



ADMINISTRATIVE POLICY COMMITTEE MEETING AGENDA

May 19, 2026 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. SELECTION OF A CHAIRPERSON

3. SELECTION OF A VICE-CHAIRPERSON

4. COMMITTEE DUTIES AND RESPONSIBILITIES

- C.** Administrative Policy Committee Responsibilities

5. 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.

6. APPROVAL OF MINUTES- DISCUSSION AND POSSIBLE ACTION

- D.** April 21, 2026 Administrative Policy Committee Meeting Minutes

7. REPORTS AND DISCUSSIONS

- E.** Finance Director Report

8. NEW BUSINESS- DISCUSSION AND POSSIBLE ACTION

- F.** Fire Department DNR Grant Opportunity
- G.** Police Policy Contract for Service, CSI Policy Group
- H.** Municipal Court Fee Increase
- I.** HR-005-Wage Adjustment Chart
- J.** RFP Draft for Assessment and Revaluation Services
- K.** Developing a Plan to Promote Development Within the Village of Kronenwetter

9. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

10. NEXT MEETING: June, 16, 2026

11. 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: 05/15/2026 Kronenwetter Municipal Center and www.kronenwetter.gov

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

Vision Statement/Village:

A growing community with a diverse economy and quality infrastructure, championed by the people of the Village.

Mission Statement/Village:

- Promoting economic growth and strategically positioning Kronenwetter for the future.
- Investing in infrastructure to support a growing community.
- Building an inclusive and informed citizenry.
- Meeting service demands through high quality customer service, innovation, positive work environment, and commitment to excellence.

How:

We must work as a Team to accomplish the mission and vision the Board has for the Village.

- Establish Priorities!
- Focus on the issues, and with the staff providing good information make the right decisions.
- Long term **Planning** is necessary for the Village to succeed in aspects of finance, infrastructure, safety, maintenance etc.
- Focus on common sense solutions!
- Communicate up, down, left, right. Good ideas become great when they are shared!

Administrative Policy Committee

PURPOSE: The APC provides recommendations to the Village Board on issues regarding administrative procedures, human resources policies, and financial matters including policies and annual budgets, monitoring of revenues and expenses, and any other matters referred to it by Village Board or Administrator. The APC typically meets monthly, on the 3rd Tuesday of the month and may meet more frequently during budget preparation period.

Way Ahead:

- Goals – Plan for and implement.
 - ✓ Maximize Grant Funding and Donations for the Village!
 - ✓ Economic Development – One initiative for the board per year! **TID #1 Solution!**
 - ✓ Capitol Improvement Plan – 10-year plan that lays out a road map so the board can plan the finances accordingly. Coming soon
 - ✓ Public Safety – Set the conditions for our first responders to meet the future needs , (training, radios, technology)
 - ✓ Safety – Safety and Risk Management are an integral part on everything we do.



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

April 21, 2026 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call
PRESENT
Sandi Sorensen
Guy Fredel
Mary Solheim
Dan Joling
Chris Kluz

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.

Burnie Kramer 2150 E State HWY 153- discusses items that are on the agenda, he states that "we" do not have the correct blue print in the employee handbook. He states that the village is not ontop of its quality. He also discusses the president, administrator, and attorney and how they have the "inside scoop" on what is going on in the Village he states he thinks the trustees are out of the loop along with the residents.

3. APPROVAL OF MINUTES- DISCUSSION AND POSSIBLE ACTION

- C. March 21, 2026
Motion by Joling/Fredel to approve the minutes of the March 17, 2026 as corected. Motion carried 5:0 by voice vote.

