



# COMMUNITY LIFE, INFRASTRUCTURE AND PUBLIC PROPERTY (CLIPP) COMMITTEE MEETING AGENDA

August 07, 2023 at 6:00 PM

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

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**1. CALL MEETING TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call

**2. PUBLIC COMMENT**

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

**3. APPROVAL OF MINUTES**

- [C.](#) Approval of the June 5, 2023 CLIPP Committee Meeting Minutes
- [D.](#) Approval of the July 5, 2023 CLIPP Committee Meeting Minutes

**4. REPORTS AND DISCUSSIONS**

- [E.](#) Police Chief's Report
- [F.](#) Fire Chief Report
- [G.](#) Complaint Log

**5. OLD BUSINESS**

- [H.](#) Outdoor Skating Rink for the Winter 2023
- [I.](#) Discussion: Guide to Naming Public Facilities and Parks
- [J.](#) Discussion and Recommendation: Updated Rental Policies
- [K.](#) Discussion: Scope of Facility Study

**6. NEW BUSINESS**

- [L.](#) Discussion: Kowalski Road - Traffic and Pedestrian Traffic
- [M.](#) Discussion & Recommendation: Rail Safety Week 2023 | Proclamation Request

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

**8. NEXT MEETING: September 4, 2023**

**9. ADJOURNMENT**

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

Posted: 08/3/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)

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



# COMMUNITY LIFE, INFRASTRUCTURE AND PUBLIC PROPERTY (CLIPP) COMMITTEE MEETING MINUTES

June 05, 2023 at 6:00 PM

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

**1. CALL MEETING TO ORDER**

*Committee Chairperson Chris Eiden called the meeting to order at 6 p.m.*

- A. Pledge of Allegiance
- B. Roll Call

**PRESENT:** Chris Eiden, Kelly Coyle, Pat Kilsdonk **EXCUSED:** Trenton Karch, Ryan Leff

**STAFF MEMBERS:** Interim Administrator Dan Mahoney; Community Development Director Pete Wegner; Director of Public Works Dan Hekrdle; Police Chief Terry McHugh; Fire Chief Theresa O'Brien

**GUESTS:** None

**2. PUBLIC COMMENT:** None

**3. APPROVAL OF MINUTES**

- C. Approval of the May 3, 2023 CLIPP Committee Meeting Minutes  
*Motion by Kilsdonk/Coyle to approve the May 3, 2023 CLIPP Committee Meeting Minutes as presented.  
Motion carried by voice vote 3:0.*

**4. REPORTS AND DISCUSSIONS**

- D. Police Chief Report  
*New officer Corey Baron starts 6/7/23. Received LEA grant money that will be spent on 4 portable radios.*
- E. Fire Chief Report  
*May was very busy – on track to match or beat last year's numbers.  
Background checks are being completed on three applicants.*
- F. Community Development Director Report  
*Working on TIDs, complaints*
- G. Public Works Director Report  
*RR Crossing joint inspection and repairs discussed. Discussed the Golden Ponds meeting and history.*
- H. Complaint Log

**5. NEW BUSINESS**

- I. Review & Discussion: Duties and Responsibilities of CLIPP Committee  
*Interim Administrator Dan Mahoney presented information regarding the duties and responsibilities assigned to the CLIPP Committee in the Village Ordinances.*
- J. Discussion & Recommendation: Date change for the July meeting due to the Municipal Center closure and holiday  
*Tentative date set for July 5, 2023 if agenda items warrant a meeting.*

- K. Discussion & Recommendation: Creation of a Policy and Procedure for the Naming of Village Parks and Facilities  
*Planning Technician William Gau tasked with researching this topic, discussing findings with staff and bringing possible solutions to CLIPP Committee.*

**6. OLD BUSINESS**

- L. Discussion & Recommendation: Outdoor skating rink in the Village  
*Motion by Kilsdonk/Coyle to recommend Public Works Department develop a pleasure ice-skating rink for the winter of 2023 – 2024 at the discretion of Public Works staff members. Motion carried by voice vote 3:0.*  
*Discussion included hockey rink vs. pleasure rink, liability insurance, benches, warming shack, location, etc. It was concluded the first attempt would be a pleasure rink in Towering Woods Park.*
- M. Discussion & Recommendation: Park Repairs-Staff Recommendation & Master Plan  
*Public Works Director Dan Hekrdle was tasked with moving forward with repair plan. Interim Administrator Dan Mahoney suggested he create a list of repairs and associated costs and bring it back to the CLIPP Committee.*

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

**8. NEXT MEETING: July 5, 2023 (pending agenda items necessitating a meeting)**

**9. ADJOURNMENT**

*Motion by Kilsdonk/Kelly to adjourn the June 5, 2023 CLIPP Committee Meeting. Motion carried by voice vote 3:0.*

*Meeting adjourned at 7:13 p.m.*



# REVISED: COMMUNITY LIFE, INFRASTRUCTURE AND PUBLIC PROPERTY (CLIPP) COMMITTEE MEETING MINUTES

July 05, 2023 at 6:00 PM

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

## 1. CALL MEETING TO ORDER

*Committee Chairperson Chris Eiden called the meeting to order at 6 p.m.*

### A. Pledge of Allegiance

*Those in attendance cited the Pledge of Allegiance.*

### B. Roll Call

**PRESENT** – Chris Eiden, Kelly Coyle, Trenton Karch, Pat Kilsdonk, Ryan Leff

**STAFF PRESENT** – Interim Administrator Kim Manley, Community Development Director Pete Wegner, Police Chief Terry McHugh, Fire Chief Theresa O'Brien, Finance Director Lisa Kerstner, Clerk Jennifer Poyer

**GUESTS** – Gary Goytowski, Lavonne Goytowski, Bernie Kramer

## 2. PUBLIC COMMENT

**Gary Katowski** – 1977 Kowalski Road, Kronenwetter, WI – Katowski reported the increased traffic on Kowalski road, including truck traffic. He suggested creating a truck route for heavy vehicles to increase safety for residents.

**Bernie Kramer** – 2150 E. State Highway 153 Peplin – Kramer states his appreciation of the Police Chief and Kronenwetter Police Department. He appreciates all their efforts.

## 3. APPROVAL OF MINUTES

*No minutes were attached for approval.*

## 4. REPORTS AND DISCUSSIONS

C. Police Chief's Report – *Update on chicken dumping – currently investigating.*

D. Fire Chief Report – *Busy with fire calls in June. Three KFD applicants.*

E. Public Works Director Report – *Complaints from residents regarding seal coating the roads during the Community Garage Sale event. SCATA computer went down. It requires a new laptop. Researching and pursuing road grants.*

F. Community Development Director Report – *Research on animal fancier and kennel licensing, etc.*

G. Finance Report – *Reviewed budget. Anticipate budget amendments.*

H. Complaint Log -

## 5. NEW BUSINESS

I. Discussion & Recommendation: Community Room Rental Policy

*Motion by Eiden/Kelly to bring rental policies with recommended changes to next CLIPP Committee meeting. Motion carried by voice vote 5:0.*

- *Discussed recent incident when Kronenwetter Fire Department was called out due to smoke/fog machines setting off the fire alarm during a Community Room reservation.*

MINUTES PREPARED BY JENNIFER POYER

APPROVED BY CLIPP COMMITTEE \_\_\_\_\_

- Discussed adding hold harmless clause.
- Discussed key return procedure.
- All rental agreements should be revised

J. Discussion & Recommendation: Future Ambulance Service in Kronenwetter  
*Motion by Eiden/Kilsdonk to continue studying this item and bring it back to the CLIPP Committee when there is sufficient new information. Motion carried by voice vote 5:0.*

- Discussed current cost of the contracted ambulance service.
- Discussed what would be required to have Kronenwetter ambulance service including equipment, building, personnel, medication, training, etc.
- Discussed possible grant money.
- Population growth will continue and increased calls will continue.
- Possible satellite station in Kronenwetter with Riverside.

