



VILLAGE BOARD MEETING AGENDA

April 28, 2025 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. REPORTS FROM STAFF AND VENDORS

- [C.](#) Interim Finance Director Report
- [D.](#) Public Works Director Report
- [E.](#) Community Development Director Report
- [F.](#) Village President Report- Additional Assigned Duties

4. OLD BUSINESS - DISCUSSION AND POSSIBLE ACTION

- [G.](#) Assignment of Functions and Duties of Administrator During Absence of an Administrator

5. NEW BUSINESS - DISCUSSION AND POSSIBLE ACTION

- [H.](#) Update on Proposed County Highway Facility by Marathon County Board Supervisors
- [I.](#) Committee, Commissions, and Board Appointments
- [J.](#) Procedure for First Committee Meetings
- [K.](#) Open Book and Board of Review Date and Training
- [L.](#) Possible Date Change for May 26, 2025 Village Board Meeting

6. CONSENT AGENDA - DISCUSSION AND POSSIBLE ACTION

- [M.](#) Operator "Bartender" License – Tina M. Sitko
- [N.](#) Revised March 24, 2025 Village Board Minutes
- [O.](#) April 14, 2025 Village Board Meeting Minutes
- [P.](#) April 17, 2025 Special Village Board Meeting Minutes

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

8. ADJOURNMENT

NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request service, contact the clerk's office, 1582 Kronenwetter Drive, WI 54455 (715)-692-1728

Posted: 04/24/2025 Kronenwetter Municipal Center and _

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



REPORT TO VILLAGE BOARD

ITEM NAME: Finance/Treasurer Office Update – 3/22/2025 thru 4/25/2025
PREPARED BY: John Jacobs, Interim Finance Director
DATE PREPARED: 4/25/2025

Between 3/22/2025 and 4/25/2025, the following activities have been completed or are being worked on by our Finance Team:

- Amended the 2025 Village Budget – to add the new EMS Grant Fund #265 for the \$37,854.80 received in 2025. (Budget Amendment #1)
- Amended 2025 Village Budget in various funds to address the 2025 Debt Service Tax Levy shortfall error which had been made in November 2024, at the time of the presentation and adoption of the original 2024 Village Budget. (Budget Amendment #2). A recap summary of the account numbers and amounts of that Budget Amendment #2 have been enclosed for your reference.
- Several meetings with Village President Baker to discuss the 2024 year-end estimates (prior to the arrival of the auditors on April 21st), and also to discuss strategies/options for the 2025 budget, if the Village Board so desires. Preliminary discussions of the 2026 budget were also held.
- The primary focus during the last several weeks has been to get the 2024 financial records ready for the audit fieldwork with our auditor firm during the week of April 21-25. We plan to file an extension for the Annual Public Service Commission (PSC) for the Water Utility, which deadline would then be Monday, June 2nd (instead of May 1st). However, we are still possibly on track for filing the Annual Municipal Financial Report with the WDOR on May 15th.

My goals for the next 2 months will be the following:

- Wrap-up the 2024 financial audit and post any adjustments made by staff and the auditors.
- 5/12/2025 Village Board meeting: Internal Dec 2024 financial statements distributed. (This will not be the “audited” financial statements at this time; rather, this will be our preliminary internal 12/31/2024 financial statements for all funds that I would prepare for the Village Board. The final audited financial statements would be released at a later date, once the auditors have completed them for us.) It is possible that the 2024 audited financial statements could be ready as early as July 2025, or perhaps August 2025.
- 5/27/2025 Village Board meeting: First Quarter 2025 financial statements distributed.
- 6/09/2025 Village Board meeting: Apr 2025 financial statements distributed.
- 6/23/2025 Village Board meeting: May 2025 financial statements distributed.

UPCOMING DEADLINES AHEAD:

- **5/01/2025** - Debt Service Payment due from Kronenwetter
- **5/15/2025** – Annual Municipal Financial Report due to Wisconsin Department of Revenue (WDOR)
- **6/02/2025** – Annual Public Service Commission (PSC) financial report due from Water Utility

Sometime in June or July 2025, I would distribute a tentative 2026 budget timeline for all department heads and managers, committee members, and Village Board members, after having a discussion with Village President Baker. This would include a pre-determined set of budget workshop dates to allow for adequate time to review the 2026 operating and capital budgets, before the final adoption by the Village Board in November 2025. There will be more to discuss on this matter in the coming months, of course.

VILLAGE OF KRONENWETTER
Budget Amendment #2 - Account Distribution

		REVENUES	EXPENDITURES
<u>General Fund:</u>			
Original 2025 Budget:		\$ 5,929,856	\$ 5,929,856
<u>Budget Amendment #2:</u>			
100-41000-110	General Property Taxes	\$ (100,533)	
100-41000-110	General Property Taxes	\$ (145,000)	
100-41000-110	General Property Taxes	\$ (20,000)	
100-59000-451-000	Transfer to TID #1		\$ (100,533)
100-53000-999-000	Public Works-Budget Adjustment		\$ (145,000)
100-51520-999-000	Treasurer-Budget Adjustment		\$ (20,000)
2025 Amended Budget to date		<u>\$ 5,664,323</u>	<u>\$ 5,664,323</u>

<u>2025 Budget Tax Levy:</u>		
2025 Budget Tax Levy before Budget Amendment #2	\$ 2,206,116	
Budget Amendment #2	<u>\$ (265,533)</u>	
2025 Budget Tax Levy after Budget Amendment #2	<u>\$ 1,940,583</u>	

		REVENUES	EXPENDITURES
<u>Debt Service Fund:</u>			
Original 2025 Budget:		\$ 1,745,996	\$ 1,745,996
<u>Budget Amendment #2:</u>			
350-41112-000	General Property Taxes	\$ 100,533	
350-41112-000	General Property Taxes	\$ 145,000	
350-41112-000	General Property Taxes	\$ 20,000	
350-41112-000	General Property Taxes	\$ 200,000	
350-41112-000	General Property Taxes	\$ 86,000	
350-49240-000	Transfer from Cap. Projects Fund	\$ 57,000	
2025 Amended Budget to date		<u>\$ 2,354,529</u>	<u>\$ 1,745,996</u>

<u>2025 Budget Tax Levy:</u>		
2025 Budget Tax Levy before Budget Amendment #2	\$ 110,636	
Budget Amendment #2	<u>\$ 551,533</u>	
2025 Budget Tax Levy after Budget Amendment #2	<u>\$ 662,169</u>	

VILLAGE OF KRONENWETTER

Budget Amendment #2 - Account Distribution

		REVENUES	EXPENDITURES
<u>Capital Projects Fund:</u>			
Original 2025 Budget:		\$ 275,000	\$ 1,821,775
<u>Budget Amendment #2:</u>			
410-41000-000	General Property Taxes	\$ (200,000)	
410-59000-300-000	Transfer to Debt Service Fund		\$ 57,000
410-57100-000-000	Capital Road Improvements - Kronenwetter Drive estimate reduction		\$ (469,140)
410-57100-000-000	Capital Road Improvements - additional estimate reduction		\$ (111,775)
2025 Amended Budget to date		<u>\$ 75,000</u>	<u>\$ 1,297,860</u>

2025 Budget Tax Levy:

2025 Budget Tax Levy before Budget Amendment #2	\$ 200,000
Budget Amendment #2	\$ (200,000)
2025 Budget Tax Levy after Budget Amendment #2	<u>\$ -</u>

		REVENUES	EXPENDITURES
<u>Internal Equipment Replacement Fund:</u>			
Original 2025 Budget:		\$ 87,000	\$ 87,000
<u>Budget Amendment #2:</u>			
750-41000-000	General Property Taxes	\$ (86,000)	
750-51000-001-000	Equipment Purchases - Dump Truck		\$ 140,000
2025 Amended Budget to date		<u>\$ 1,000</u>	<u>\$ 227,000</u>

2025 Budget Tax Levy:

2025 Budget Tax Levy before Budget Amendment #2	\$ 86,000
Budget Amendment #2	\$ (86,000)
2025 Budget Tax Levy after Budget Amendment #2	<u>\$ -</u>

VILLAGE OF KRONENWETTER
Property Tax Levies for 2020-2026 Budget Years
(excluding Tax Increment Districts)
Prepared as of 4/11/2025

Fund Name	Fund #	Budget Years						2025 Proposed Amended on 4/14/2025	2026 Estimate
		2020 Adopted	2021 Adopted	2022 Adopted	2023 Adopted	2024 Adopted	2025 Original Adopted		
General	100	\$ 967,594	\$ 1,094,850	\$ 1,351,978	\$ 1,631,019	\$ 1,655,461	\$ 2,206,116	\$ 1,940,583	TBD
Debt Service	350	\$ 1,162,002	\$ 1,110,000	\$ 750,000	\$ 700,000	\$ 193,012	\$ 110,636	\$ 662,169	\$ 735,003
Capital Projects	410	\$ 125,361	\$ 100,000	\$ 200,000	\$ -	\$ 200,000	\$ 200,000	\$ -	\$ -
Equipment Replacement	750	\$ 100,000	\$ 130,000	\$ 200,000	\$ 200,000	\$ 428,500	\$ 86,000	\$ -	\$ -
TOTAL PROPERTY TAX LEVY - excluding TID's		\$ 2,354,957	\$ 2,434,850	\$ 2,501,978	\$ 2,531,019	\$ 2,476,973	\$ 2,602,752	\$ 2,602,752	TBD

Notes:

- 1) Debt Service Tax Levy for 2024 budget should have been = \$732,428. This was \$539,416 short.
2) Debt Service Tax Levy for 2025 budget should have been = \$794,578. This was \$683,942 short.

