



AD HOC COMMITTEE MEETING AGENDA

March 26, 2024 at 6:00 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. 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. OLD BUSINESS

- C. Village Administrator Report

4. OLD BUSINESS

- D. Discussion and Possible Action: Review of Personnel and Policy Committee and Finance Committee Ordinance Drafts
- E. Discussion and Possible Action: Review of Utility Commission Ordinance Draft

5. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

- F. February 27, 2024 Ad Hoc Committee on Committee Structure Meeting Minutes

6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

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: 03/25/2024 Kronenwetter Municipal Center and www.kronenwetter.org

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

**Village Administrator
Status Report: for Village Board
As of March 20, 2024**

- A. 1st round Director of Public Works & Utilities interviews March 7, 2024 completed
- B. Director of Public Works & Utilities candidate Kayla Lumaye preparation for APC March 21, 2024 meeting – Village Board Coordination for final interview needed.
- C. Evaluation for Lisa Kerstner CFO/Treasure coordination with Village Board for final review.
- D. Review of Staff & Administrator’s responsibilities in following Village Board March 11, 2024 action items:
 - Review of Finance Committee
 - Dissolution in APC (no packet materials found Ord 14-19)
 - Water & Sewer Commission (missing responsibilities of the DPW& Utilities)
 - Review of AD HOC language changes (Note- Board of appeals – BOA reference)
- E. Third party investigator for personnel claim is concluding interview with claimant in March 2024 and beginning interviews with Village Board members in April 2024.
- F. General Legal Services budget amendment prepared for APC March 21, 2024 meeting to cover upcoming budget shortfall due to the following subject matter:
 - Open Records’ Writ of Mandamus
 - Various open records request responses
 - Third Party Investigator for personnel claim
 - Ladder Fire Truck Resolution Review
 - Ladder Fire Truck Financing Review
 - PD Personnel Records Request review
 - FD Interview Records Request review
 - Bond Issuance Document Review
 - Code of Conduct Review
 - Review various resident claims against the Village
- G. Discussing CoVantage Fire Truck Loan third party investigation with Clifton Larson Allen LLP on March 20, 2024
- H. Third party review of the deficiencies in protocol, policy and process in the CoVantage financing issue.
- I. Department Head review of latest version of Employee Handbook underway
- J. March 21, 2024 review of 2023 budget over/under/balances with CFO/Treasurer
- K. Final draft Quarterly Budgets Reports shared with Department Heads – presentation to CFO/Treasurer set for Mid-April.
- L. Final draft Capital Improvement Planning process shared with Department Heads
- M. Dan Mahoney mentoring meeting March 19, 2024 Wisconsin Open Records Law – Next meeting April 2, 2024

Project Milestones:

- RFP Bid Opening Railroad Accessibility Assessment Study **MARCH 2024** (received)
- Municipal Building ADA Update Project Bid Specs – **MARCH 2024** (received)
- 90% Lift Station 8 & 4 Design submittal to DNR – **MARCH 2024** (received)
- Confirm Municipal Center Roof Repair & Replacement Project schedule **APRIL 2, 2024**
- Water Tank Maintenance – **Spring and Fall 2024**
- Parks Repairs and Maintenance Projects – **APRIL to JUNE 2024**
- Well 2 Shut Down (WTP Construction Project) – **APRIL 15 to APRIL 30, 2024**
- 50% Design Kronenwetter Dr. & Misc. Road Way Improvements - **JUNE 15, 2024**

§ 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, which will be made up of three members serving three-year terms and two members serving two-year terms, a majority of which shall be customers of the water and/or sewer utilities.
 - (1) *Three-year term members.* The three-year term member positions of the water and sewer commission shall be appointed by the water and sewer commission subject to confirmation by the village board, at the organizational meeting of the board during the month of May. These members shall be citizen members who are appointed. These members serve three-year terms staggered one year apart. The water and sewer commission may appoint citizen members for the remainder of a vacated term.
 - (2) *Two-year term members.* These members may consist of either Village Trustees or citizen members, or a combination thereof in accordance with §§ 14-5 Appointments. These members shall be appointed on separate terms and serve two-year terms staggered one year apart.
 - (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~~ The water and sewer commission shall make rules for its own proceedings and for the government of its department;
 - (3) ~~the~~ 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) ~~6.4~~ *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) ~~6.4~~ *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 over 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.



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: