discussion on Committees Structure, Function & Interaction

**5. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES**

- E. Discuss and Consider Minutes from the August 23, 2023 Meeting.

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

- F. Continued Discussion on Committee Structure, Function & Interaction

**7. 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: 09/20/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)

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

**DUTIES THAT OVERLAP EACH**

G. Duties. The Community Life, Infrastructure and Public Properties 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 community safety, quality of life, and recreation for the short-term and long-term good of the Village and its citizens. It shall also provide recommendations relating to the maintenance and physical development of all municipal property, including parks, streets, and municipal buildings, for the short-term and long-term good of the Village and its citizens. The Kronenwetter 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) Long-range and short-range plans in the areas of parks, streets, utilities, and municipal buildings;
- (2) Research related to the acquisition or disposition of property;
- (3) Operational and capital properties and infrastructure budgets of the Community Development, Public Works, Parks, Police, and Fire Departments;
- (4) Grant applications in terms of the scope of the Committee;
- (5) Policies and procedures regarding the use, maintenance, or improvements of public property;
- (6) Requests for proposals and bidding documents for capital infrastructure projects;
- (7) Recreation opportunities, such as park programming, bike and pedestrian paths, community events, and any other matters regarding general quality of life within in the Village;
- (8) Community outreach, and citizen involvement, and any matter of resident complaints or concern;
- (9) Police Department, Fire Department, Streets and Public Works operations;
- (10) Village inspection services;
- (11) Village of Kronenwetter forestry and agricultural programs;
- (12) Traffic and pedestrian safety matters;
- (13) Refuse collection activities;
- (14) Long- and short-range planning, preparation, and procedure for the Village emergency operation plan; and
- (15) Any other matter the Village Board or Administrator may refer.

Duties. The Administrative 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 administration, finances, and human resources for the short-term and long-term good of the Village and its citizens. The Kronenwetter 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:

[Amended 8-24-2021 by Ord. No. 21-08]

- (1) Personnel policies;
- (2) Staffing levels and changes to position descriptions and wage scales;
- (3) Changes to policies of the Village as they relate to personnel or financial matters;
- (4) Proposed annual budgets for presentation to the Village Board;
- (5) The monitoring of revenues and expenditures through regular reports, including the annual audit;
- (6) Acquisition or disposition of Village-owned property;
- (7) Operational and capital budgets of all the departments of the Village, including the Village of Kronenwetter Water Utility and the Village of Kronenwetter Sewer Utility;
- (8) Grant applications;
- (9) Financial review of capital projects and contracted services as defined in Village Policy FIN-004;

- (10) Recruitment process for the Village Administrator or a department head position when a vacancy exists in any of those positions;
- (11) Review of internal financial controls and auditor's recommendations; and
- (12) Any other matter the Village Board or Administrator may refer.

Duties. The Utility 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 the Village of Kronenwetter Water Utility, the Village of Kronenwetter Sewer Utility, broadband expansion within the Village, and stormwater issues for the short-term and long-term good of the Village and its citizens. The Kronenwetter 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) Village of Kronenwetter Water Utility policy and long-term planning;
- (2) Village of Kronenwetter Sewer Utility policy and long-term planning;
- (3) Expansion of broadband services within the Village;
- (4) Storm sewer system policy and long-term planning;
- (5) Utility bill appeals for both the Village of Kronenwetter Water Utility and the Village of Kronenwetter Sewer Utility;
- (6) Village of Kronenwetter Water Utility and Village of Kronenwetter Sewer Utility budgets; and
- (7) Any other matter the Village Board or Administrator may refer.