4. REPORTS AND DISCUSSIONS

- D. Finance/Treasurer Office Update:
Finance Director, Jacobs, discusses the turnover in the Finance department. He states that the administrator and himself had a meeting with the auditors and that the 2024 audit has been closed. He is hoping to have the reports ready for presentation at the next meeting. He is looking to jump right into the 2025 audit and get that wrapped up by June and off to the bond raters. He will have the RFP for the reassessment done and out the door by the end of April. He will be working on an RFP for auditing firms to be sent out in fall. He also anticipates that the Village will do its borrowing in 4th quarter. Jacobs has been working with Public Works Director Ulman on capital improvement plans for the future. Committee member Fredel discusses that Village growth needs to be a primary focus to sustain the Village's needs. Administrator Daval agrees and adds that the Village needs to change its reputation to attract businesses to the area.

5. OLD BUSINESS- DISCUSSION AND POSSIBLE ACTION

E. Chapter 180 Revision
 Ken Charneski asked to present this item on the agenda. Trustee Sorensen allowed him to discuss the item. Administrator states that public comment is over and he should have presented this during that time. Sorensen continued on with the item allowing Citizen Charneski to continue. Trustee Sorensen states the intent of the revision would be to have trustees explain why they are voting the way they are citing reasons of transparency. Solheim discusses her ideas on how to move forward with transparency and how there are different situations that require different levels of transparency she cited personnel as one of her reasons. Fredel agrees with what Solheim has brought up and the issues it could raise. Administrator states that no other legislative body forces their voting members to explain their votes. Motion by Fredel/Joling to table until future agenda. Motion carried 5:0 by voice vote.

F. Revision to the Employee Handbook
 Citizen Charneski discusses the item topic stating that he believes that personnel should be able to go directly to the trustees with complaints. Discussion was had on obtaining past Board member opinions on this matter, the concern of chain of command. Fisher inputs and comments with support of the chain of command, Finance director Jacobs supports this position as well stating that he was offended by this being brought up to the APC. Motion by Fredel/Solheim to defeat the proposal. Motion carried 5:0 by voice vote.

6. NEW BUSINESS- DISCUSSION AND POSSIBLE ACTION

G. Public Comment
 Motion by Fredel/Joling to have public comment offered as a standard practice for APC. Motion carried 5:0 by voice vote.

H. Establish 5-to-10-year Capital Management Plan
 Bernie Kramer states that he is against all borrowing for all capital plans. Fredel discusses what he envisions for the future capital improvement plans. He is hoping to have discussion from multiple committees and have them review on a yearly basis. He states the Village has to have an established comprehensive plan for future growth. Fredel states the Village needs to be proactive instead of reactive possibly reaching out to current land owners. Joling states that the Village's reputation needs to change in order to attract business opportunities. Administrator Davel discusses the needs of the Village and what needs to be top priority and the plan to make those determinations for the future.

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

None

8. NEXT MEETING: May 19, 2026

9. ADJOURNMENT

Motion by Solheim/Kluz to Adjourn. Motion carried 5:0 by voice vote.

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: 04/17/2026 Kronenwetter Municipal Center and www.kronenwetter.org
 Faxed: WAOW, WSAU, City Pages, Mosinee Times | Emailed: Wausau Daily Herald, WSAW, WAOW, Mosinee Times, Wausau Pilot and Review, City Pages**

Minutes prepared by Sarah Fisher. Approved on



Report to APC

Agenda Item: Fire Department DNR Grant Opportunity
Meeting Date: May 19, 2026
Referring Body:
Committee Contact:
Staff Contact: Fire Chief Theresa O'Brien
Report Prepared by: Fire Chief Theresa O'Brien
AGENDA ITEM: DNR Forest Fire Protection Grant

OBJECTIVE(S): Grants give opportunities for purchasing of equipment not otherwise able to be funded by budget.

HISTORY/BACKGROUND:

PROPOSAL: Give approval for fire department to apply for external grants – DNR FFP 50% matching grant up to \$20,000 total grant (\$10,000 each). Grant period is open from May 1st – July 1st 2026 with awards notified October 1st.