K. Discussion & Recommendation: Adoption of Resolution; New Marathon County All Hazards Mitigation Plan

*Motion by Kilsdonk/Leff to recommend the Village Board adopt the New Marathon County All Hazards Mitigation Plan Update. Motion carried by voice vote 5:0.*

L. Discussion & Recommendation: Selection of two committee members to serve on ad-hoc committee assigned to study current committee structure

*Motion by Coyle/Eiden to nominate Trenton Karch and Pat Kilsdonk to serve on the ad-hoc committee assigned to study the current committee structure. Motion carried by voice vote 5:0.*

**6. OLD BUSINESS**

M. Discussion & Recommendation: Comprehensive Facility Upgrade Study

*NO ACTION TAKEN*

N. Discussion & Recommendation: Creation of a Policy and Procedure for the Naming of Village Parks and Facilities

*NO ACTION TAKEN*

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

*Alternate truck route for traffic on Kowalski Road.*

**8. NEXT MEETING: August 7, 2023**

**9. ADJOURNMENT**

*Motion by Kilsdonk/Coyle to adjourn the July 5, 2023 CLIPP Committee Meeting. Motion carried by voice vote 5:0.*

*Meeting adjourned at 7:20 p.m.*



# KRONENWETTER POLICE DEPARTMENT

Office of the Chief of Police

Executive Summary for Aug 2023 CLIPP Meeting



Section 4, Item E.

**TO: CLIPP COMMITTEE MEMBERS**

- 1. DEPARTMENT ACTIVITY SUMMARY** – In June, we handled 607 total calls for service. Some highlights included the following:
  - Four OWI arrests
    - Traffic stop for a first offense with a PBT (preliminary breath test) of .16
    - Suspicious activity incident that resulted in a first offense with a PBT of .30
    - Suspicious activity incident that resulted in a first offense with a PBT of .26
    - Traffic stop for a first offense with a PBT of .15
  - Four misdemeanor arrests for subjects with outstanding arrest warrants. One of those was from a business check on a storage facility where our officer contacted the subject at night.
  - A suicide attempt by a juvenile.
  - Two ID theft/fraud investigations.
  - An arrest for disorderly conduct along with a citation for underage drinking.
  - Criminal damage to the men’s bathroom at Buska Park (urinal diver was torn off the wall).
  - A natural death investigation.
  - Three drug related arrests, all of which included charges for possession of methamphetamines.
  - An assist for a Child Protective Services investigation.
- 2. DEPARTMENT PERSONNEL ISSUES & STATUS** – Our newest officers are doing great, and Officer Guyer is now finished with her field training and on solo patrol. Officer Baron started a little later than Officer Guyer, so he still has a few weeks left yet.

We held firearms training again in July and everyone successfully completed the handgun qualification course, which is mandated by the State Training and Standards Bureau. The training cycle runs from July-June of each year, so we typically like to fulfill that requirement right away each training year.

The KPD participated in a press conference with WI Attorney General Josh Kaul regarding their Narcan program for law enforcement. The press conference was held right here in Kronenwetter and we used the fire department’s training room. The DOJ started a Narcan program last year that distributes free Narcan to LE agencies and we are one of the participating agencies in this program.

Lastly, the National Night Out was another huge success for the Village. This was the Village’s third year of hosting this event and I would argue it’s one of our best events. Big thanks to all the supporting agencies who participated in the event with us!

- 3. CURRENT GRANTS AND EQUIPMENT** – We recently purchased an in-car camera system, brand new, for \$500, after the Rothschild Police Department let us know about this seller. They have two of the cameras in their vehicles and advised that they’ve worked great. The \$500 price tag is unbelievable considering that these are \$6,000+ camera systems! We are working to get a \$500 donation that will cover the cost of another camera. We have very old cameras in two of the squad cars and being able to get two of these will save us significant money down the road in capital purchases.

# June 2023 Calls for Service Info

## Events by Nature Code by Agency

KP	911 HANG UP	26
	ALARMS	4
	ANIMAL COMPLAINT	4
	BUSINESS SECURITY CHECK	29
	CIVIL COMPLAINT	5
	CRIMINAL DAMAGE TO PROPERTY	1
	CRIMINAL MISCELLANEOUS	18
	DISABLED VEHICLE	19
	EXTRA PATROL	36
	FAMILY DISTURBANCE	1
	FIELD INTERVIEW	6
	FINGERPRINTING	11
	FIREWORKS COMPLAINT	1
	FOLLOW-UP INVESTIGATION	24
	GAS SKIP	4
	INFORMATION	1
	JUVENILE ATL	2
	LOST AND FOUND	4
	MENTAL SUBJECT	3
	NOISE COMPLAINT	6
	PARKING MISCELLANEOUS	2
	SERVICE MISCELLANEOUS	110
	SUSPICIOUS ACTIVITY	15
	TRAFFIC HAZARD	11
	TRAFFIC MISCELLANEOUS	7
	TRAFFIC STOP	134
	VEHICLE LOCKOUT	2
	WELFARE CHECK	13
	CAR/DEER VOLUNTARY	1
	HIT & RUN CRASH	1
	TRAFFIC CRASH PDO	12
	GRASS FIRE	1
	UTILITY FIRE CALL	2
DEAD ANIMAL	1	
COMMUNITY RELATIONS ACT	2	
NUISANCE PROPERTY	3	
TELEPHONE MESSAGE	10	
VACANT HOME CHECK	2	
VEHICLE ATL	10	
MEDICAL EMERGENCY	25	