TAX LEVY DISTRIBUTION - 2025 Budget:

	General Fund	Debt Service Fund	Capital Projects	Internal Equipment Replacement Fund	TOTAL
2025 Original Adopted Budget	\$ 2,206,116	\$ 110,636	\$ 200,000	\$ 86,000	\$ 2,602,752
Proposed Budget Adjustments:					
Move Tax Levy - TID #1 Transfer	\$ (100,533)	\$ 100,533	\$ -	\$ -	\$ -
Move Tax Levy - Public Works savings	\$ (145,000)	\$ 145,000	\$ -	\$ -	\$ -
Move Tax Levy - Treasurer savings	\$ (20,000)	\$ 20,000	\$ -	\$ -	\$ -
Move Tax Levy - from Capital Projects Fund	\$ -	\$ 200,000	\$ (200,000)	\$ -	\$ -
Move Tax Levy - from Equip. Replace. Fund	\$ -	\$ 86,000	\$ -	\$ (86,000)	\$ -
2025 Proposed Amended Budget - as of 4/14/25	\$ 1,940,583	\$ 662,169	\$ -	\$ -	\$ 2,602,752

VILLAGE OF KRONENWETTER
General Fund

	Tax Levy	All Other Revenues	TOTAL
"Unassigned" Fund Balance, 12/31/2023 (audited)	\$ -	\$ -	\$ 182,212
2024 revenues - per budget	\$ 1,655,461	\$ 3,747,130	\$ 5,402,591
2024 expenditures - 9/30/2024 estimates	\$ (1,655,461)	\$ (3,349,526)	\$ (5,004,987)
Estimated 2024 Advance to TID #1 (for 2024 shortfall)	\$ -	\$ (115,146)	\$ (115,146)
Fund Balance, 12/31/2024 (prelim/pre-audited)	\$ -	\$ 282,458	\$ 464,670
2025 revenues - original budget	\$ 2,206,116	\$ 3,723,740	\$ 5,929,856
2025 expenditures - original budget	\$ (2,206,116)	\$ (3,723,740)	\$ (5,929,856)
Estimated 2025 Advance to TID #1 (for 2025 shortfall)	\$ -	\$ (100,533)	\$ (100,533)
Fund Balance, 12/31/2025 (estimate)	\$ -	\$ 181,925	\$ 364,137



	REVENUES	EXPENDITURES
2025 Original Budget:	\$ 5,929,856	\$ 5,929,856
Proposed Budget Amendments to Tax Levy:		
Remove Transfer to TID #1	\$ (100,533)	\$ (100,533)
Reduce Public Works Budget for 2025 cost savings- salt, etc.	\$ (145,000)	\$ (145,000)
Reduce Treasurer Budget for 2025 cost savings - parttime/no benefits	\$ (20,000)	\$ (20,000)
2025 Proposed Amended General Fund Budget - as of 4/14/2025	\$ 5,664,323	\$ 5,664,323

VILLAGE OF KRONENWETTER

Debt Service Fund

	2024B G.O. Notes Premium "restricted"	Restricted for Debt Service	TOTAL
Fund Balance, 12/31/2023 (audited)	\$ -	\$ 595,895	\$ 595,895
2024 revenues - estimate	\$ 73,679	\$ 222,309	\$ 295,988
2024 expenditures - estimate	\$ -	\$ (751,894)	\$ (751,894)
Fund Balance, 12/31/2024 (prelim/pre-audited)	\$ 73,679	\$ 66,310	\$ 139,989
2025 revenues - original budget (tax levy)	\$ -	\$ 110,636	\$ 110,636
2025 revenues - original budget (special assessments & int. income)	\$ -	\$ 15,324	\$ 15,324
2025 revenues - proposed amendments:			
Move Tax Levy from General Fund - Transfer to TID #1	\$ -	\$ 100,533	\$ 100,533
Move Tax Levy from General Fund - Public Works	\$ -	\$ 145,000	\$ 145,000
Move Tax Levy from General Fund - Treasurer	\$ -	\$ 20,000	\$ 20,000
Move Tax Levy from Capital Projects Fund	\$ -	\$ 200,000	\$ 200,000
Move Tax Levy from Internal Equip. Replacement Fund	\$ -	\$ 86,000	\$ 86,000
Transfer from Capital Projects Fund/2024B G.O. Notes unused debt proceeds - 2024B Interest Costs paid in 2025	\$ -	\$ 57,000	\$ 57,000
2025 expenditures - estimate	\$ -	\$ (794,578)	\$ (794,578)
Fund Balance, 12/31/2025 (estimate)	\$ 73,679	\$ 6,225	\$ 79,904
2026 revenues - estimate (tax levy)	\$ -	\$ 735,003	\$ 735,003
2026 expenditures - estimate	\$ (63,000)	\$ (735,003)	\$ (798,003)
Fund Balance, 12/31/2026 (estimate)	\$ 10,679	\$ 6,225	\$ 16,904

VILLAGE OF KRONENWETTER

Capital Projects Fund

	2024B G.O. Note Proceeds	Restricted for Capital Projects	TOTAL
Fund Balance, 12/31/2023 (audited)	\$ -	\$ 524,673	\$ 524,673
2024 revenues - estimate	\$ 1,460,000	\$ 219,278	\$ 1,679,278
2024 expenditures - estimate	\$ -	\$ (270,698)	\$ (270,698)
Fund Balance, 12/31/2024 (prelim/pre-audited)	\$ 1,460,000	\$ 473,253	\$ 1,933,253
2025 revenues - original budget (tax levy)	\$ -	\$ 200,000	\$ 200,000
2025 revenues - original budget (int. income)	\$ -	\$ 75,000	\$ 75,000
2025 revenues - proposed budget amendment:			
Move Tax Levy to General Fund	\$ -	\$ (200,000)	\$ (200,000)
2025 expenditures - original budget	\$ (1,460,000)	\$ (236,775)	\$ (1,696,775)
2025 expenditures - proposed budget amendment: Reduce budget to actual Kronenwetter Dr. est.: Project costs reduced from \$1,460,000 down to \$990,860; Savings = \$469,140	\$ 469,140	\$ -	\$ 469,140
2025 expenditures - proposed budget amendment to Transfer to Debt Service Fund (for 2024B interest costs)	\$ (57,000)	\$ -	\$ (57,000)
2025 expenditures - proposed budget amendment: reduce Capital Road Improvement Projects to zero; however, leaving \$125,000 in 2025 Budget for All Other Capital Projects as needed	\$ -	\$ 111,775	\$ 111,775
Fund Balance, 12/31/2025 (estimate)	\$ 412,140	\$ 423,253	\$ 835,393
2026 revenues - estimate (tax levy)	\$ -	\$ -	\$ -
2026 expenditures - estimate (Transfer to Internal Equipment Replacement Fund for Box/Plow for Dump Truck)	\$ -	\$ (160,000)	\$ (160,000)
2026 expenditures - estimate (TBD)	\$ -	\$ -	\$ -
Fund Balance, 12/31/2026 (estimate)	\$ 412,140	\$ 263,253	\$ 675,393

VILLAGE OF KRONENWETTER

Internal Equipment Replacement Fund

	Restricted for Internal Equip. Replacement	TOTAL
Fund Balance, 12/31/2023 (audited)	\$ 295,100	\$ 295,100
2024 revenues - estimate	\$ 439,981	\$ 439,981
2024 expenditures - estimate	\$ (457,492)	\$ (457,492)
Fund Balance, 12/31/2024 (prelim/pre-audited)	\$ 277,589	\$ 277,589
2025 revenues - original budget (tax levy)	\$ 86,000	\$ 86,000
2025 revenues - original budget (int. income)	\$ 1,000	\$ 1,000
2025 revenues - proposed amendments:		
Move Tax Levy to General Fund	\$ (86,000)	\$ (86,000)
2025 expenditures - original budget	\$ (87,000)	\$ (87,000)
2025 expenditures - proposed amendment (Dump Truck)	\$ (140,000)	\$ (140,000)
Fund Balance, 12/31/2025 (estimate)	\$ 51,589	\$ 51,589
2026 revenues - estimate (tax levy)	\$ -	\$ -
2026 revenues - estimate (Transfer from Capital Projects Fund)	\$ 160,000	\$ 160,000
2026 expenditures - Box/Plow for Dump Truck	\$ (160,000)	\$ (160,000)
2026 expenditures - estimate (TBD)	\$ -	\$ -
Fund Balance, 12/31/2026 (estimate)	\$ 51,589	\$ 51,589



Report to Village Board

Item Name: Director of Public Works and Utilities Report

Meeting Date: April 28, 2025

Referring Body:

Committee Contact:

Staff Contact: Greg Ulman

Report Prepared by: Greg Ulman

- The TID 2 projects will be starting up soon with a pre-con on April 15, a public information meeting on May 6. The horizontal boring will start by lift station 8 and go north along Kronenwetter Dr starting around April 21. The road portion of the project will start on the south end of Kronenwetter Dr around mid-May. The major road work will wrap up around mid-July, weather dependent.
- Crews have been busy salting and plowing in March and early April.
- Crews have been continuing trimming right-of-way trees in the Village during non-snow periods.
- I am looking into the expiring garbage contract, and will work on this with APC over the summer.
- A state project will take place on the interstate which has started already, the Maple Ridge rd. ramps will be reconstructed with closures. The ramps and closures will be:
 - Northbound Exit Ramp May 1st closed 9am to 1pm
 - Northbound Entrance Ramp May 2nd closed 9am to 1pm
 - Southbound Entrance Ramp May 5th to May 23rd full 24hr closure
 - Northbound Exit Ramp May 27th to June 10th full 24hr closure
 - These dates are all weather and schedule dependent.
- The CMARs have been completed and will be sent to the DNR after board approval.
- Weight limits are still posted on Village roads for the spring season. They will be lifted based on weather conditions and soil moistures.
- John, Brad, and myself have been working on finding solutions to our budget issues we inherited the past two years. We have come up with a good answer for John in this process.
- Spring hydrant flushing will start on April 28th and conclude on May 16th