RECOMMENDED ACTION: Give approval for Fire Chief to apply for DNR Forest Fire Protection Grant

ATTACHMENTS: N/A



REPORT TO CLIPP

ITEM NAME:	Contract for Service, Police Policy Group CSI LLC
MEETING DATE:	May 19, 2026
PRESENTING COMMITTEE:	APC
COMMITTEE CONTACT:	N/A
STAFF CONTACT:	Chief Terry McHugh
PREPARED BY:	Chief Terry McHugh

ISSUE: Standardize KPD Policy Manual with the services of CSI LLC

OBJECTIVES: Approve the contract for policy development with CSI LLC and forward to the Village Board

ISSUE BACKGROUND/PREVIOUS ACTIONS:

The PD is interested in signing a contract with Tim Kriz of CSI LLC to develop and update our policy manual. We have traditionally written our own policies; however, that is extremely time-consuming and not as sound from a liability standpoint as using someone who's an expert in police policy. Lawsuits frequently stem from a policy issue, so this will significantly lower our liability. CSI drafts policies in accordance with WILEAG standards, which stands for the *WI law Enforcement Accreditation Group*. This group facilitates accreditation for agencies wishing to pursue it. Therefore, policies written to this level are the gold standard for police agencies.

CSI costs \$2500 to start up and then each year there is an annual \$500 fee to have your policies reviewed and updated. League Mutual Insurance reimburses agencies up to \$2500/year for these services, so there does not end up being any cost to the Village! It's a win-win situation. Our annual \$500 updates are also reimbursable. Costs are staggered throughout the process, and it can take up to a year to complete the whole process. I suspect we would not get this entire project accomplished this calendar year.

Lastly Tim Kriz is a retired West Allis Police Captain who spent several years writing policy for West Allis PD. He has ties to WILEAG and that is why he writes policies that are in line with their lofty standards.

PROPOSAL: Approve the contract for policy development with CSI LLC and forward to the Village Board

ADVANTAGES: This would significantly lower our liability and provide officers with the most current and legally up to date policies.

DISADVANTAGES: None seen. After Leage reimbursement, it's literally a free service.

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) See Contract, which spells out the specifics of how much is owed and when.

RECOMMENDED ACTION: Approve the contract for policy development with CSI LLC and forward to the Village Board

OTHER OPTIONS CONSIDERED: I did explore Lexipol, another highly respected police policy service, but the estimate they provided was 10-15K a year, plus another 10k (more or less) start-up cost!

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): CSI LLC’s contract for service.

Service Contract
Between
Custom Service Information LLC
&
The Kronenwetter Police Department

I. This agreement entered into this 11th day of April, 2026 by and between Custom Service Information LLC, herein referred to as CSI and the Kronenwetter Police Department herein referred to as KPD.

II. CSI shall perform the following services for KPD:

- Provide written drafts of Policy & Procedures.
- Provide a Table of Contents for the KPD Policy & Procedure Manual.
- Complete all work prior to July 31, 2027. The Table of Contents and Template (used to create the Policy & Procedures) shall be due to KPD first. Subsequently, two (2) policies shall be provided to KPD each week until the work is completed. Actual weekly production will be dependent upon the total number of policies needed and their length and complexity. It is also understood that time permitting, CSI may provide more or less than the weekly minimum number of policies referenced above.
- The work that is to be performed and delivered by CSI shall be provided in draft form for approval by KPD. When drafts are provided and KPD does not make any suggested changes within 30 days, said drafts shall become the final work product performed by CSI.
- When completed, the policies become the sole property of KPD and shall be provided to KPD in Word documents and in an electronic format. KPD shall be responsible for any and all printing of their Policy & Procedure Manual and any related documents.

III. CSI shall receive compensation from KPD for the services described in section II:

- The maximum total sum not to exceed two thousand five hundred dollars (\$2,500.00) to be paid in four (4) payments. The deposit payment of five hundred dollars (\$500.00) shall be paid within thirty (30) days after final acceptance of this contract by both parties.
- Two (2) subsequent payments of seven hundred fifty dollars (\$750.00) shall be paid upon providing approximately each one third (1/3) of the Policies outlined in the Table of Contents.