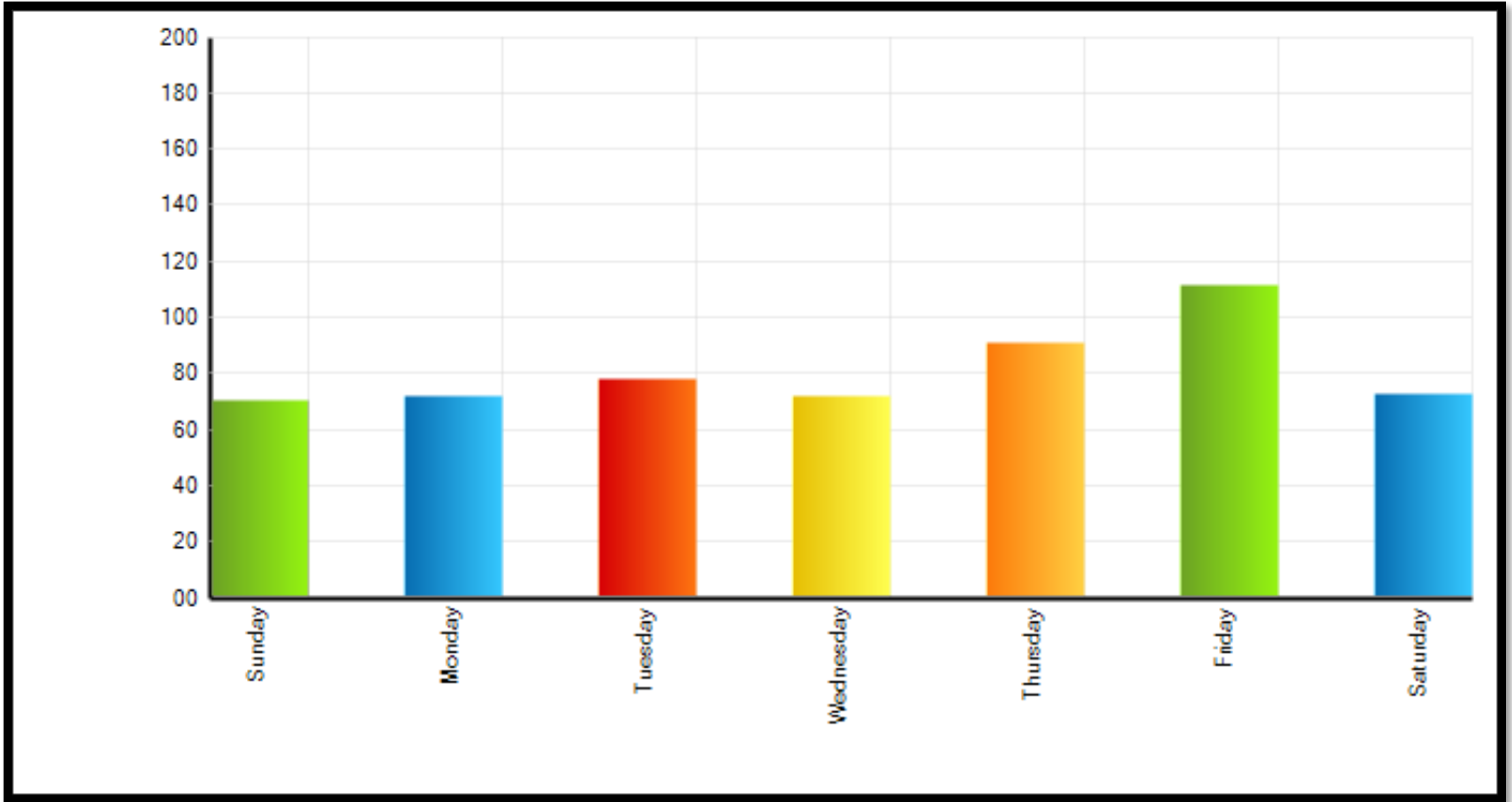
# June 2023 Calls for Service Info

<b>Summons/Citations Charge Summary</b>	
Agency: KRONENWETTER PD, Date Range: 06/01/2023 00:00:00	
<b>Charges</b>	<b>Count</b>
DISORDERLY CONDUCT - MUNICIPAL	1
EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	2
EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	5
EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	2
<b>EXCEEDING SPEED ZONES, ETC. (20-24 MPH)</b>	<b>1</b>
EXCEEDING SPEED ZONES/POSTED LIMITS	1
FAIL/STOP AT STOP SIGN	1
LICENSE RESTRICTION VIOLATION-CLASS D	2
NON-REGISTRATION OF AUTO, ETC	4
<b>OPERATE AFTER REV/SUSP OF</b>	<b>1</b>
OPERATE MOTOR VEHICLE W/O INSURANCE	1
OPERATE MOTOR VEHICLE W/O PROOF OF	3
OPERATE MOTORCYCLE W/O VALID	2
OPERATING MOTOR VEHICLE W/O PROOF OF	1
<b>OPERATING WHILE REVOKED</b>	<b>1</b>
OPERATING WHILE REVOKED (REV DUE TO	1
OPERATING WHILE SUSPENDED	6
OPERATING WHILE UNDER THE INFLUENCE	1
OPERATING WHILE UNDER THE INFLUENCE	1
<b>POSSESS OPEN INTOXICANTS IN MV-DRIVER</b>	<b>1</b>
POSSESSION OF THC	1
RIDE IN VEHICLE W/O WEARING SEAT BELT	4
SPEEDING IN 55 MPH ZONE (11-15 MPH)	1
SPEEDING ON CITY HIGHWAY (1-10 MPH)	1
<b>UNDERAGE DRINKING-POSSESS-17-20 (2ND)</b>	<b>2</b>
<b>Total:</b>	<b>47</b>



# June 2023 Calls for Service Info

## Calls by Day of the Week



KRONENWETTER FIRE DEPARTMENT  
July 2023

**Training:**

The fire department had 2 meetings in July –  
7/10/2023 – Roof/Vent Saw Operations  
7/17/2023 – Physical Ability course  
EMS meetings: 2 EMS meetings in July –  
7/13 – Mass Casualty  
7/27 – Emergency Preparations

**Fire Calls:**

The fire department was dispatched to 1 vehicle accident, 2 weather related lightning strikes, 2 Vehicle fires and 1 CO Alarm in the Village of Kronenwetter, in addition the department was dispatched and responded to 1 car accident in Town of Guenther, 2 residential structure fires and 1 cancelled all in Mosinee and 1 cancelled call, 1 large structure fire in Rosholt and 1 barn fire in Town of McMillan. For a total of 12 calls for July. We have had 75 calls for fire service so far in 2023.

**EMS Calls and Updates:**

28 EMS calls in July for a total of 234 for the year so far. We continue tracking close to last years call volume.

**Vehicle/Equipment Updates:**

Engine 1 returned to service on 7/21/2023. Engine 2 is now out of service – we will be looking to put on Auction in the future.

**Staffing:**

Currently have 26 members on the dept. – Deputy Chief Budnik resigned in July, 2 new members recently started and we have 1 in the physical process and 1 additional applicant recently received.

**Past and Upcoming training and events:**

In July we attended the Mosinee 4<sup>th</sup> of July parade, Kronenwetter Movie under the Stars and the Ahlstrum company picnic. August we will be attending the National Night Out and last Movie under the Stars event.