Village of Kronenwetter, WI  
Wednesday, September 20, 2023

# Chapter 14. Boards, Commissions and Committees

## Article IV. Standing Committees

### § 14-20. Administrative Policy Committee (APC).

- A. Composition. The Administrative Policy Committee shall consist of five members. Two members shall be Village Trustees. Three members shall be citizen members. Three members of the Administrative Policy Committee shall constitute a quorum.
- B. Appointment. The Village President appoints members to the Administrative Policy Committee, with consultation and confirmation by the Village Board.
- C. Organization. The Administrative Policy Committee shall select a Chairperson and Vice Chairperson annually as described in §§ **14-10** and **14-11**.  
[Amended 2-12-2019 by Ord. No. 19-02]
- D. Recordkeeping. The Administrative 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 APC shall meet quarterly or more often as determined by the Committee, Chairperson, Village Board, or Administrator.  
[Amended 2-12-2019 by Ord. No. 19-02]
- F. 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.  
[Amended 2-12-2019 by Ord. No. 19-02; 8-24-2021 by Ord. No. 21-08]
- G. Duties. The Administrative 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 administration, finances, and human resources for the short-term and long-term good of the Village and its citizens. The Kronenwetter 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:  
[Amended 8-24-2021 by Ord. No. 21-08]
  - (1) Personnel policies;
  - (2) Staffing levels and changes to position descriptions and wage scales;
  - (3) Changes to policies of the Village as they relate to personnel or financial matters;
  - (4) Proposed annual budgets for presentation to the Village Board;

- (5) The monitoring of revenues and expenditures through regular reports, including the audit; Section 4, Item D.
- (6) Acquisition or disposition of Village-owned property;
- (7) Operational and capital budgets of all the departments of the Village, including the Village of Kronenwetter Water Utility and the Village of Kronenwetter Sewer Utility;
- (8) Grant applications;
- (9) Financial review of capital projects and contracted services as defined in Village Policy FIN-004;
- (10) Recruitment process for the Village Administrator or a department head position when a vacancy occurs in any of those positions;
- (11) Review of internal financial controls and auditor's recommendations; and
- (12) Any other matter the Village Board or Administrator may refer.

## § 14-21. Community Life, Infrastructure and Public Properties Committee (CLIPP).

[Added 2-12-2019 by Ord. No. 19-02]<sup>[1]</sup>

- A. **Composition.** The Community Life, Infrastructure and Public Properties Committee shall consist of five members. Two members shall be Village Trustees. Three members shall be citizen members. Three members of the Community Life, Infrastructure and Public Properties Committee shall constitute a quorum.
- B. **Appointment.** The Village President appoints members to the Community Life, Infrastructure and Public Properties Committee, with consultation and confirmation by the Village Board.
- C. **Organization.** The Community Life, Infrastructure and Public Properties Committee shall select a Chairperson and Vice Chairperson annually as described in §§ **14-10** and **14-11**.
- D. **Recordkeeping.** The Community Life, Infrastructure and Public Properties 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 Community Life, Infrastructure and Public Properties Committee shall meet quarterly or more often as determined by the Committee, Chairperson, Village Board, or Administrator.
- F. 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.

[Amended 8-24-2021 by Ord. No. 21-08]

- G. **Duties.** The Community Life, Infrastructure and Public Properties 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 community safety, quality of life, and recreation for the short-term and long-term good of the Village and its citizens. It shall also provide recommendations relating to the maintenance and physical development of all municipal property, including parks, streets, and municipal buildings, for the short-term and long-term good of the Village and its citizens. The Kronenwetter 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 order of the Village Board, 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: [Amended 8-24-2021 by Ord. No. 21-08; 11-23-2021 by Ord. No. 21-23]

- (1) Long-range and short-range plans in the areas of parks, streets, utilities, and municipal buildings;
- (2) Research related to the acquisition or disposition of property;
- (3) Operational and capital properties and infrastructure budgets of the Community Development, Public Works, Parks, Police, and Fire Departments;
- (4) Grant applications in terms of the scope of the Committee;
- (5) Policies and procedures regarding the use, maintenance, or improvements of public property;
- (6) Requests for proposals and bidding documents for capital infrastructure projects;
- (7) Recreation opportunities, such as park programming, bike and pedestrian paths, community events, and any other matters regarding general quality of life within in the Village;
- (8) Community outreach, and citizen involvement, and any matter of resident complaints or concern;
- (9) Police Department, Fire Department, Streets and Public Works operations;
- (10) Village inspection services;
- (11) Village of Kronenwetter forestry and agricultural programs;
- (12) Traffic and pedestrian safety matters;
- (13) Refuse collection activities;
- (14) Long- and short-range planning, preparation, and procedure for the Village emergency operation plan; and
- (15) Any other matter the Village Board or Administrator may refer.