- The final payment consisting of the remaining balance shall be paid upon the fulfillment of the services agreed upon herein. CSI shall provide KPD with an Invoice each time payment is due.

IV. If travel to KPD becomes necessary; KPD shall reimburse CSI for actual travel and travel related expenses. For this purpose, State of Wisconsin employee guidelines for expense reimbursement shall govern reimbursement limits. Prior to any travel, CSI shall obtain advance approval from KPD and both parties shall agree upon the total amount of expenses to be reimbursed.

V. CSI and KPD further agree that Timothy Kriz is acting as an independent contractor for CSI and is not an employee of any law enforcement agency. Both parties also agree that KPD shall not be held liable or responsible for any benefits such as vacation time, sick pay, unemployment benefits, social security tax, insurance, or pension benefits that may be incurred on behalf of CSI or Timothy Kriz.

VI. Both parties mutually agree to release and hold harmless each other for any claims, losses, damages, costs or expenses that may arise during the performance of this contract. CSI is not providing legal counsel and makes no claims of legal representation, therefore CSI is not liable to provide any legal defense of the Policy & Procedures or any other services provided to KPD.

VII. It is understood and agreed that the terms and conditions of this contract shall be governed by the laws of the State of Wisconsin.

VIII. Any written notices or documentation required to be provided pursuant to the terms of the contract shall be sent to CSI at 2720 Boles Circle, Wisconsin Rapids, Wisconsin 54495, and to the Kronenwetter Police Department at 1582 Kronenwetter Drive, Kronenwetter Wisconsin 54455.

IX. This contract shall remain in effect through July 31, 2027, unless said term is extended by the parties upon mutual written agreement.

X. This agreement sets forth the entire agreement of the parties and shall not be amended unless upon the written mutual agreement of both parties.

XI. Neither party shall assign to any other party or entity its rights or obligations under this contract without the express written consent of the other party.

XII. If any term of this contract shall, for any reason and to any extent be found invalid or unenforceable, the remaining terms shall be in full force and effect.

XIII. If either party believes that the other party has not performed an obligation under this agreement, the aggrieved party shall provide written notice to the defaulting party of the defaulting party's right to cure any alleged defect within 10 days of the notice being given.

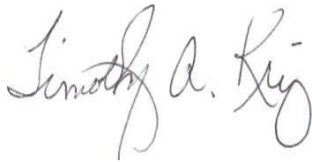
If the default is not cured, the aggrieved party then has the right to terminate the contract. If the contract is terminated, the work done to date shall be turned over to KPD and such shall become the sole property of KPD. Under any such circumstances, CSI shall be entitled to a pro-rated fee for the work completed.

CONTRACT ACCEPTED:

CSI

KPD

By:



Timothy A. Kriz
Owner/Manager CSI

By:

Terry P. McHugh
Chief of Police/KPD

Date: 04/11/2026

Date: XX/XX/2026

MEETING DATE:
05/19/2026

REPORT TO APC

PRESENTING COMMITTEE:
APC

COMMITTEE CONTACT:
TBD

STAFF CONTACT:
Dianne Drew, Court Clerk

PREPARED BY:
Dianne Drew, Court Clerk

ISSUE: Increase court costs from \$38 to \$48 per citation pursuant to 2025 Wisconsin Act 113.

OBJECTIVES: Approve the referral to the Village Board to increase municipal court costs from \$38 to \$48 per citation.

ISSUE BACKGROUND/PREVIOUS ACTIONS:
The attached 2025 Wisconsin Act 113 became effective 03/21/2026. This Act allows municipalities to increase the fee for court costs from \$38 to \$48. Of the \$48 collected on each citation, \$43 is kept by the court and \$5 is sent to the State of Wisconsin.

Also attached is a current bond schedule, which shows a breakdown for each forfeiture. As an example, a frequent speeding citation is \$30 plus costs, which currently totals \$98.80. This proposal would increase that fine to \$108.80. Of this \$108.80 amount, the municipality retains the \$30 bond/base forfeiture plus \$43 of the court fees, for a total of \$73. The remaining \$35.80 is disbursed to the state and county according to state statutes.

The last time the court costs were increased by the state was in 2013. At that time the fee increased from \$28 to \$38. Due to the long duration since the last increase, there was strong support for this bill.

PROPOSAL: The municipal court costs increase from \$38 to \$48 for each citation issued.

ADVANTAGES: The municipality will receive \$10 more for every citation for which a forfeiture is imposed in the Kronenwetter Municipal Court. Based on last year's figures, that would be approximately \$5,800.

DISADVANTAGES: If not passed, the municipality loses out on collecting \$10 more per municipal court citation.

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) None.

RECOMMENDED ACTION:

OTHER OPTIONS CONSIDERED: See above.

TIMING REQUIREMENTS/CONSTRAINTS: Once we have board approval, we can begin the process to update the Badger Tracs system used by the officers to reflect the increase and then update the court software.

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

ATTACHMENTS (describe briefly):
2025 Wisconsin Act 113 and current bond schedule.

State of Wisconsin



2025 Assembly Bill 443

Date of enactment: March 20, 2026
Date of publication*: March 21, 2026

2025 WISCONSIN ACT 113

AN ACT to amend 814.65 (1) of the statutes; relating to: increasing the maximum fee for court costs collectible in a municipal court action.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 814.65 (1) of the statutes is amended to read:

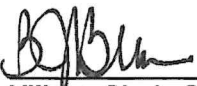
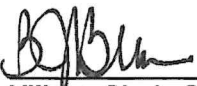
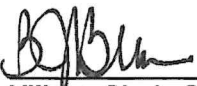
814.65 (1) COURT COSTS. In a municipal court action, except for a financial responsibility violation under s. 344.62 (2) or for a violation of an ordinance in conformity with s. 343.51 (1m) (b) or 347.48 (2m), the mu-

nicipal judge court shall collect a fee of not less than \$15 nor more than ~~\$38~~ \$48 on each separate matter, whether it is on default of appearance, a plea of guilty or no contest, on issuance of a warrant or summons, or the action is tried as a contested matter. Of each fee received by the judge court under this subsection, the municipal treasurer shall pay monthly \$5 to the secretary of administration for deposit in the general fund and shall retain the balance for the use of the municipality.