Community Development/Planning and Zoning Director Report

April 28, 2025

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

- Draft changes to 520-121 Conditional Use Permits and 520-124 Site Plan Procedures
- Correspondence with Building Inspector re: 1572 Old Hwy 51.
- Correspondence regarding possible sale of Village owned property off Kronenwetter Drive.
- Correspondence with WDNR regarding Stormwater Management Plans.
- Meeting with Everest Youth Hockey Association.
- Correspondence with Building Inspector regarding Erosion Control.
- Research Rezones, Zoning Districts and Land Uses within TID #1.
- Meeting with Engineer regarding capital improvement projects.
- Research Garage Condos vs. Personal Storage Facility.
- Zoning confirmation letters.
- Correspondence regarding drainage issues at the end of Jamroz Road.
- Meeting with Denyon Homes regarding subdivision and parcels off Kronenwetter Drive.
- Work with property owner on Commercial Building Permit and Plan Review Process.
- Maple Ridge Temporary Use Permit Application.
- Correspondence with Marathon County re: Proposed Hwy Shop Facility.
- Review Kowalski Road Interchange Feasibility Study.
- Review Driveway Access options Island View Lane.
- Meeting with RPS and MTS regarding proposed subdivision.
- Correspondence re: proposed residential greenhouse on Seville Road.
- Research § 520-27. - Accessory and miscellaneous land use types. U. Private lake (pond).
- Research § 520-28. - Temporary land use types. H. Seasonal Outdoor Sales of Farm Products.
- Research Camping in RR-2, RR-5 and AR.
- Meeting with contractor re: proposed duplexes.
- Research Official Map of Kowalski Interchange.
- Research Storage/Shipping Containers in Residential Zoning Districts.
- 200 and 202 Paper Place permitted and conditional uses, possible CSMs, Roadway Access, etc.
- Review proposed Martin Road CSM and Rezone.
- Research possible changes to Land Use Descriptions and Standards.
- Research Sanitary hook-up for Concession Stand at Northern Lutheran High School.
- Review Chapter 460 - SUBDIVISION OF LAND (§ 460-9. - Fee schedule and § 460-17. - Payment of fees).

VOK President's Report for Additional Assigned Duties

April 28, 2025

David Baker, President

Completed

- Approved WEC Election Training for Village Clerk
- Approved 15 Invoices including:
 - \$5,600.00 for Riverside ambulance quarterly payment
 - \$37,463.47 for Rib Mt. Sewerage District
 - \$3,032.93 Core and Main Maintenance of Meters
 - \$5,990.72 Solid Waste Collection – Marathon County
- Approved Street (Special Event) Closure Permit for Wausau Marathon

Upcoming

- Meeting with Marathon County Administrator Leonhard
- Attorney RFP



REPORT TO VILLAGE BOARD

ITEM NAME:	Assignment of Functions and Duties of Administrator During Absence of an Administrator
MEETING DATE:	April 28 th , 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	David Baker

ISSUE: The Village currently does not have an Administrator but needs many of the duties of the Administrator to be fulfilled in order for the Village to function properly and effectively. It is expected to take a period of time for the Village Board, Staff, and Committees to determine the best path forward in light of the recently discovered budget and tax levy issues.

OBJECTIVES: Assign responsibilities for the Administrator’s duties to provide clarity and promote a well-functioning organization.

ISSUE BACKGROUND/PREVIOUS ACTIONS: The Board voted on April 17, 2025 to adopt the proposed assignment of duties for 2 weeks to provide additional time for evaluation and consideration.

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: Discussion and Possible Action by Board

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

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): A listing of the Administrator's Duties from Ordinance 115-11 and a potential assignment of responsibility is attached as a starting point for the Board's discussion.

Assignment of Administrator Duties in Absence of an Administrator
4/16/2025

Recommended Motion: Add the following indicated duties to the President per Ordinance 180-6. B Other such duties as the board shall from time to time Prescribe.

APC = Administrative Policy Committee

B = Board

C = Clerk

DH = Department Heads

FD = Finance Director

P = President

PWD = Public Works Director

W: = With Assistance From

Ordinance: 115-11		Proposed Assignment
1	Provides administrative direction and coordination of all overall operations of the village under the general direction of the village board, creating, and enforcing administrative policies and procedures to ensure standardized and efficient operations, including public safety departments, except in the statutory authority of the police and fire commission.	P
2	Executes all directives of the village board and uses appropriate judgment to report to the board, fully, promptly and at least monthly on the status of issues that arise in carrying out those directives.	P
3	Provides information, administrative advice and general support to the village board and all commissions and committees, either personally or through a staff designee.	DH
4	Works with the village board and its president, commission and committee chairpersons, attorney, and clerk to ensure that all open meetings laws are adhered to strictly and consistently for all board, commission, and committee meetings, ensuring that each board, commission, and committee meeting has a clear, complete, and legally appropriate agenda with supporting materials with nothing in this statement being construed as to give the administrator authority to limit or in any way prevent matters from being considered by the village board or any of its committees and commissions.	P
5	With the village board, establishes vision and mission statements and annual objectives coming from the vision and mission statements for the village and periodically reports to the village board on progress toward those objectives.	APC
6	Recommends to the village board the appointment, promotion, discipline, suspension, and termination of department heads if in the best interests of the village.	P
7	Appoints, promotes, disciplines, suspends, and terminates (if in the best interests of the village) nondepartment head employees on the recommendation of and/or in consultation with the supervising department head except where preempted by the statutory authority of the police and fire commission.	DH, After Consultation with APC

8	Utilizes an ongoing performance management process with all department heads and conducts and documents a formal evaluation of each department head's performance on an annual basis; also ensures that department heads do likewise for all their supervised employees.	P
9	Creates and maintains a wage scale for each village position with documented justification and presents the same to the village board for comment amendment and adoption.	APC
10	Ensures that working conditions are safe, appropriate, and ergonomically correct for all employees and oversees the village worker safety program and directs all risk management functions for the village, including analysis and recommendation of all insurance coverage.	DH
11	Conducts searches for potential grant opportunities and assists appropriate department heads throughout the application process, presents information to the village board for approval of grant applications, makes application for grants after approved by the village board, and ensures funds are available for necessary matches to grants.	DH
12	Provides oversight and direction to all department heads during the annual budget preparation process and administers and monitors the budget while also ensuring that all basic financial plans approved by the village board are carried out on an ongoing basis; reports to the board regarding all significant and/or unforeseen budgetary variances.	FD W: P
13	In conjunction with the board, its commissions and committees, department heads, and any hired financial consultant, analyzes and reports to the board, either personally or through a staff designee, on a monthly basis, the current and projected fiscal status and ensures that the village adheres to current generally accepted governmental accounting standards and practices.	FD
14	Functions as the chief purchasing agent for the village within the financial authorizations and guidelines set forth by the village board and within the parameters of the approved village budget.	TBD
15	Working with department heads, commissions, and committees, develops all plans, policies, procedures, and recommendations for board approval for the purchase, maintenance, and replacement of all capital equipment.	PWD W: FD & APC
16	Represents the village, either personally or through a staff designee, in all intergovernmental relationships and represents the village in various local, state, and federal organizations as assigned by the village board.	P
17	Functions as the public information officer for all external communications in the community and represents the best interests of the village at all times and develops internal administrative procedures to facilitate communications with the village residents and to ensure that village government responds to and resolves resident complaints expeditiously.	C&P
18	Act in place of the Administrator for purposes of Village Policy FIN-004.	P



REPORT TO VILLAGE BOARD

ITEM NAME:	Update on Proposed County Highway Facility by Marathon County Board Supervisors
MEETING DATE:	April, 28, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	Trustee Craig Mortensen
STAFF CONTACT:	
PREPARED BY:	Trustee Craig Mortensen

ISSUE: My first thought on this county purchase was to find out all details regarding action. We have now learned of purchase. My first thoughts came to mind was amount of water required for their needs. We need to look at their daily and monthly requirements. I talked with Tim V. From Rothschild and they plan to have their PFA treated water available by mid September of this year.

OBJECTIVES: We need some correspondence with county officials to assist with planning.

ISSUE BACKGROUND/PREVIOUS ACTIONS:

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION:

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

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):



REPORT TO VILLAGE BOARD

ITEM NAME:	Update on Proposed County Highway Facility by Marathon County Board Supervisors
MEETING DATE:	April 28, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	Trustee Sandi Sorensen
STAFF CONTACT:	
PREPARED BY:	Trustee Sandi Sorensen

ISSUE: Purchasing three parcels of land next to the Wausau Homes plan for the sole purpose of relocating Marathon County Highway Department.

OBJECTIVES: Stop the relocation of the Marathon County Highway Department from relocating to the Village of Kronenwetter.

ISSUE BACKGROUND/PREVIOUS ACTIONS: The Marathon County Board was under the mistaken impression that the residents of Kronenwetter had been adequately informed and are in agreement with the proposed relocation of the Marathon County Highway Department. Since nothing could be further from the truth, I feel it is imperative we slow the process down or at least get community involvement. The reasons for my opinion are as follows:

First, the residents have not been informed, some not at all, let alone adequately informed. The few who are informed are in opposition to this proposal! Voters do not want the added cost for the installation of a new well and water tower! Those costs would be passed on to the residents.

Second, they are not in favor of absorbing the added costs for maintaining roads due to the addition of heavy, frequent traffic of vehicles.

Third, there is no added revenue to the Village, no positive incentive to the Village.

Fourth, voters do not like big government 9in this case Marathon County) arbitrarily deciding to force a plan on the taxpayers hoping they won’t object or voice their dissent.

Fifth, why were wheel taxes collected, to build buildings or to maintain roads?

Sixth, coming to Kronenwetter from Rothschild the proposed home for the Marathon County Highway Department would be one of the first structures to greet visitors. Do we really want a building of that size being the first thing to greet neighbors, residents and visitors?

Given this late date in the schedule, I would highly recommend they slow this process or at a minimum meet with residents of the Village at a special community meeting to inform, educate and address community concerns.