<b>KRONENWETTER FIRE DEPARTMENT</b>					
<b>June 2023</b>					
<b>TOTAL FIRE EMERGENCY CALLS ENDING 07/31/2023</b>					
	Village	Guenther	Mutual Aid	Monthly Total	Year To Date
Vehicle Accidents	1	1		2	11
Chimney Fire				0	0
Grass/Brush Fire				0	2
Structure Fire			4	4	18
Weather	2			2	3
CO/Gas/Alarms	1			1	21
Car Fire	2			2	6
Other				0	5
Cancelled calls			1	1	9
<b>Total Calls</b>	<b>6</b>	<b>1</b>	<b>5</b>	<b>12</b>	<b>75</b>
Mutual Aid Received	0				4
Mutual Aid Given/Dispatched	5				28
First Responder Calls	29	N/A	N/A	29	234
				Monthly	Year To Date
Engine 1				2	26
Truck 1				3	8
Engine 2				5	16
Tanker 2				2	8
Rescue 6				6	22
Brush 1				0	5
Car 2				1	7
UTV				0	2

**Complaints for CLIPP  
August 2023**

**Violation #: 23-0518-020**

Date Received: 05/18/2023

Property: 2374 Wood Kronenwetter 54455

Zoning District: RR5

Owner: Kristopher Klatt

Nature of complaint: Semi Trailer in drive way

Valid: yes

Action: Went out to property saw double driveway gave to public works letter sent to owner about semi-trailer said they will move it to AR Zone

Status: On going

**Violation #: 23-0629-024**

Date Received: 06/29/2023

Property: 2126 Island View Lane Kronenwetter 54455

Zoning District: SF

Owner: Chad Frank

Nature of complaint: They are using a temporary fence as a permanent boundary defining fence.

No permit was issued. Materials used not of permanent type material. They are stakes in the ground with plastic mesh between the stakes.

Valid: Saw Fence

Action: went out 6/29/2023 and talked with owners. They had fence up blocking trees and it was said to protect trees they were asked to put color bands every 4 feet to follow code.

Status: Resolved

**Violation #: 23-0630-025**

Date Received: 06/30/2023

Property: 2142 Conestoga Kronenwetter 54455

Zoning District: SF

Owner: Tom Buettner

Nature of complaint: Lawn over 9 inches

Valid: yes

Action: saw lawn 7/14/2023 told owner he had a week till action would be taken by the village.

Went to property August 2, 2023 and saw back lawn not mowed. Staff needs to send citation or go cut it.

Status: On going

**Violation #: 23-0706-026**

Date Received: 07/06/2023  
Property: 872 & 866 W. nelson road Kronenwetter 54455  
Zoning District: SF & AR  
Owner: Brian Wonsil/Jeff Walker and Kurt Cieslek  
Nature of complaint: Culvert complaint  
Valid: No  
Action: No need at this time  
Status: All resolved

**Violation #: 23-0715-027**

Date Received: 07/15/2023  
Property: Village of Kronenwetter Staff member Peter Wegner  
Zoning District:  
Owner: Peter Wegner  
Nature of complaint: Complaint Mr Wegner did not respond to his complaint in a timely manner  
Valid: pending  
Action: pending  
Status: On going

**Violation #: 23-0716-028**

Date Received: 07/16/2023  
Property: Village of Kronenwetter Staff member Randy Fifrick & Richard Downey  
Zoning District:  
Owner: Randy Fifrick & Richard Downey  
Nature of complaint: Complaint that a roadway access variance was put in against state stat.  
Valid: No  
Action: None needed at this time.  
Status: Resolved

**Violation #: 23-0718-029**

Date Received: 07/18/2023  
Property: 2272 Falcon Crest Kronenwetter 54455  
Zoning District: SF  
Owner: Dana J Weyer & Lori A Weyer  
Nature of complaint: Broken down car and junk in yard  
Valid: yes  
Action: Police have been given this. And letter must be sent about junk in yard.  
Status: On going

**Violation #: 23-0802-030**

Date Received: 08/02/2023

Property: 2025 Amber Drive Kronenwetter 54455

Zoning District: SF

Owner: Robert Dudley

Nature of complaint: Junk in yard

Valid: Need to check out

Action: Need to check out

Status: On going



# REPORT TO CLIPP

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<b>ITEM NAME:</b>	Outdoor Skating Rink for the Winter 2023
<b>MEETING DATE:</b>	August 7, 2023
<b>PRESENTING COMMITTEE:</b>	CLIPP
<b>COMMITTEE CONTACT:</b>	Chris Eiden
<b>STAFF CONTACT:</b>	Brad Jacobson
<b>PREPARED BY:</b>	Brad Jacobson/Jennifer Poyer

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**ISSUE:** The CLIPP Committee has requested an outdoor ice-skating rink be built in the Village.

**OBJECTIVES:** Identify the best location, cost, etc. of this venture.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** Village Board directed this item bring back to CLIPP to discuss using the old area at the Municipal Center to utilize the lighted area.

The lights that are out there have not been used since the mid 80's. I looked into the wiring and from what I found it looks like it was cut off from the building, most likely during the remodel in the mid 2000's with no idea of where outside it was even cut off. The wiring would need to be totally rebuilt and new lights installed on all the poles, the only salvageable item out there are the poles themselves.

The Village Board also discussed that the Community Room could be open for skaters during business hours of operations for a warming house/bathrooms. Downside to having that open is we need to have a sitting room to remove skates and put shoes back on to walk to the bathroom so almost like a small locker room. We most likely would also need to have daily janitorial service to mop floors/bathrooms. There used to be bathrooms attached to the MC with direct access to the outside in the Northeast corner of the building that were used for the ice rink but were removed during the remodel of the building in the 2000's.

I did ask Gary Walkowski former DPW worker who was here back in the 80's of some history of why it was shut down and he said it was never used so it was decided to end the skating facility.

**PROPOSAL:** Proposal for Towering Pines Park with cost and time estimates based off information I received from Mosinee on their 170'X90' outdoor ice-skating rink.

Initially they will construct a small gravel berm around the outside edge to hold water in. Flooding then takes a week at about 4 hours a day (20 hours) to create the main layer of ice for the season. Follow up layers are then needed once a week thru out the season, which takes about 4 hours of labor per week. Total water approximately used thru out the season is around 50,000 gallons which comes out to just under \$200 in cost.

Snow plowing maintenance after storms will vary with the amount of snow but would anticipate with travel time 1-2 hours per storm and equipment used will also depend on amount of snowfall. Some anticipated issues will be snowfalls that occur later in the week or weekend is that we may not be able to have the rink plowed until the following week with trying to maintain staff out of overtime.

Lighting - I'm working with Public Service to get us some quotes but based off the one flood light installed last year at Seville Park with one pole and one light that cost was \$3500 and then a rate of \$29.52 per month for watt usage. Based off the length of the rink we may need to have two lights but there is a power pole located in the area of the rink that possibly we can attach the two lights too and save us a pole charge.

**ADVANTAGES:**

- Establish a new outdoor recreational facility for residents to use during winter months.
- Towering Pines Park offers a better location (near residents) vs. the Municipal Center.

**DISADVANTAGES:**

- Cost ( \$200 for water, \$150 for lighting and the possible cost for power poles and lights)
- Staff time spent maintaining the rink.
- Snowstorms/plowing could interfere with the maintenance of rink.

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

- Water - \$200
- Power for lights - \$150 (allowing 5 months)
- Power poles/lights (\$3,500 - \$7,000)

**RECOMMENDED ACTION:** Recommend the Village Board approve building a rink in Towering Pines Park.





July 18, 2023

## MEMORANDUM

**TO:** Community Life, Infrastructure, Public Property Committee  
**FROM:** Kim Manley, Interim Administrator  
**SUBJECT:** Naming of Public Facilities and/or Parks

At the last meeting of the Committee staff provided several sets of naming procedures from different communities and entities. Discussion followed that all of us saw pieces of these procedures that could be part of a guide to naming Village facilities or parks. The Committee was given homework to review these and come back with their ideas on what would be good to put within a guide for the Village.