[1] *Editor's Note: This ordinance also repealed former § 14-21, Properties and Infrastructure Committee (PIC).*

## § 14-22. Utilities Committee (UC).

[Added 2-12-2019 by Ord. No. 19-02<sup>[1]</sup>]

- A. **Composition.** The Utilities Committee shall consist of five members. Two members shall be Village Trustees. Three members shall be citizen members. A majority of the members of the Committee shall be customers of the Village of Kronenwetter Water Utility, customers of the Village of Kronenwetter Sewer Utility, or customers of both the Village of Kronenwetter Water Utility and the Village of Kronenwetter Sewer Utility. Three members of the Utilities Committee shall constitute a quorum.
- B. **Appointment.** The Village President appoints members to the Utilities Committee, with consultation and confirmation by the Village Board.
- C. **Organization.** The Utilities Committee shall select a Chairperson and Vice Chairperson annually as described in §§ **14-10** and **14-11**.
- D. **Recordkeeping.** The Utilities 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 Utilities Committee shall meet at least quarterly or more often as determined by the Committee, Chairperson, Village Board, or Administrator.

F. It shall be the responsibility of the Village Administrator to see to it that the duties 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.

[Amended 8-24-2021 by Ord. No. 21-08]

G. Duties. The Utility 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 the Village of Kronenwetter Water Utility, the Village of Kronenwetter Sewer Utility, broadband expansion within the Village, and stormwater issues for the short-term and long-term good of the Village and its citizens. The Kronenwetter 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:

[Amended 8-24-2021 by Ord. No. 21-08; 11-23-2021 by Ord. No. 21-23 ]

- (1) Village of Kronenwetter Water Utility policy and long-term planning;
- (2) Village of Kronenwetter Sewer Utility policy and long-term planning;
- (3) Expansion of broadband services within the Village;
- (4) Storm sewer system policy and long-term planning;
- (5) Utility bill appeals for both the Village of Kronenwetter Water Utility and the Village of Kronenwetter Sewer Utility;
- (6) Village of Kronenwetter Water Utility and Village of Kronenwetter Sewer Utility budgets; and
- (7) Any other matter the Village Board or Administrator may refer.

[1] *Editor's Note: This ordinance also repealed former § 14-22, Community Life and Public Safety Committee (CLPS).*



September 20, 2023

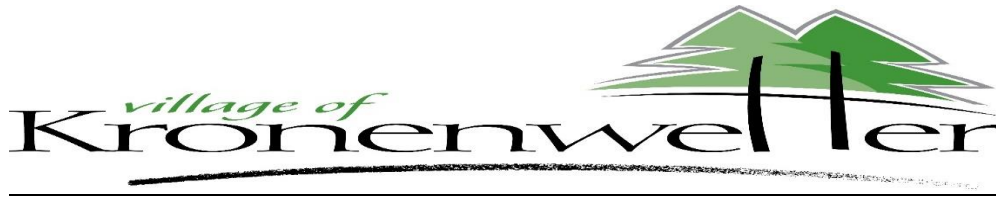
To: Ad Hoc Committee on Committee Structure  
From: Kim Manley, Interim Administrator  
Subject: Comments on Process

**Comments from Staff – paraphrasing the conversation:**

- 1.) It feels like everything has to go through APC – why can't a committee approve something to go to the Village Board and it goes to the Village Board? The current process can prolong things by a month or even two.
- 2.) Reducing the redundancy of some of the committee and time spent at some would be beneficial. We have had to present the same things multiple times to multiple committees and then again at the Village Board.
- 3.) Staff doesn't always understand why everything has to run through APC but that's the way it's always been done and they don't feel like they have the authority to say otherwise when their respective committee tells them it's the next step.

Kim Manley,  
Interim Administrator





**AD HOC COMMITTEE ON COMMITTEE STRUCTURE**

**MINUTES**

**August 29, 2023**

**1.) Call to Order.**

The meeting was called to order by Secretary Kim Manley, Interim Administrator. Two citizens were present.

**2.) Roll Call of Members Present.**

Roll call was taken. Present: Trustee Kenneth Charneski, Trustee Kelly Coyle, Trustee Alex Vedvik, Trenton Karch, Patrick Kilsdonk, Lyn McCarthy, Craig Mortensen. Also present: Sean Dumais – Utility Committee Alternate. Staff Present: Kim Manley, Interim Administrator.