PROPOSAL: Best case, find a different location. Worst case, plan the relocation for three to five years in the future. This would all the community time to pay off current debt, recoup some of the erroneously spend funds.

ADVANTAGES: I see no real advantage to having the Marathon County Highway Department in our community.

DISADVANTAGES: Listed above.

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

RECOMMENDED ACTION: Stop this relocation.

OTHER OPTIONS CONSIDERED: Look at another location or at a date 3-5 years in the future.

TIMING REQUIREMENTS/CONSTRAINTS:

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):



REPORT TO VILLAGE BOARD

ITEM NAME:	Committee, Commissions, and Board Appointments
MEETING DATE:	April 28 th , 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	David Baker

ISSUE: It is the right and responsibility of the Village president to appoint members to the Village's commissions, boards and committees with consultation and confirmation by the Village Board. (VOK [Ordinance § 14-5](#). - Appointments) A majority vote is required to confirm new or recurring appointments to vacant positions or those with expired terms.

The Village Board may at any time remove a commission, board or committee member with the approval of five members of the Village Board. (VOK [Ordinance § 14-6](#). – Removal from Office). It will require five votes to pass the accompanying Resolution No. 2025 – 006 Appointing Citizen Members and Trustees to Various Committee, Commissions and Boards because the resolution contains two removals.

It is my belief and understanding that any individual Village Board member can request that an appointment (or a removal and associated appointment) be removed from the resolution for a separate vote by making a motion to "divide the question". If a removal does not receive five votes, the proposed removal would fail, and the previously appointed citizen would remain on the committee or commission.

If any appointment to a commission, board or committee fails, it would be my intention to bring back a new appointment or set of appointments at the next Village Board meeting.

I am committed to providing a high level of transparency in our Village government, which is reflected in this document. The leaders of local governments often provide the appointment resolution shortly before the voting meeting and in one recent case; the appointment list was reportedly handed out on paper at the meeting. We are not only providing the proposed appointments well in advance of Monday's organizational board meeting but are providing in-depth insight into the reasons and motivations behind the proposed appointments and removals.

OBJECTIVES: To provide well-functioning commissions and committees and provide a high potential for good chemistry to develop between the members of each commission and committee.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Numerous errors in the term expiration date on previous appointment resolutions were discovered, which were then often also shown incorrectly on the website. Many hours and much diligent effort were expended by our Village clerk to correct these errors so that we could provide accurate term ending dates on our current appointment document. I very much appreciate this extra effort and want to thank Jennifer for her work to get the dates straightened out.

Committee Assignments of Village Board Members:

The three returning Village Trustees (Charneski, Myszka, and Mortensen) were given their preferred Standing Committee or other Committee/Commission assignment. I discussed potential committee assignments with the newly elected trustees prior to making appointments based on the trustee's interests and skill sets. Each of the three new trustees indicated that their Standing Committee appointment was acceptable to them.

Standing Committees:

Our Village is facing numerous challenges. The work of the Village's committees and commissions will be integral to finding solutions to these challenges. As we develop work plans for each Standing Committee, I will be asking the Board to consider assigning responsibility for tackling one or more of these challenges to each Standing Committee.

Utility Committee (UC):

Former Trustee Coyle asked me to consider former Trustee Vedvik for a citizen appointment to the Utility Committee. I subsequently attended a Utility Committee meeting and based on that meeting, I agreed that Alex Vedvik's skills and knowledge were very important and valuable to the Village and Utility Committee.

I asked Alex to consider applying for the open UC term and he agreed to do so. I have already thanked Alex for agreeing to continue serving the Village, but wanted to do so again publicly.

Due to recent events (including the proposed relocation of the County Highway Facility), the remaining capacity of the Village's water system (wells and water tower) have the potential to negatively impact future development and utility rates. The UC will need to work with Village staff to develop potential solutions for this challenge.

Community Life, Infrastructure and Public Property Committee (CLIPP):

Pat Kilsdonk has been willing to serve on many Village committees and commissions and has provided many hours of service to the Village. When Jennifer and I were working on the issue of the ending dates of the committee terms, we discovered that the Village had actually appointed Garrett Lysne to a term on CLIPP that expired one month after he was appointed. Garrett has a very valuable set of skills developed through his education and work experience and we definitely wanted to retain him on the committee.

However, I also wanted the opportunity to make a new addition to the CLIPP committee, so I asked Pat to come into the Village and meet with me. Pat graciously agreed to step down early to allow me to make an appointment to the CLIPP committee and still retain Garrett on CLIPP. I very much appreciate Pat's willingness to do so. Pat will continue to serve the Village on RDA and will be a strong candidate for future committee openings.

The Village's past election difficulties are well known and have been detrimental to the Village and the election process. Our Board and our recently appointed Village Clerk are committed to fixing our election problems so that our future elections are well run and hopefully inspire confidence. I will be asking the Board to direct the CLIPP committee to take the lead in working with our Village Clerk in reviewing the WEC election guidelines and handbook and to consider developing our own internal guidelines or ordinances as appropriate. I have a high level of confidence that we can fix this problem.

Administrative Policy Committee (APC):

The APC committee is responsible for – among other things – oversight of the “Proposed annual budgets for presentation to the village board” and “Review of internal financial controls ...” Many in the Village have asked why the recent \$1.2 million of combined mistakes in the 2024 and 2025 budget presentations were made and then were not noticed for a second year.

This \$1.2 million shortfall in tax revenue relative to budgeted expenditures or excess budgeted expenditures relative to tax levy presents a major challenge to the Village’s future and to its financial stability.

I am asking the Village Board to support my proposed rebuilding of the APC Committee with a proposed four new committee members to provide the skills and dedication necessary to develop the plans necessary to address this challenge.

Terry Lewis-Birkett’s term has expired, and Terry told me that she was willing to serve the Village in any capacity that would be helpful. I asked Terry to serve on RDA instead of on APC and she graciously agreed to do so.

The previous APC committee identified a need to rewrite or rework the employee handbook. This is a major task, which does not fit well within the time constraints of the normal APC committee meetings. I am planning to ask APC and the Village board to consider forming an APC subcommittee to work on a potential rewrite. This would seem to fit well with Jordan Wadle-Leff’s skill set and I asked her to consider stepping down from APC and potentially serving on the proposed subcommittee.

Jordan was not willing to step down and as a result, I am asking the board to vote for her removal from APC. The recent APC attendance record is attached in support of this request.

PROPOSAL: See resolution.

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: Adopt Resolution No. 2025 – 006 Appointing Citizen Members and Trustees to Various Committee, Commissions and Boards.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

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): Appointment Resolution, APC Attendance History for 2024 and 2025, and Wisconsin County Association Document regarding the Doctrine of “Incompatibility”. “Incompatibility arises when two offices or positions inherently conflict with each other due to various factors ...”

RESOLUTION NO. 2025-006

**VILLAGE OF KRONENWETTER, MARATHON COUNTY, WISCONSIN
A RESOLUTION APPOINTING CITIZEN MEMBERS AND TRUSTEES TO
VARIOUS COMMITTEES, COMMISSIONS AND BOARDS**

WHEREAS, the Village of Kronenwetter encourages open government with an informed electorate which includes membership of non-Trustee citizen members on the Village's standing committees; and

WHEREAS, each year the Village President makes appointments to the various committees, commissions and boards; and

WHEREAS, the Village President is now recommending the following appointments and removals from the various committees, commissions and boards effective May 1, 2025.

REDEVELOPMENT AUTHORITY (RDA)

Village President David Baker - term to expire in 2026

Trustee Aaron Myszka - term to expire in 2026

Terry Radtke – term to expire 2030

Terry Lewis-Birkett to complete the vacant term which ends in 2028

Removal of Randy Fifrick

POLICE AND FIRE COMMISSION (PFC)

Chet Rucinski – term to expire in 2030

PLAN COMMISSION (PC)

Village President David Baker (Chairperson) – term to expire in 2027

Tony Stange – term to expire in 2028

ADMINISTRATIVE POLICY COMMITTEE (APC)

Village President David Baker – term to expire in 2026

Trustee Sandi Sorensen – term to expire in 2026

Guy Fredel – term to expire in 2028

Sean Dumais to complete the vacant term which ends in 2027

Removal of Jordyn Wadle-Leff

UTILITY COMMITTEE (UC)

Trustee Craig Mortensen – term to expire in 2026

Trustee Jessica Stowell – term to expire in 2026

Jim Buck – term to expire in 2028

Alex Vedvik to complete the vacant term which ends in 2027

**COMMUNITY LIFE, INFRASTRUCTURE AND PUBLIC PROPERTY
(CLIPP)**

Trustee Ken Charneski – term to expire in 2026

Trustee Dan Joling – term to expire in 2026

Garrett Lysne – term to expire in 2028

Patty Tikalsky to complete the vacant term which ends in 2026

BOARD OF APPEALS (BOA)

Patricia Rondeau – term to expire in 2028

BOARD OF REVIEW (BOR)

Village President David Baker – term to expire in 2026

Trustee Ken Charneski – term to expire in 2026

Trustee Aaron Myszka – term to expire in 2026

Trustee Craig Mortensen – term to expire in 2026

Trustee Sandi Sorensen – term to expire in 2026

Trustee Dan Joling – term to expire in 2026

Trustee Jessica Stowell – term to expire in 2026

NOW, THEREFORE, BE IT RESOLVED, by the Kronenwetter Village Board that the appointments and removals presented by the Village President are hereby approved as presented.

THEREFORE, BE IT FURTHER RESOLVED, that the Kowalski Interchange Committee and the Ambulance Subcommittee will expire on April 30, 2025, but may be reinstated at a later date by the Village Board.