I've attempted to do the same and have attached to this a working draft for everyone. Feel free to mark up, add comments, etc. We can go through this as a starting point at the meeting.

**ACTION ITEM:** Continue to work on the guide to name public facilities and parks.

## **WORKING DRAFT**

### **GUIDE TO NAMING PUBLIC FACILITIES AND PARKS**

This guide is intended to create a consistent method where public parks, recreational facilities or public buildings can be named. This guide recognizes that the Village Board has given the responsibility to the Community Life, Infrastructure and Public Property Committee to propose a name(s) to the Village Board. It is understood that the Village Board has the final approval concerning any recommendation for the name of any park, recreational facility or public building.

#### **DEFINITIONS:**

*Amenities:* Smaller furnishing or facilities in a park or public setting such as benches, drinking fountains, gazebos, tables, picnic areas, etc.

*Donation:* A gift of property, goods, cash or in-kind service that has no expectation of return. If the gift is contingent upon a special request it is made subject to approval based on that “condition” for receiving the gift.

*Major Feature:* Sports fields, tennis courts, playgrounds, shelters, fountains, artwork, public building or facility or other physical attraction or natural attraction with distinctive features.

*Naming Request:* A proposal from an individual or entity to name any of the amenities, parks or major features of the Village.

*Park:* Traditionally designed or existing parks, gardens or other natural open spaces that the Village maintains.

### **CRITERIA**

The purpose of naming a facility or park should be reserved for those names that ensure a worthy and enduring legacy for the Village and the facility being named.

#### **IDEAS:**

The Committee will work to select names that are purposeful, suitable, symbolic, uncontroversial and comply with this guide.

If possible, name shall be adopted before dedication of a facility or before development begins of a new facility. (Cottage Grove, Marshfield)

Historic Events/People

Outstanding Individual – *most policies speak of after the individual’s death to “ensure the person’s significance and good reputation have been accepted.” They also speak to a person who has been part of the development, made contribution to or other – war veteran, Indian tribe, etc.*

**OR? WRITE YOUR IDEAS FOR OTHER CRITERIA HERE:**

**TYPES OF DONATIONS**

**IDEAS:**

**A Major Donation is:**

Donation of land for park or facility is deeded to the Village.

Contribution of a minimum of 50% (?) of the capital construction costs associated with the development of the park and/or facility.

Establishment of an ongoing endowment for the continued maintenance and/or programming of the facility.

**OR? WRITE IN YOUR IDEAS HERE FOR WHAT YOU WOULD CONSIDER A MAJOR DONATION TO BE:**

**A Minor Donation is:**

Donation of smaller furnishings such as benches, tables, drinking fountains, picnic areas.

Contribution of a plaque to place on the donation.

Willingness to provide for future maintenance, not necessary for donation.

**OR? WRITE IN YOUR IDEAS HERE FOR WHAT YOU WOULD CONSIDER A MINOR DONATION TO BE: DOES IT NEED TO BE A FORMAL PROCESS FOR SMALL DONATIONS LIKE A BENCH OR CAN THAT BE APPROVED BY THE COMMITTEE?**

**NAMING OR RENAMING REQUESTS – MAJOR DONATIONS:**

- 1.) All requests for naming shall be submitting in writing to the Village Administrator to take to the Committee for consideration.
- 2.) The request shall include the following minimum information:
  - a.) A map or description showing the location and boundaries, if applicable, of the park or facility.
  - b.) The justification for wanting to name the facility or park.
  - c.) The proposed name and why this name would be suited for this facility or park.

**CONSIDERATIONS FOR THE COMMITTEE:**

- 1.) Is there support within the community to rename or name this facility or park?
- 2.) Is this name following the criteria set forth in the guide?

**PUBLIC INFORMATION**

The Committee shall hold a public informational meeting to consider any naming or renaming request. A Class I Public Hearing notice shall be used to post the meeting along with the normal methods used by the Clerk. The meeting will be held to solicit input from the citizens regarding the request to rename or name a facility or park.

After the public information meeting the Committee shall consider the name as requested and provide a recommendation to the Village Board. The Village Board who, in its sole discretion, shall consider and take final action on any recommendation as brought forward by the Committee.

**ANY OTHER IDEAS OR COMMENTS?**



July 18, 2023

## MEMORANDUM

**TO:** Community Life, Infrastructure, Public Property Committee  
**FROM:** Kim Manley, Interim Administrator  
**SUBJECT:** Shelter and Community Room Rental Agreements

Attached you'll find the following items:

Updated Draft - Park Shelter Rental Policy  
Updated Draft - Community Room Rental Policy

Attached are the drafts for both rental agreements. Items added or changed are highlighted or in a different font color. I believe I captured all of the items discussed. I ask that you review these again and if the language is acceptable I will clean up the format and submit to the next Administrative Policy Committee meeting for their review before it can go to the Village Board for adoption.

**ACTION ITEM:** Review and make any additional changes to the drafts as attached.

# Community Room Rental Agreement

Hall Capacity 175

Rental Fee: \$100 resident      \$150 non-resident      \$0 non-profit

Security Deposit (applies to ALL reservations): \$200

**Please Note: If paying by check, check is cashed.**

**Deposit will be forfeited completely if key is not returned (if provided).**

**PRICES ARE SUBJECT TO CHANGE.**



Applicant Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_ Type of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time Period of Rental \_\_\_\_\_

**Reservation Terms and Conditions:**

A refundable security deposit is required to insure that the conditions of the agreement are met. The applicant is responsible for cleaning the Community Room before closing time (cleanup checklist attached). Any additional maintenance or clean-up required beyond considered normal will be billed to the applicant. Additionally, the Village may provide a key for entry to the building; if you do not return the key to the Village offices after your event, you will forfeit your entire security deposit. I agree to accept full responsibility for the terms and conditions of this application, and state that it is accurate and complete. I also agree to indemnify and hold harmless the Village of Kronenwetter, their employees, elected and appointed officials from any liability from claims of bodily injury, property damage and of any other nature arising from the use of the Village property by applicant, the organization or its members, invitees and guests. I have received a copy of the PROCEDURES AND USAGE attached to this form. I agree to abide by all rules and regulations as established by the Committee for use of buildings and facilities.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Village Staff Member Signature \_\_\_\_\_ Date \_\_\_\_\_

**- Office Use Only -**

Rental Fee Paid: Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash CC/DC \_\_\_\_\_

Security Deposit Paid: Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash CC/DC \_\_\_\_\_

Security Deposit Refunded: Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Refund Date \_\_\_\_\_

Additional Charges \$ \_\_\_\_\_

Key # \_\_\_\_\_ Check Out Date \_\_\_\_\_ Key Return Date \_\_\_\_\_

Copy to Police Department

(VB APPROVED 10/13/15)



## Community Room Rental Procedures and Usage

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- \*1. **Before** making a reservation, please check availability either on the Village website ([www.kronenwetter.org](http://www.kronenwetter.org)) under Community Reservations or by calling the Municipal Center at 715-693-4200. Making a reservation via mail or online in no way guarantees availability and is on a first come first serve basis. Reservations will be accepted up to one (1) year in advance of event date
  
- \*2. **Before** a reservation for the Community Room can be booked, a **Community Room Rental Agreement** must be completed and returned with the appropriate rental fee *and* security deposit. The Village ~~will~~ *may* provide a key for entry to the building for events being held during ~~non~~-business hours to be picked up within one week prior to event and returned to the Municipal Center drop box located at 1582 Kronenwetter Drive at the end of the event. the renter is required to return the key within one week after the event. Renters who do not return the key will forfeit their entire security deposit. ~~The A~~-reservation key drop box is located in the front entrance of the Municipal Center (by agenda display box) for after-hours return of key.
  