**3.) Pledge of Allegiance.**

**4.) Election of Chair**

Manley called for a motion to elect a Chair for the Committee. Motion by Kilsdonk, seconded by Coyle to elect Alex Vedvik as Chair. There being no other nominations for Chair a motion was made by Kilsdonk, seconded by Mortensen to close nominations. The motion to elect Vedvik as Chair carried on a 6-0-1 voice vote with Vedvik abstaining.

**5.) Election of Vice-Chair**

Chairman Vedvik called for a motion to elect a Vice-Chair for the Committee. Motion by Coyle, seconded by Charneski to elect Lyn McCarthy as Vice Chair. There being no other nominations a motion was made by Kilsdonk, seconded by Karch to close nominations. Motion to elect McCarthy as Vice-Chair carried on a 7-0-0 voice vote of the Committee.

**6.) Election of Secretary**

No action taken. Manley noted that a secretary will have to be selected when she is no longer able to attend the meetings.

**7.) Public Comment.**

Vedvik recognized Judy Akey who questioned what the intent of the Committee is and what did this Committee want to accomplish. She also suggested postponing this until a full-time Village Administrator was hired.

**8.) Discuss and identify scope of this committee.**

Discussion began amongst the members on the current functions of each committee. Vedvik felt that the Administrative Policies Committee (APC) was taking on too much and not necessarily things that it has within the scope of its duties. Felt that the number of meetings was a concern and the turn around when having to take things through the APC then Village Board was lengthy and excessive.

Charneski responded that the recent number of meetings was a result of working on the various policies and procedures the Village has along with review/edit of the employee handbook.

Coyle noted that there seems to be redundancy when a committee does its work to bring an item to its agenda then reviews and acts on it questioned why does it need to go to APC instead of going directly to the Village Board.

Manley noted that in talking to staff staff has felt "it was always done that way" so continued to do that. She questioned if this is more of an education process for staff and the committees to understand what does and does not need to go to APC versus Village Board.

Dumais also commented and cited examples where staff brought things forward to APC that really did not need to be there.

Vedvik than asked for input from other members of the committee.

Mortensen – Utility Committee and Plan Commission – spoke on the water utility issue and trying to get things done, timing and the feeling of redundancy having to go through multiple committees when one had already done all the work to research and made a recommendation for the Village Board.

McCarthy – Administrative Policy Committee – felt that there is a lot of back and forth – rehashing things that have already been reviewed by another committee.

Kilsdonk – Community Life, Infrastructure & Public Property Committee (CLIPP) – felt that the duplication of going to multiple committees is not efficient. Things could be more direct.

Karch - Community Life, Infrastructure & Public Property Committee (CLIPP) – there are inefficiencies with multiple committees reviewing the same item. Committee should look to identify these and work through them.

Discussion followed on what some of the inefficiencies were and if there were ways to get more information from staff and or the committee members, for example, on what they saw/see in the committee structure. Vedvik cited a good example of the water treatment plant process and the clean water fund loan having to go through the Utility Committee, then APC and finally Village Board. As an example, if the Utility Committee was a Commission it would have been more effective in handling this.

Motion by Karch, seconded Kilsdonk to identify committee inefficiencies and issues through the review of existing policy and feedback from committees and staff to then make an official recommendation to the village Board regarding changes to committee structure, procedure and ordinances(s) to address those issues. After further discussion, motion carried on a 7-0-0 voice vote of the Committee.

**9.) Current Code of Ordinances Review for the following Committees:**

- a.) Administrative Policy Committee**
- b.) Utilities Committee**
- c.) Community Life, Infrastructure and Public Property Committee**

No action – ordinances were provided for informational purposes only.

**10.)Set date for next meeting.**

Meeting date set for September 26, 2023 at 6 p.m.

**11.)Agenda items for next meeting.**

Continue discussion, examples of or comments from staff to share with committee. Members will take back to their respective committees for comments or examples and provide for next meeting.

**12.)Adjournment.**

Motion to adjourn by Charneski, seconded by Mortensen. Motion carried on a 7-0-0 voice vote of the Committee. Meeting adjourned at 7:15 p.m.

Respectfully Submitted By,  
Kim Manley,  
Interim Administrator/Acting Secretary