VILLAGE BOARD, VILLAGE OF
KRONENWETTER

ATTEST

By: _____
David Baker, Village President

By: _____
Jennifer Poyer, Village Clerk

Adopted: April 28, 2025

Village of Kronenwetter
APC Attendance

Term Ends	Date	Voll	Coyle	Wadle-Leff 2027	Lewis-Birkett 2025	Solheim 2026	
	4/9/2025	P	P	P	P	A	Special
	3/27/2025	P	P	A	A	P	Special
	3/20/2025	P	P	A	A	P	
	2/27/2025	P	P	A	P	P	
	2/10/2025	P	P	P	P	P	Special
	2/3/2025	P	P	L	P	P	
	1/23/2025	P	P	L	A	P	
	4/23/2025	P	P	P	P	P	
	Present	8	8	3	5	7	
	Absent	0	0	3	3	1	
	Late	0	0	2	0	0	
	Total	8	8	8	8	8	
	12/19/2024	P	P	P	P	P	
	11/21/2024	P	P	P	P	P	
	11/7/2024	P	P	A	P	P	Special
	10/17/2024	P	P	A	P	P	
	9/26/2024	P	P	P	P	P	Special
	9/19/2024	A	P	P	P	P	
	8/15/2024	p	p	A	A	p	
	7/18/2024	P	P	A	P	A	
	6/20/2024	A	P	P	A	P	
	6/6/2024	P	P	A	P	P	Special
	5/22/2024	P	P	P	P	P	
	4/30/2024	P	P	A	P	P	Special
	4/16/2024	P	P	P	P	P	Joint Mtg
	3/27/2024						Cancelled
	3/21/2024	P	P	P	A	A	
	3/19/2024						Cancelled
	2/20/2024	P	P	P	McCarthy	P	
	1/16/2024	P	P	L	McCarthy	A	
	Present	14	16	9	11	13	
	Absent	2	0	6	3	3	
	Late	0	0	1	0	0	
	Total	16	16	16	14	16	



LEGAL ISSUES

RELATING TO COUNTY GOVERNMENT

BEYOND CONFLICTS OF INTEREST

Understanding the Lesser-Known Doctrine of “Incompatibility”

by Jake Curtis and Andy Phillips, Attorneys, Attolles Law, s.c.

County officials in Wisconsin play a vital role in shaping the communities they serve. They are entrusted with the responsibility of making decisions that directly impact the lives of their constituents.

However, amid the wide range of roles constituting “public service,” there are instances where seemingly unrelated positions may inadvertently give rise to conflicts of interest or contravene the common law doctrine of incompatibility. In this article, we delve into the concept of incompatibility and its implications for public officials in Wisconsin.

► Conflicts of interest in Wisconsin

Wisconsin has enacted a robust legal structure to address conflicts of interest among public officials. Public officials are legally mandated to disclose any financial interests or relationships that might be construed as conflicts of interest.¹ The code prohibits the use of an official’s position to obtain financial gain or anything of substantial value for themselves, their immediate family or affiliated organizations and likewise prohibits an official’s solicitation

or acceptance of anything of value if it could reasonably be expected to influence official action, such as voting on policy matters.² At its core, the statute aims to preserve the integrity of local government.

► Incompatibility in local government

While conflicts of interest primarily concern financial matters, the doctrine of incompatibility delves into an individual’s capacity to effectively fulfill a public role. Incompatibility arises when two offices or positions inherently conflict with each other due to various factors, including salary negotiations, supervisory roles and obligations to exercise independent judgment in the public interest.³ It becomes particularly apparent when one office possesses the authority to interfere with the duties of the other, such as when one is subordinate to, or subject to audit or review by, the second office. In such circumstances, where both positions are held by the same person, the intention for one to act as a check on the other would be thwarted.⁴ Importantly, incompatibility does not carry a

Incompatibility arises when two offices or positions inherently conflict with each other due to various factors, including salary negotiations, supervisory roles and obligations to exercise independent judgment in the public interest,

direct legal penalty, but the mere acceptance of a second incompatible office automatically terminates the first, akin to a resignation.⁵

A salient example is the case of *Otradovec v. City of Green Bay*. This case involved an elected member of the city of Green Bay Common Council who retained his job as a residential appraiser in the Green Bay city assessor's office under an indefinite-term contract.⁶ The common council had the authority to approve the terms and conditions of employment for residential appraisers, with the mayor appointing the city assessor, subject to the common council's approval.⁷

Otradovec contended that, according to Wisconsin common law, only two public offices, not an office and a position, could be incompatible.⁸ However, the Court of Appeals disagreed with Otradovec's interpretation, asserting that the common law doctrine of incompatibility extends to positions of public employment, not limited to public offices.⁹ Specifically, the court held that "[t]he common law doctrine of incompatibility extends to positions of public employment as well as public offices."¹⁰

The court explained, "[t]he public detriment in having

Continued on page 46



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LEGAL ISSUES

Continued from page 45

one person hold incompatible public offices can also exist when one person holds a public office and a position of public employment with duties that might conflict.”¹¹ The crux of the case was that Otradovec had the power to vote on contracts setting the terms of his employment and could vote on approval of the appointment of the city assessor in whose office he worked.¹² The court emphasized it did not matter that he was able to abstain from voting on such matters.¹³

► Conclusion

Even if there are no compatibility concerns, ethics concerns based on a real or perceived conflict of interest remain. As highlighted above, no public official may exploit their public position or office to secure financial gain or substantial benefits for themselves, their immediate

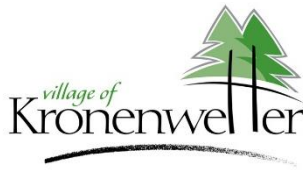
family or affiliated organizations.¹⁴ And a local public official may not “[u]se his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official ... or an organization with which the official is associated.”¹⁵

The Wisconsin attorney general has advised that public officials with private business interests related to a board’s activities may face additional conflicts of interest, distinct from those leading to incompatibility but equally serious in consequence.¹⁶ Therefore, it is critical that public servants faced with civil service opportunities remain acutely aware of their preexisting obligations.

As always, if you have specific questions related to ethics, conflicts of interest or incompatibility, please work closely with corporation counsel to determine the best course of action. If you have any questions surrounding this sensitive topic, please do not hesitate to contact the association or the authors at jcurtis@attolles.com or aphillips@attolles.com. ■

Attolles Law, s.c. works on behalf of Wisconsin counties, school districts and other public entities across the state of Wisconsin. Its president & CEO, Andy Phillips, has served as outside general counsel for the Wisconsin Counties Association for nearly 20 years.

1. Wis. Stat. § 19.59(1)(a).
2. See Wis. Stat. §§ 19.59(1)(a)-(b).
3. 74 Op. Att’y Gen. 51, 52 [1985] (quoting 63A Am. Jur. 2d Public Officers and Employees § 78 [1984]).
4. *Id.*
5. 3 McQuillin Mun. Corp. § 12:112 [3d ed.] (citing *State v. Hines*, 194 Wis. 34, 215 N.W. 447 [1927]).
6. *Id.* at 394.
7. *Id.* at 394-95.
8. *Id.*
9. *Id.*
10. *Id.* at 396.
11. *Id.*
12. *Id.* at 396-97.
13. *Id.* at 397.
14. Wis. Stat. § 19.59(1)(a).
15. Wis. Stat. § 19.59(1)(c)2.
16. 77 Op. Att’y Gen. 150, 152 [1988].



REPORT TO VILLAGE BOARD

ITEM NAME:	Procedure for First Committee Meetings
MEETING DATE:	April 28, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

ISSUE: Due to the lack of a chairperson or vice chairperson at the first meeting of the new committee cycle, the regular meeting procedure cannot be followed.

OBJECTIVES:

ISSUE BACKGROUND/PREVIOUS ACTIONS:

PROPOSAL:

- The committee clerk will create the agenda with assistance from staff members, Village trustees, committee members and previous meeting items.
- The clerk will conduct the meeting until a chairperson is nominated and approved. The chairperson will then conduct the meeting.
- Duties of the Administrative Policy Committee, CLIPP Committee and Utility Committee will be verbally detailed and reviewed by the committee after the chairperson and vice chairperson are selected. This review will be done by the Village clerk or Village president. *Village Ordinances 14.20 (F), 14.21(F), 14.22(F)*

ADVANTAGES:

DISADVANTAGES:

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

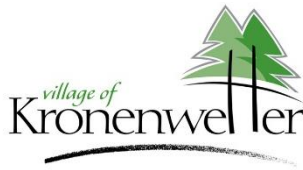
RECOMMENDED ACTION:

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

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

ATTACHMENTS (describe briefly):



REPORT TO VILLAGE BOARD

ITEM NAME:	Open Book and Board of Review Date and Training
MEETING DATE:	April 28, 2025
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

ISSUE: Due to the Village assessor's request, the Board of Review is set at a date beyond the statutory 45-day period ending June 11, 2025, therefore, the Board of Review needs to meet and adjourn to that later date to comply with Wis. Stats. 70.47. All board members make up the Board of Review.
SEE ATTACHED EMAIL.

There also needs to be a board member designated to complete the Board of Review training, per Wis. Stats 73.03(55).

OBJECTIVES: Meet as a Board of Review on Monday, June 9, at 5:45 p.m. and then adjourn the meeting until July 11, 2025, at 6 p.m. This date and time precedes a regularly scheduled board meeting allowing for the convenience of board members. It will also allow time to publish the notice 15 days before the first session of the Board of Review, per Wis. Stats. 70.47 (2).

Designate a board member to complete the Board of Review training prior to the June 9, 2025 meeting.

ISSUE BACKGROUND/PREVIOUS ACTIONS:

PROPOSAL:

- Board of Review Meeting to Adjourn to Later Date – 5:45 p.m., Monday, June 9, 2025
- Open Book – 11 a.m. to 1 p.m., Tuesday, June 24, 2025 (Phone appointments with assessor)
- Board of Review – 6 to 8 p.m., Thursday, July 10, 2025

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: Approve the proposed dates and assign a board member to complete the required Board of Review training.

ATTACHMENTS (describe briefly): Email from Associated Appraisal's Nick Laird, Proposed Board of Review public notice

Jennifer Poyer

From: Nick Laird <nlaird@apraz.com>
Sent: Tuesday, March 18, 2025 9:15 AM
To: Jennifer Poyer
Cc: Susan Dax
Subject: Re: [External] Board of Review dates need to be set
Attachments: Wisconsin Legislature_
 Notice_of_meeting_to_adjourn_board_of_review_to_later_date.pdf; board-of-review-notice-to-adjourn-to-a-later-date.pdf; BOR Notice to Adjourn-May 2024.pdf

Subject: Board of Review Meeting and Adjournment Request

Hi Jennifer,

The assessor's office requests that the Board of Review meet and adjourn to a later date beyond the statutory 45-day period ending June 11. This request is due to an increased workload during the 2025 assessment cycle, requiring additional time for fieldwork and office review. Additionally, our office has transitioned from Market Drive to a new CAMA system, which, while beneficial, has required significant time for training and implementation.

Below are the proposed dates, along with attached sample notices for the meeting and adjournment:

Proposed Dates:

- **Open Book:** Tuesday, June 24, 11:00 AM – 1:00 PM (Phone Appointments Completed)
- **Board of Review:** Thursday, July 10, 6:00 PM – 8:00 PM (Village Hall)

Please feel free to call me at 920-224-8812 with any questions or to discuss further.

Sincerely,
 Nick

From: Jennifer Poyer <jpayer@kronenwetter.org>
Sent: Thursday, March 13, 2025 10:13 AM
To: Nick Laird <nlaird@apraz.com>
Subject: RE: Board of Review dates need to be set

Hi Nick,
 I'm just following up regarding setting up Open Book and Board of Review for the Village of Kronenwetter.

Thanks,



OFFICIAL NOTICE OF MEETING TO ADJOURN THE BOARD OF REVIEW DUE TO INCOMPLETE ASSESSMENT ROLL

Village of Kronenwetter, Marathon County, The Board of Review will meet on the 9th of June, 2025 at 5:45 p.m. at the Village of Kronenwetter Municipal Center Board Room for the purpose of calling the Board of Review into session during the 45-day period beginning on the 4th Monday of April, pursuant to Wis. Stat. § 70.47(1).

Due to the fact the assessment roll is not completed at this time, the Board of Review will be adjourned until the 10th day of July 2025 at 6:00 p.m.

Pursuant to Wis. Stat. § 70.47(2): After the first meeting of the Board of Review and before the board's final adjournment, no person who is scheduled to appear before the Board of Review may contact, or provide information to, a member of the board about that person's objection except at a session of the board.

No person may appear before the Board of Review, testify to the board by telephone or contest the amount of any assessment unless, at least 48 hours before the first meeting of the board or at least 48 hours before the objection is heard if the objection is allowed under sub. (3)(a), that person provides to the clerk of the board of review notice as to whether the person will ask for removal under sub. (6m)(a) and if so which member will be removed and the person's reasonable estimate of the length of time that the hearing will take.

When appearing before the board, the person shall specify, in writing, the person's estimate of the value of the land and of the improvements that are the subject of the person's objection and specify the information that the person used to arrive at that estimate.

No person may appear before the Board of Review, testify to the board by telephone or object to a valuation, if that valuation was made by the assessor or the objector using the income method, unless the person supplies to the assessor all of the information about income and expenses, as specified in the manual under Wis. Stat. § 73.03(2a), that the assessor requests. The municipality or county shall provide by ordinance for the confidentiality of information about income and expenses that is provided to the assessor under this paragraph and shall provide exceptions for persons using the information in the discharge of duties imposed by law or of the duties of their office or by order of a court. The information that is provided under this paragraph, unless a court determines that it is inaccurate, is not subject to the right of inspection and copying under Wis. Stat. § 19.35(1).

Pursuant to Wis. Stat. § 70.45, the assessment roll for the Year 2025 assessment will be open for examination starting on the 13th day of June, 2025 at 8:00 a.m., until 4:30 p.m., Monday through Friday. Additionally, the assessor shall be available on the 24th day of June, 2025 from 11:00 a.m. to 1:00 p.m. for phone appointments at 1-800-721-4157. Instructional material will be provided at the Open Book to persons who wish to object to valuations under Wis. Stat. § 70.47.

Notice is hereby given this _____ day of _____ by:

Signature of Village Clerk Jennifer Poyer
Village of Kronenwetter, 1582 Kronenwetter Drive, Kronenwetter, WI 54455

Posted: 02/19/2025 Kronenwetter Municipal Center, www.kronenwetter.org, Facebook, Nextdoor; Emailed: WAOW, WSAW, Daily Herald, Pilot and Review, City Pages, Mosinee Times, WJFW, The Wausonian Faxed: WSAW, WSAU AM, City Pages, Mosinee Times

DRAFT



REPORT TO VILLAGE BOARD

ITEM NAME:	Operator “Bartender” License – Tina M. Sitko
MEETING DATE:	April 28, 2025
PRESENTING BODY:	Village Board
COMMITTEE CONTACT:	David M. Baker
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

OBJECTIVES: Issue Operator “Bartender” License to Tina M. Sitko

ISSUE BACKGROUND/PREVIOUS ACTIONS:
Application completed, background check completed and Sitko has completed the Responsible Beverage Server Course. All qualifications have been met.

- Qualifications needed for an Operator “Bartender” License:
- Must be 18-years of age
 - Must meet criminal record requirements subject to the Fair Employment Act
 - Must complete Responsible Beverage Server Course

RECOMMENDED ACTION: Approval of Operator “Bartender” License for Tina M. Sitko

ATTACHMENTS (describe briefly): Operator License Application, Responsible Beverage Serve Course Certificate of Completion, Background check results



- ☒ Operator's License \$50.00 Expires on 6/30 in odd years Operator's
☐ License Renewal \$50.00 Expires on 6/30 in odd years Provisional
☒ Operator's License \$15.00 Expires in 30-days Temporary
☐ Operator's License \$15.00 One time use only for nonprofits **FEE IS NON-REFUNDABLE**

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

SECTION 1 - APPLICANT INFORMATION

Applicant Name (Last, First, MI) <u>Sitko, Tina M</u>		All former Names <u>Tina Granger</u>	
Street Address <u>3409 Hwy. 153</u>	City <u>Kronenwetter</u>	State <u>WI</u>	Zip <u>54455</u>
Driver's License Number <u>5320-8137-7507-01</u>	Date of Birth <u>1-7-77</u>	Phone Number <u>715-252-4807</u>	

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

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

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

Date	Nature of Offense	Location of Offense
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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

SECTION 4 - PENALTY NOTICE/OATH

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

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

Signature: Tina Sitko

FOR OFFICE USE ONLY

Date sent to KPD 4/21/2025 Date Payment Received: 4/21/25
 Board Date: / / Approved: Y / N Check # or Cash or CC By: [Signature]



CERTIFICATE OF COMPLETION

This certifies that

Tina Sitko

is awarded this certificate for

Wisconsin Responsible Beverage Server Training

			
Completion Date	Expiration Date	Certificate #	
04/19/2025	04/19/2027	WI-00636834	



Official Signature

This certificate is non-transferable and represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats.
6504 Bridge Point Parkway, Suite 100 | Austin, TX 78730 | www.360training.com



KRONENWETTER POLICE DEPARTMENT

"Community Focused, People First"

Established 2004

CHIEF OF POLICE
TERRY MCHUGH

POLICE LIEUTENANT
CHRIS SMART-DEFOE

TO: VILLAGE CLERK JENNIFER POYER
FROM: POLICE CHIEF TERRY MCHUGH *TM*
SUBJECT: TINA M. SITKO BARTENDER APPLICATION
DATE: APRIL 21, 2025

At your request, I did a background check of Tina M. Sitko (former last name Granger) using the Circuit Court Access Program (CCAP).

I ran Tina using both last names and attached those results for CCAP. Tina has no contacts through Kronenwetter municipal court.

Case search results

You searched for: **Last name:** sitko, **First name:** tina

Showing 0 to 0 of 0 entries

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

Case search results

You searched for: **Last name:** granger, **First name:** tina

Showing 1 to 6 of 6 entries

Case number	Filing date	County name	Case status	Name	Date of birth	Caption
<u>2012TJ000089</u>	10-29-2012	Waupaca	Filed Only	Granger, Tina		AFG Properties LLC vs. Tina Granger
<u>2012SC000704</u>	05-21-2012	Waupaca	Closed	Granger, Tina M		St Elizabeth Hospital Inc vs. Tina M Granger
<u>2007SC002315</u>	08-30-2007	Fond du Lac	Closed	Granger, Tina		AFG Properties LLC vs. Tina Granger
<u>2007SC003746</u>	08-28-2007	Outagamie	Closed	Granger, Tina		Wisconsin Electric Power Company vs. Tina Granger
<u>2007FA000168</u>	04-18-2007	Fond du Lac	Closed	Granger, Tina Marie	01-1977	In RE: the Support or Maintenance of B.M.F.
<u>2007SC000712</u>	02-13-2007	Outagamie	Closed	Granger, Tina M		Stumpf Motor Company Inc vs. Tina M Granger



VILLAGE BOARD MEETING MINUTES

March 24, 2025 at 6:00 PM

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

1. CALL MEETING TO ORDER

Village President Chris Voll called the March 24, 2025 Village Board Meeting to order at 6 p.m.

A. Pledge of Allegiance

Those in attendance were invited to recite the Pledge of Allegiance.

B. Roll Call

PRESENT: *Village President Chris Voll, Trustee Chris Eiden, Trustee Ken Charneski, Trustee Kelly Coyle, Trustee Aaron Myszka, Trustee Craig Mortensen*

ABSENT: *Trustee Alex Vedvik*

STAFF: *Fire Chief Theresa O'Brien, Community Development Director Peter Wegner, Public Works Director Greg Ulman, Village Attorney Lee Turonie, Clerk Jennifer Poyer*

2. ANNOUNCEMENT OF CLOSED SESSION

3. PUBLIC COMMENT

Bernie Kramer, 2150 Highway 153, Peplin, WI 54455 – *Kramer stated he wants to see the budget showing only what the Village pays to Riverside for ambulance service. He said it is difficult to get good information and would like the numbers clarified.*

Guy Fredel, 2240 Ruby Drive, Kronenwetter, WI 54455 – *Fredel commented on the ambulance service proposal. Fredel said citizens have interest in getting quality service at the best cost. He said there needs to be a deep dive into the finances, and citizens have the right to question.*

4. REPORTS FROM STAFF AND VENDORS

C. Interim Finance Director Report

Interim Finance Director John Jacobs presented his report to the board. He said he is focused on preparing for the auditors. He also reviewed the cash and investments statements, along with general checking.

D. Community Development Director Report

Community Development Director Peter Wegner presented his report. He answered questions regarding garage condos.

E. Public Works and Utilities Director Report

Public Works Director Greg Ulman presented his report. He reviewed the upcoming work on Hwy. 39 and the parks survey.

5. NEW BUSINESS

F. Engineering Services Agreement with Roth Professional Solutions

Motion by Coyle/Myszka to approve the engineering services agreement with Roth Professional Solutions for \$45,000 for Jamroz and Flanner Roads. Motion carried by roll call vote 6:0.

Discussed the proposed project; money available and that must be spent within three years for use in the TID; possible action to railroad safety concerns by looking to build a road from West Nelson to the

Minutes prepared by Jennifer Poyer.

Approved on

Prohaska property to bypass train blockage; and the possible cost of project. Public Works Director Greg Ulman was tasked with researching the West Nelson road project.

G. Budgeting for a New Dump/Plow Truck

Motion by Charneski/Coyle to approve the purchase of the new dump/plow truck from Freightliner using scenario one as presented. Motion carried by roll call vote. 6:0.

Discussed possible cost increase due to surcharge/tariffs; timeline to receive truck and payment scenarios.

(Agenda Item 50. was discussed at this point in the meeting.)

H. Ambulance Subcommittee Report

Ambulance Subcommittee Member Pam Kijak presented the Ambulance Subcommittee Report to the Village Board. Report is contained within meeting packet.

I. Riverside Ambulance Contract Review

Item will be brought back to the CLIPP Committee after the election.

J. Resolution to Appoint Garrett Lysne to the Community Life, Infrastructure and Public Property (CLIPP)

Motion by Eiden/Mortensen to approve RESOLUTION NO.: 2025-04 A RESOLUTION APPOINTING GARRETT LYSNE AS A CITIZEN MEMBER TO THE COMMUNITY LIFE, INFRASTRUCTURE AND PUBLIC PROPERTY COMMITTEE. Motion carried by roll call vote: 6:0.

K. Approval of DNR MS4 Annual Report

Motion by Mortensen/Eiden to approve the DNR MS4 Annual Report as presented. Motion carried by roll call vote. 6:0.

Public Works Director Greg Ulman presented the report and explained background.

L. Authorizing Jennifer Poyer to be an Authorized Representative for the Wisconsin DNR on behalf of the Village of Kronenwetter

Motion by Coyle/Myszka authorizing Jennifer Poyer to be an authorized representative for the WI DNR on behalf of the Village of Kronenwetter. Motion carried by roll call vote. 6:0.

Discussed what the authorization entailed.

M. Extended Friday Closure of Municipal Center for Administrative Days Until Summer Hours are in Effect (May 27)

Motion by Myszka/Eiden to extend the Friday closures of the Municipal Center for administrative days until summer hours are in effect on May 27, 2025. Motion carried by voice vote. 6:0.

N. TDS 2025 Sponsorship Contract

This item was sent back to the Administrative Policy Committee for further review.

O. Von Briesen Report Review (This agenda item was moved up to follow 5G.)

Motion by Myszka/Coyle to take no action on the Von Briesen Report Review. Motion carried by roll call vote. Voting yea-Voll, Coyle, Myszka; Voting nay – Charneski; Abstention – Eiden, Mortensen

Discussed why \$65,000 was spent regarding the complaint following VB vote “not to select independent counsel and direct Administrator Ludi to work with personnel on a bonafide complaint, if any, and apply the employee handbook if appropriate” during the January 31, 2024 VB meeting; the reasoning behind the actions taken to hire Von Briesen; HR policies involved; complaints for employees vs. trustees; questioning those who were involved in situation; processes not followed correctly; and VB approval for payment of the invoices.

6. CONSENT AGENDA

P. Revised November 25, 2024 Village Board Meeting Minutes

Motion by Eiden/Coyle to approve the revised November 25, 2024 Village Board Meeting Minutes as presented. Motion carried by voice vote. 6:0

Q. March 10, 2025 Village Board Meeting Minutes

Motion by Coyle/Voll to approve the March 10, 2025 Village Board Meeting Minutes as presented. Motion carried by voice vote. 6:0.

Minutes prepared by Jennifer Poyer.

Approved on

7. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

R. February 17, 2025 Plan Commission Meeting Minutes

S. January 20, 2025 Plan Commission Meeting Minutes

Commission was thanked for their 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 date of any public employee over which the governmental body has jurisdiction or exercises responsibility -to wit village clerk compensation.

Motion by Voll/Coyle to convene into closed session. Motion carried by roll call vote. 6:0.

9. RECONVENE OPEN SESSION

Motion by Eiden/Coyle to reconvene into open session. Motion carried by voice vote. 6:0.

10. ACTION AFTER CLOSED SESSION

Motion by Voll/Eiden to continue negotiations. Motion carried by voice vote. 6:0.

11. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

12. ADJOURNMENT

Motion by Charneski/Coyle to adjourn the March 24, 2025 Village Board Meeting. Motion carried by voice vote. 6:0

Meeting adjourned at 8:32 p.m.

Minutes prepared by Jennifer Poyer.

Approved on



VILLAGE BOARD MEETING MINUTES

April 14, 2025 at 6:00 PM

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

1. CALL MEETING TO ORDER

President Chris Voll called the April 14, 2025 Village Board Meeting to order at 6 p.m.

A. Pledge of Allegiance

Those in attendance were invited to recite the Pledge of Allegiance.

B. Roll Call

PRESENT: Village President Chris Voll, Trustee Chris Eiden, Trustee Ken Charneski, Trustee Kelly Coyle, Trustee Alex Vedvik, Trustee Aaron Myszka, Trustee Craig Mortensen

STAFF: Police Chief Terry McHugh, Fire Chief Theresa O'Brien, Interim Finance Director John Jacobs, Public Works Director Greg Ulman, Village Attorney Lee Turonie, Clerk Jennifer Poyer

2. PUBLIC COMMENT

Tim Shaw, 1225 Autumn Road, Kronenwetter, WI 54455 – Shaw said it was a “good day” due to the new leadership in Kronenwetter. He said he is concerned about the Village finances. He questioned whether the Administrative Policy Committee reviewed the budget. He also called for new legal counsel.

Kronenwetter Police Chief Terry McHugh – McHugh recognized Chris Voll and Chris Eiden for their service to the Village of Kronenwetter. Voll served for 17 years on the board. Eiden served for 12 years on the board.

3. REPORTS FROM STAFF AND VENDORS

C. Police Chief Report

Police Chief Terry McHugh presented his report to the Village Board.

D. Fire Chief Report

Fire Chief Theresa O'Brien presented her report to the Village Board.

4. OLD BUSINESS

E. Revision of Ordinance 180-3 & Elimination of GEN 009: Village Board Meetings

Motion by Vedvik/Myszka to approve the revision of Ordinance 180-3 with the following recommendations:

1) Add verbiage of agenda approval five days before meeting (from GEN-009)

2) Removal of duplicate phrase from item L.

Motion carried by roll call vote. 7:0.

Discussed the added verbiage from GEN-009 regarding the agenda approval from Village president five days before meeting; the removal of the duplicate phrasing in L; and action to eliminate GEN-009.

Motion by Vedvik/Coyle to eliminate policy GEN-009. Motion carried by voice vote 7:0.

F. Addition of Decorum Guidelines: Code of Conduct

No action taken.

Discussed the necessity of the proposed guidelines; the misplacement of 7; and the list formation.

G. TDS 2025 Sponsorship Contract

Motion by Charneski/Myszka to approve the TDS 2025 Sponsorship Contract as presented. Motion carried by voice vote. 7:0.

5. NEW BUSINESS**H. Extension of Polling Hours Report**

No action taken.

Village Attorney Lee Turonie presented his report and discussed the possible controversy regarding poll time extensions. Negatives and positives of extra hour were discussed, as well as the authority needed for time extensions at polling places. Turonie said the report serves as a good record of the 2025 Spring Election events.

I. Budget Amendment #1: New Fund for EMS Grants

Motion by Vedvik/Mortensen to approve Budget Amendment #1: the creation of Fund 265 for EMS grants. Motion carried by voice vote. 7:0.

Fire Chief Theresa O'Brien discussed the funding assistance program; money that can be used for certain items only; and the program's inability to take the place of the fire department budget.

J. Budget Amendment #2: Adjustment to 2025 Debt Service Fund Budget and Other Fund Budgets

Motion by Vedvik/Coyle to approve Budget Amendment #2: Adjustment of 2025 Debt Service Fund Budget and other Fund Budgets. Motion carried by roll call vote. 6:1. Voting nay – Charneski
Interim Finance Director John Jacobs presented Q & A (attached to the minutes) regarding the Village's financial situation. He discussed the proposed budget amendment and movement of money from budget funds to the debt service fund. He said the official 2024 Budget is still not known. He said open staff positions are also allowing for a budget surplus for 2025. Further board discussion included the possibility of the Village surviving without a tax hike until 2028 when the debt goes down; services and the road maintenance budgets should not be cut to fund the debt service; and the tax levy.