- \*3. Only the applicant is to enter through the side and/or lower door. All others use the front door for entry and exit.
  
- \*4. The deposit is refundable after the function is over and the area used has been inspected for damage. Failure to clean adequately will result in forfeiture of security deposit **at \$100 per hour** for needed facility cleaning. Refund will take a minimum of two (2) weeks to receive after event. If the Village provides a key to the renter and the renter does not return the key, the entire security deposit will be forfeited. If damage exceeds the deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning. TIP: Take photos or a video after cleaning.
  
- \*—Decorations – All decorations will be limited to placement on tables or countertops. Lighted candles, fog machines, smoke machines, dance wax or any other type of dancing compounds are not allowed. Decorations are to be removed immediately following the event by the renter. Do not use paste, tape, or staples on the walls and ceiling tiles.
  
- 5. Reservations will be accepted up to one (1) year in advance of event date.
  
- \*6. **Set Up, Clean Up and Damage Policy.** The renter is required to set up and take down all tables, chairs and personal items, decorations or equipment. Broom, dustpan, dry mop, wet mop & mop bucket, tennis balls on sticks (for scuff marks on floor), 18 tables, and 222 chairs are furnished for rental purposes. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items and clean up. Dates and hours include set-up, takedown and cleaning time. ~~The user is expected to clear and clean the building after use.~~ Cleanup checklist provided below. Recycling of glass, plastic, tin, and aluminum is required and shall be placed in the recycling bins provided. All garbage shall be placed in tied plastic bags and discarded in the garbage container in the North parking lot. The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, damages, or charges due to the negligence on behalf of the renter where police and/or fire respond which exceeds the security deposit.
  
- \*7. Driveways **MUST** be kept open at all times, allowing space for the entrance of an ambulance or fire truck. Absolutely **NO** parking will be allowed in front of Fire Department and Police Department bays.
  
- \*8. One or more adult chaperones must be present throughout all youth meetings and parties.



9. Alcohol is allowed, but may not be consumed directly from glass containers. Alcoholic beverages may not be sold on the premises. User shall insure that alcohol is consumed in accord with State law. All alcohol must be served inside the Municipal Center by an adult bartender, who is present at all times. **NO** alcohol is to be served to minors.

~~Decorations—All decorations will be limited to placement on tables or countertops. Lighted candles, fog machines, smoke machines, dance wax or any other type of dancing compounds are not allowed. Decorations are to be removed immediately following the event by the renter.~~

**10. Each of the parties agrees to hold the other party harmless and indemnify the other party from and against any and all loss, cost, damage or liability.**

- All parties **MUST** end by 12:30 AM.

**CANCELLATION POLICY**

Security deposits are fully refundable in the event of a cancellation. Rental fee is fully refundable if cancellation is made at least 7 days before the event date. If change is not made at least 7 days before the event date, rental fee will be refunded less a \$25 administrative fee.

<b><u>COMMUNITY ROOM CLEANUP CHECKLIST</u></b>	
<input type="checkbox"/> Tables Washed	<input type="checkbox"/> Restrooms Clean? (upper & lower)
<input type="checkbox"/> Chairs & Tables Placed Back in Closet	<input type="checkbox"/> Kitchen Clean?
<input type="checkbox"/> Floor Swept/Scuff Marks Removed	<input type="checkbox"/> Garbage Removed & Placed in Dumpster





## Park Shelter Rental Procedures and Usage

- \*1. **Park hours are from 7 AM to 10 PM.**
- \*2. **Before** making a reservation, please check availability either on the Village website ([www.kronenwetter.org](http://www.kronenwetter.org)) under *Community Reservations* or by calling the Municipal Center at 715-693-4200. Making a reservation via mail or online in no way guarantees availability. **Reservations will be accepted up to one (1) year in advance of event date. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items and clean up. Dates and hours include set-up, takedown and cleaning time.**
- \*3. **Before** a reservation for the Village's shelters can be booked, a **Park Shelter Rental Agreement** must be completed and returned with the appropriate rental fee *and* security deposit. The Village will provide a key for the bathrooms at Sunset and Friendship Park to be picked up within one week prior to event and **the renter is required to return the key to the drop box at Village Hall located at 1582 Kronenwetter Drive at the end of the event.** ~~Renters who do not return the key will forfeit their entire security deposit.~~ **The** reservation key drop box is located in the front entrance of the Municipal Center (by agenda display box) for after-hours return of key. **Renters who do not return the key will forfeit their entire security deposit.**
- \*4. It is the responsibility of the applicant to furnish their own toilet paper, paper towels, soap and broom to sweep the floor. Garbage containers are to be left in their original setting. Toiletries are not furnished by the Village of Kronenwetter due to issues of vandalism in the Village Parks. **The user is expected to clear and clean the building after use. Cleanup checklist provided below. TIP: Take photos or video of the shelter when you leave.**
- \*5. The deposit is refundable after the function is over and the area used has been inspected for damage. Refund will take a minimum of two (2) weeks to receive after event. If the Village provides a key to the renter and the renter does not return the key, the entire security deposit will be forfeited. If damage exceeds the deposit, separate billing will be made to cover additional costs for needed repairs and/or cleaning.
- \*6. Advertising is prohibited in Village parks. No additions, alterations or changes to park grounds and structure of buildings are permitted without prior written permission from the PIC Committee.
- \*7. Sales of any kind are not permitted in the Village of Kronenwetter parks, unless authorized by the PIC Committee. When authorized, such sales (defined as the exchange of cash on the grounds) may be subject to commercial use fees and policies.
- ~~8. Reservations will be accepted up to one (1) year in advance of event date. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items and clean up. Dates and hours include set-up, takedown and cleaning time. The user is expected to clear and clean the building after use. Cleanup checklist provided below.~~
- \*9. **Decorations – The use of lighted candles or other combustable materials inside the shelters is prohibited. Decorations placed in or on the shelter shall be removed when the event has concluded. Any staples, nails or other methods used to adhere decorations to a table or post shall be removed by the renter. The use of confetti is discouraged unless the individual renting the shelter will clean both the shelter and the grounds of any loose confetti.**
- **The facility is expected to be left in the same condition the renter found it. The renter will be held responsible and billed for any unnecessary clean-up, losses, damages, or charges due to the negligence on behalf of the renter where police and/or fire respond which exceeds the security deposit.**

**10. Friendship, Sunset, & Municipal Park:** There are separate circuits for the electrical outlets. Please **DO NOT** plug in your electronics all in one outlet to avoid blowing a fuse. There will be no one available to get the power restarted during weekend events.