K. Purchasing a Replacement Drive Controller for Lift Station #1

Motion by Coyle/Mortensen to approve the purchase of a replacement drive controller for Lift Station #1 for \$6,164. Motion carried by roll call vote. 7:0.

Discussed the need for this back up in case the pump goes down. It will replace the one being utilized after recent pump problems.

L. Approval of 2021, 2022, and 2023 Village of Kronenwetter CMAR Annual Reports

Motion by Coyle/Eiden to approve Resolution No.; 2025-005 A Resolution Approving the Village's 2021, 2022, and 2023 CMAR Annual Report. Motion carried by roll call vote. 7:0.

M. 2025 Farmers Market Manager Contract

Motion by Charneski/Vedvik to approve the 2025 Farmers Market Manager Contract. Motion carried by roll call vote. 7:0.

N. Community Room Rentals to Non-profit Organizations

Motion by Coyle/Myszka to approve the adoption of the verbiage taken from Rib Mountain's Doecke Park Shelter Agreement regarding renting to non-profit organizations and revising the Community Room Rental Agreement with said verbiage. Motion carried by voice vote. 7:0.

6. CONSENT AGENDA**O. March 24, 2025 Village Board Meeting Minutes**

Clerk given directions to revise Item O. to include purpose.

7. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES**P. February 11, 2025 Utility Committee meeting minutes****Q. March 3, 2025 CLIPP Committee Meeting Minutes****R. March 4, 2025 Utility Committee Meeting Minutes****S. March 20, 2025 APC Meeting Minutes****T. March 27, 2025 APC Meeting Minutes**

Committees thanked for their minutes and clerks reminded to include who is present at the meeting in minutes.

8. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

9. ADJOURNMENT

Motion by Voll/Eident to adjourn the April 14, 2025 Village Board Meeting. Motion carried by voice vote. 7:0.

Meeting adjourned at 8 p.m.

Village Debt, Village Budget, and Village Tax Rate Questions

Q:	What is the total outstanding debt of the Village?
A:	<p>The total outstanding debt of the Village at 12/31/2025 will be \$16,700,585.</p> <p>Of this amount, the breakdown is the following:</p> <p>\$3,841,498 – General Fund (tax levy)</p> <p>\$2,965,000 – TID #1</p> <p>\$5,700,000 – TID #2</p> <p>\$0 – TID #3</p> <p>\$945,000 – TID #4</p> <p>\$3,249,087 – Water Utility</p> <p>\$0 – Sewer Utility</p>

Q:	What is the total general obligation debt of the Village, paid with property taxes?
A:	<p>The total outstanding General Obligation Debt of the Village at 12/31/2025 will be \$11,881,498.</p> <p>Of this amount, the breakdown is the following:</p> <p>\$3,841,498 – General Fund (tax levy)</p> <p>\$1,395,000 – TID #1</p> <p>\$5,700,000 – TID #2</p> <p>\$945,000 – TID #4</p>

Q:	What is the maximum amount of General Obligation Debt (G.O.) for the Village?
A:	<p>For 2024, the maximum amount of General Obligation Debt for the Village is \$48,226,630.</p> <p>The number for 2025 will be available in August 2025.</p>

Q:	What is the Village's present G.O. Debt limit?
A:	An estimate for 2025, is the Village if using 24.6% of the Village's G.O. debt capacity.

Q:	What was the Village's 2025 budget tax levy?
A:	The 2025 budget tax levy was \$2,602,752.

Q:	What was the Village's maximum tax levy limit allowable for the 2025 budget?
A:	\$1,839,640 Base Tax Levy from Wis Dept of Revenue + \$2,191,646 Additional adjustment for 2025 G.O. Debt Service (Principal + Interest) \$4,031,296 Maximum Available Tax Levy Allowable for 2025 budget year

Q:	Did the Village utilize the maximum tax levy available for 2025?
A:	No, the Village actually set the tax levy \$1,428,544 below the allowable tax levy limit.

Q:	What was the Village's 2024 assessed tax rate for the 2025 budget?
A:	\$3.86 per \$1,000 valuation

Q:	What was the Village's 2024 tax bill for a \$200,000 home?
A:	$\$3.86 \times \$1,000 \times \$200,000 = \772.00 Village taxes portion only

Q:	If the Village had set the Tax Levy at the maximum allowable for 2025 budget, what would have been the maximum tax rate?
A:	\$5.98 per \$1,000 valuation

Q:	What would have been the Village's 2024 tax bill for a \$200,000 home if the maximum tax levy had been used?
A:	$\$5.98 \times \$1,000 \times \$200,000 = \$1,196$ Village taxes portion only This would have been a \$424 annual difference in Village taxes, if the maximum tax levy and tax rate would have occurred.



SPECIAL VILLAGE BOARD MEETING MINUTES

April 17, 2025 at 6:00 PM

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

1. CALL MEETING TO ORDER

Village President David Baker called the April 17, 2025 Village Board Meeting to order at 6 p.m.

A. Pledge of Allegiance

Those in attendance were invited to recite the Pledge of Allegiance.

B. Roll Call

PRESENT: Village President David Baker, Trustee Ken Charneski, Trustee Aaron Myszka, Trustee Craig Mortensen, Trustee Sandi Sorensen, Trustee Dan Joling, Trustee Jessica Stowell

STAFF: Police Chief Terry McHugh, Community Development Director Peter Wegner, Public Works Lead Brad Jacobson and Clerk Jennifer Poyer

2. PUBLIC COMMENT

Bernie Kramer, 2150 Highway 153, Peplin, WI 54455-Kramer spoke to the Village's financial situation, general obligation bonds and 2024 spending. He said, "We got ourselves into this." He added that there has been no recent growth and no population increase.

Kelly Coyle, 641 River Oaks Trail, Kronenwetter, WI 54455 – Clerk Jennifer Poyer read the attached public comment document from Coyle.

Motion by Charneski/Mortensen to bypass the prohibition in 14.20 of the Village Ordinances (attached to minutes) to allow the board to take action on agenda items 3D, 3E, 3F and 3G. Motion carried by roll call vote. 7:0.

3. NEW BUSINESS

C. Removal of Interim Administrator Title from Village President

Village President David Baker will not be acting as interim administrator.

D. Assignment of Functions and Duties of Administrator During Absence of an Administrator

Motion by Charneski/Sorensen to approve making the Village president responsible for duties listed in Ordinance 115-11 as marked on the document prepared by Village President Baker, but to revisit the assignments at the April 28, 2025 Village Board Meeting. Motion carried by roll call vote. 7:0.

Discussed Village President Baker's meeting with staff; staff's desire for an administrator; possible administrator applicants; the division of duties; duties assigned to administrator in handbook and policies; the need to approve administrative powers; possibility to table the item; and the desire to revisit the assigned duties document during a future board meeting.

E. RFP For Village Attorney Services

Motion by Sorensen/Joling to accept and give Village President Baker authorization to prepare an RFP for Village attorney services and contact attorneys, with the stipulation the RFP will be reviewed by the Administrative Policy Committee prior to attorney contact. Motion carried by roll call vote. 7:0.

Discussed the messaging of the Village's recent board and leadership change; APC's review of the RFP prior to board approval; relationship between Baker and current Village attorney; and the possibility of including prosecution in RFP.

F. Interim Attorney Services by Contract

Motion by Charneski/Sorensen to approve the short-term agreement with Vanderwaal Law. Motion carried by roll call vote. 5:2. Voting yea – Baker, Charneski, Mortensen, Sorensen, Joling; Voting nay – Myszka, Stowell.

Discussed VanderWaal's rate (\$280, \$250); Lee Turonie's rate (\$200); importance of chemistry between president and attorney; value of information at higher rate; possibility of keeping Turonie until RFP process is completed; termination of Dempsey contract; possible conflict of having two Village attorneys; and the billing process.

G. Budget Amendment #3: Adjustment to 2025 Debt Service Fund Budget and Other Fund Budgets

No action taken.

Village President Baker said he talked with Interim Finance Director John Jacobs and would like to give him more time to get good numbers for 2024. This item will be discussed at the June 9, 2025 Village Board Meeting.

4. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

5. ADJOURNMENT

Motion by Charneski/Myszka to adjourn the April 17, 2025 Village Board Meeting. Motion carried by voice vote. 7:0.

Meeting adjourned at 6:51 p.m.

Jennifer Poyer

From: Kelly Coyle <kkcoyle7@gmail.com>
Sent: Thursday, April 17, 2025 3:40 PM
To: Jennifer Poyer
Subject: [External] April 17, 2025, Special Village Board Meeting Public Comment
Attachments: _14_20.__Administrative_policy_committee_APC_.docx

Hi Jennifer,

I am submitting the following for public comment at tonight's Village Board meeting:

Kelly Coyle
641 River Oaks Trail, Kronenwetter, WI 54455

Mr. President,

It appears that proper posting requirements for tonight's meeting were not met. While the agenda was posted 72 hours prior to the meeting, the packet materials were not published until earlier today, thus violating the 24 hour minimum requirement that such materials be given. While there is a "good cause" exception to this rule, that only applies to items of an emergent nature. Forgetting to notice or negligence is not a good cause. (Wisc. Stat. 19.84)

Given the late hour of the packet materials being published, it stands to reason to question whether action can be taken on any of the agenda items at tonight's meeting.

Furthermore, Agenda items in Section 3, Items D, E, F and G must be sent to APC prior to any Village Board consideration and action, per Village Ordinance 14.20, paragraph G. I have attached a copy for reference.

Being in a hurry to make changes is not a suitable reason to openly violate Wisconsin Open Meeting Laws and Kronenwetter Village Ordinances. **Learn from this and do better going forward!**

§ 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.
- 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.
- 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 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 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) 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 water utility and the village 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.

(Ord. No. 10-04, 4-12-2010; Ord. No. 19-02, 2-12-2019; Ord. No. 21-08, 8-24-2021)