**\*11. Each of the parties agrees to hold the other party harmless and indemnify the other party from and against any and all loss, cost, damage or liability.**

**CANCELLATION & RESCHEDULE POLICY**

*Security deposits* are fully refundable in the event of a cancellation. *Rental fee* is fully refundable if cancellation is made at least five (5) days **before** the event date. If change is not made at least five (5) days before the event date, rental fee will be refunded less a \$25 administrative fee. Outdoor activities are subject to inclement weather. Therefore, the Village of Kronenwetter cannot take responsibility for the weather. Rescheduling may take place under certain circumstances. If snow is present or a rainout occurs the day of the event, it is the applicant's responsibility to contact the Village of Kronenwetter within one (1) week of the reserved date to reschedule. If contact is not made within one (1) week of the reserved date, fees and the possibility of reschedule will be forfeited.

<b><u>PARK SHELTER CLEANUP CHECKLIST</u></b>	
<input type="checkbox"/> Floors Swept	<input type="checkbox"/> Restrooms Cleaned Up (Sunset & Friendship)
<input type="checkbox"/> Tables Washed	<input type="checkbox"/> Trash Bagged & Deposited in Bins
<b><i>Thank you!</i></b>	



July 18, 2023

## MEMORANDUM

**TO:** Community Life, Infrastructure, Public Property Committee  
**FROM:** Kim Manley, Interim Administrator  
**SUBJECT:** Kowalski Road

After the last meeting and the citizens coming forward concerned with 6-8 semi-trucks per day and the amount of pedestrian traffic the Committee directed that this subject be brought back for discussion and further investigation.

- The Police Department was advised of this concern.
- The Public Works Department was asked to bring the speed board out and remind motorists that there is a 35 mph on that road.
- Contacted Wisconsin Dept. of Transportation on the authority of a local municipality to restrict traffic – namely heavy weight or semi-truck/trailer vehicles.
- State representative from the Wisconsin Dept. of Transportation Oversize and Overweight Division stated that the Village should adopt an ordinance with the specific location, length, weight restriction, type of vehicle, etc. Post and publication strongly recommended. I would also recommend we send a notice to the local freight companies to make them aware of the possible change before anything is adopted.
- State representative also stated while the local municipality has control over its roads it cannot arbitrarily restrict traffic without an ordinance in place.
- To enforce the ordinance for overweight vehicles, namely semi-truck/trailers, the Village has to be able to weigh the vehicle before a ticket can be issued.

**ACTION ITEM:** Continue discussion on the concern with semi-truck traffic on Kowalski Road.



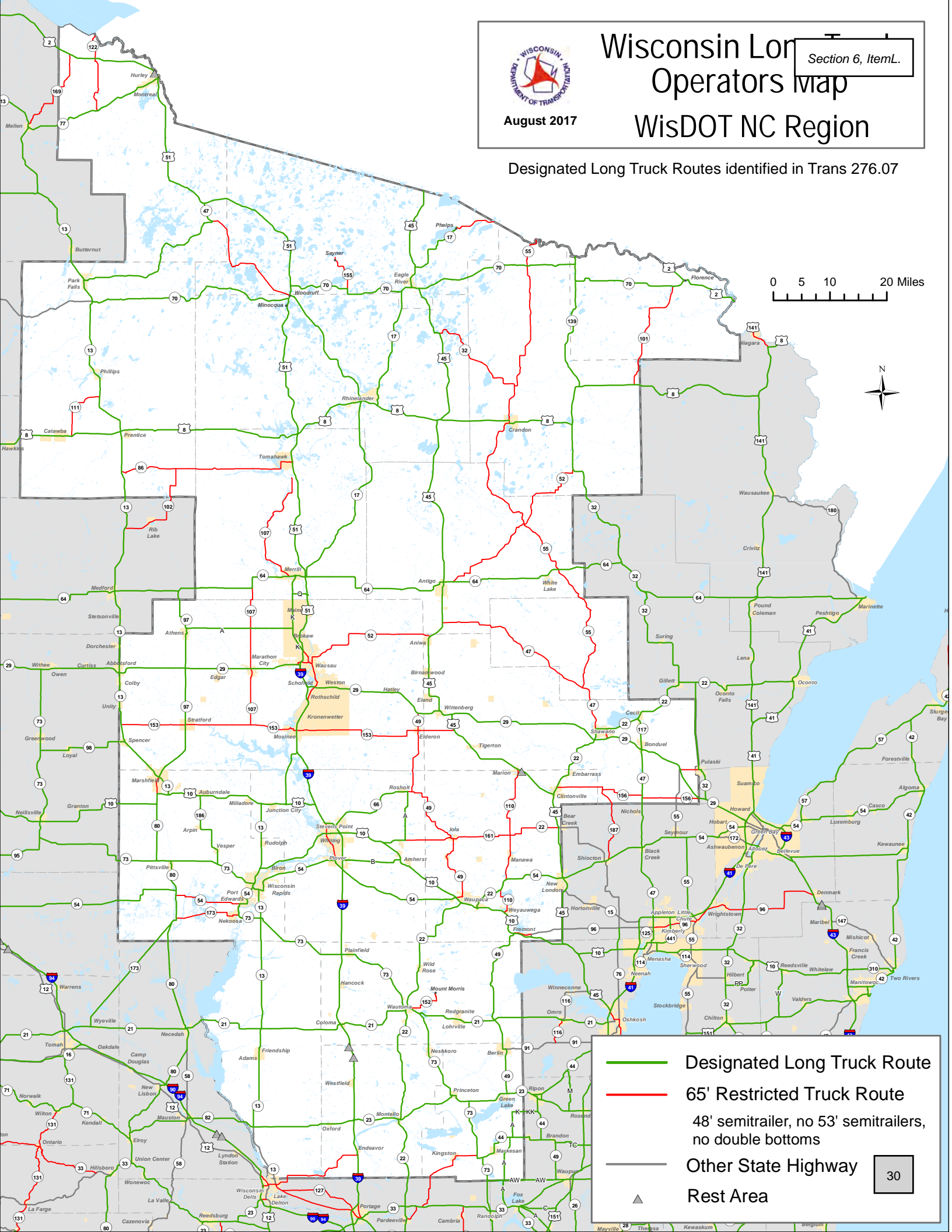
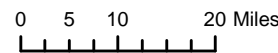
# Wisconsin Long Operators Map

Section 6, Item L.

## WisDOT NC Region

August 2017

Designated Long Truck Routes identified in Trans 276.07



- Designated Long Truck Route
- 65' Restricted Truck Route  
48' semitrailer, no 53' semitrailers,  
no double bottoms
- Other State Highway
- ▲ Rest Area

# My Custom Report

Location: Kowalski Road/Creciente Rd  
Address: Kowalski Road/Creciente Rd  
Speed Limit: From schedule 35 mph

Report Period:  
Total Vehicle Count:

2023-07-22  
6689

Section 6, ItemL.

Date/Time	Total Vehicle	Average Speed (mph)
2023-07-22	601	32
2023-07-23	647	31
2023-07-24	809	32
2023-07-25	H 877	32
2023-07-26	866	H 33
2023-07-27	782	H 33
2023-07-28	830	32
2023-07-29	605	31
2023-07-30	672	32
Summary	SUM: 6689	AVG: 32 mph

H - highest value in the column, **H** is highest H value in report

\*\* "n/a" - means the sign did not collect any data at the time stipulated in the report. "n/a" values are NOT included in calculations.

# Count by Speed Range Report

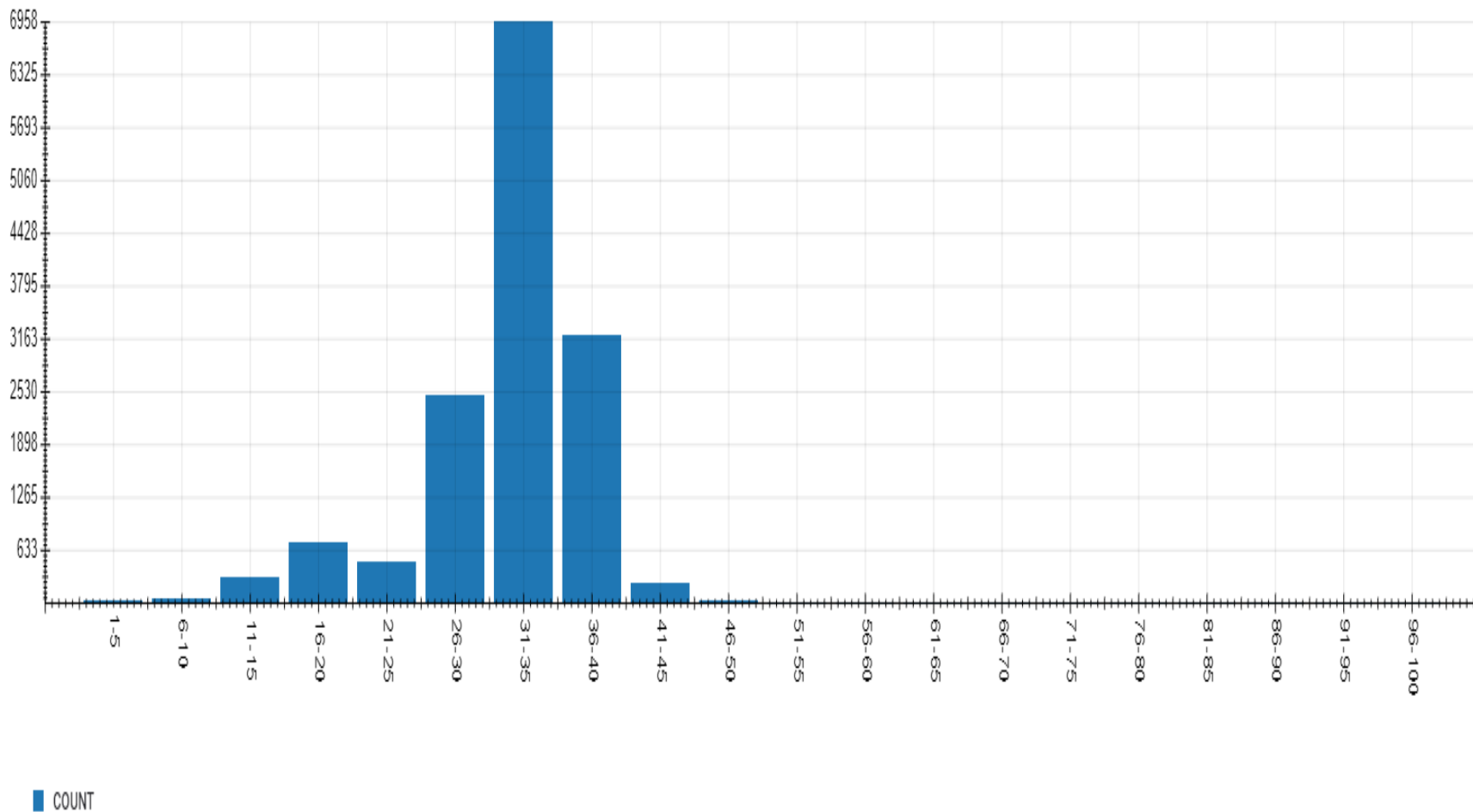
Location: Kowalski Road/Creciente Rd

Address: Kowalski Road/Creciente Rd

Report period: 2023-07-12 to 2023-07-31

Count By Speed Range

Speed (mph)	Count
1-5	24
6-10	44
11-15	310
16-20	731
21-25	487
26-30	2488
31-35	6958
36-40	3199
41-45	237
46-50	15
51-55	1
56-60	0
61-65	1
66-70	0
71-75	0
76-80	0
81-85	0
86-90	0
91-95	0
96-100	0
Total	14495





# My Custom Report

Location: Kowalski Road/Creciente Rd  
Address: Kowalski Road/Creciente Rd  
Speed Limit: 35 mph

Report Period:  
Total Vehicle Count:

2023-07-12  
Section 6, ItemL.  
7455

Date/Time	Total Vehicle	Average Speed (mph)
2023-07-12	412	H 32
2023-07-13	855	H 32
2023-07-14	721	H 32
2023-07-15	637	31
2023-07-16	614	H 32
2023-07-17	820	H 32
2023-07-18	<b>H 876</b>	H 32
2023-07-19	872	H 32
2023-07-20	833	H 32
2023-07-21	815	H 32
Summary	SUM: 7455	AVG: 32 mph

H - highest value in the column, **H** is highest H value in report

\*\* "n/a" - means the sign did not collect any data at the time stipulated in the report. "n/a" values are NOT included in calculations.

**Proclamation  
National Rail Safety Week**

**WHEREAS *Rail Safety Week*** is to be held across the U.S. from September 18 to 24, 2023;

**WHEREAS**, 2,194 rail grade crossing collisions resulted in 803 personal injuries and were responsible for 274 fatalities in the United States during 2022; and

**WHEREAS**, 1,208 pedestrian trespassing casualties have occurred in the United States resulting in 658 pedestrians being killed and another 550 injured while trespassing on railroad property rights of way during 2022; and

**WHEREAS**, educating and informing the public about rail safety (reminding the public that railroad right of ways are private property, enhancing public awareness of the dangers associated with highway rail grade crossings, ensuring pedestrians and motorists are looking and listening while near railways, and obeying established traffic laws) will reduce the number of avoidable fatalities and injuries cause by incidents involving trains and citizens; and

**WHEREAS**, the International Association of Chiefs of Police, National Operation Lifesaver, United States Department of Transportation, and all local, state, county, and railroad law enforcement officers, first responders, and railroad corporations commit to partnering together in an effort to educate at a national level all aspects of railroad safety, to enforce applicable laws in support of National Rail Safety Week;

**THEREFORE**, I, \_\_\_\_\_ (Name), \_\_\_\_\_ (Title), do hereby attest my full support proclaiming September 18<sup>th</sup> to 24<sup>th</sup>, 2023, National Rail Safety Week and I encourage all citizens to recognize the importance of rail safety education.

\_\_\_\_\_

(Name)

(Title)

(City)