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

Effective 12/10/2013

BOND	PENALTY SURCHARGE	JAIL	CRIME LAB	CT COSTS	TOTAL
\$10.00	\$2.60	\$10.00	\$13.00	\$38.00	\$73.60
\$20.00	\$5.20	\$10.00	\$13.00	\$38.00	\$86.20
\$25.00	\$6.50	\$10.00	\$13.00	\$38.00	\$92.50
\$30.00	\$7.80	\$10.00	\$13.00	\$38.00	\$98.80
\$40.00	\$10.40	\$10.00	\$13.00	\$38.00	\$111.40
\$50.00	\$13.00	\$10.00	\$13.00	\$38.00	\$124.00
\$60.00	\$15.60	\$10.00	\$13.00	\$38.00	\$136.60
\$70.00	\$18.20	\$10.00	\$13.00	\$38.00	\$149.20
\$75.00	\$19.50	\$10.00	\$13.00	\$38.00	\$155.50
\$80.00	\$20.80	\$10.00	\$13.00	\$38.00	\$161.80
\$90.00	\$23.40	\$10.00	\$13.00	\$38.00	\$174.40
\$100.00	\$26.00	\$10.00	\$13.00	\$38.00	\$187.00
\$110.00	\$28.60	\$10.00	\$13.00	\$38.00	\$199.60
\$120.00	\$31.20	\$10.00	\$13.00	\$38.00	\$212.20
\$125.00	\$32.50	\$10.00	\$13.00	\$38.00	\$218.50
\$130.00	\$33.80	\$10.00	\$13.00	\$38.00	\$224.80
\$135.00	\$35.10	\$10.00	\$13.00	\$38.00	\$231.10
\$140.00	\$36.40	\$10.00	\$13.00	\$38.00	\$237.40
\$145.00	\$37.70	\$10.00	\$13.00	\$38.00	\$243.70
\$150.00	\$39.00	\$10.00	\$13.00	\$38.00	\$250.00
\$155.00	\$40.30	\$10.00	\$13.00	\$38.00	\$256.30
\$160.00	\$41.60	\$10.00	\$13.00	\$38.00	\$262.60
\$165.00	\$42.90	\$10.00	\$13.00	\$38.00	\$268.90
\$170.00	\$44.20	\$10.00	\$13.00	\$38.00	\$275.20
\$175.00	\$45.50	\$10.00	\$13.00	\$38.00	\$281.50
\$180.00	\$46.80	\$10.00	\$13.00	\$38.00	\$287.80
\$185.00	\$48.10	\$10.00	\$13.00	\$38.00	\$294.10
\$190.00	\$49.40	\$10.00	\$13.00	\$38.00	\$300.40
\$195.00	\$50.70	\$10.00	\$13.00	\$38.00	\$306.70
\$200.00	\$52.00	\$10.00	\$13.00	\$38.00	\$313.00
\$210.00	\$54.60	\$10.00	\$13.00	\$38.00	\$325.60
\$220.00	\$57.20	\$10.00	\$13.00	\$38.00	\$338.20
\$250.00	\$65.00	\$10.00	\$13.00	\$38.00	\$376.00
\$260.00	\$67.60	\$10.00	\$13.00	\$38.00	\$388.60
\$300.00	\$78.00	\$10.00	\$13.00	\$38.00	\$439.00
\$350.00	\$91.00	\$10.00	\$13.00	\$38.00	\$502.00
\$400.00	\$104.00	\$10.00	\$13.00	\$38.00	\$565.00
\$500.00	\$130.00	\$10.00	\$13.00	\$38.00	\$691.00
\$600.00	\$156.00	\$10.00	\$13.00	\$38.00	\$817.00

POLICY ID: HR-005	TITLE: Employee Evaluation Program						
<input type="checkbox"/> ORIGINAL <input checked="" type="checkbox"/> REVISION #4 EFFECTIVE DATE: Jan 1st, 2022 <i>Original Adopted 10/08/2007</i> <i>Revision 1 adopted 05/28/2013</i> <i>Revision 2 adopted 09/25/2018</i> <i>Revision 3 adopted 10/12/2021</i> <i>Revision 4 adopted 04/10/2023</i>	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;">APPROVED BY VILLAGE BOARD:</td> <td style="width: 30%; border: none;">DATE:</td> </tr> <tr> <td style="border: none; text-align: center;">  _____ Village Clerk, Signature </td> <td style="border: none; text-align: center;"> <u>04-10-2023</u> Date </td> </tr> </table>	APPROVED BY VILLAGE BOARD:	DATE:	 _____ Village Clerk, Signature	<u>04-10-2023</u> Date		
APPROVED BY VILLAGE BOARD:	DATE:						
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<table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: none;">APPLIES TO:</td> <td style="width: 20%; border: none;"><input checked="" type="checkbox"/> FLSA EXEMPT</td> <td style="width: 20%; border: none;"><input checked="" type="checkbox"/> FLSA NON-EXEMPT</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"><input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES</td> <td style="border: none;"><input checked="" type="checkbox"/> FULL-TIME EMPLOYEES</td> </tr> </table> <p style="font-size: small; margin-top: 5px;"><i>This policy applies to all Village of Kronenwetter employees in the categories checked in this section. Provisions within individual personal contracts or a collective bargaining agreement may supersede certain parts of this policy.</i></p>		APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT		<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> FULL-TIME EMPLOYEES
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT					
	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> FULL-TIME EMPLOYEES					

Purpose – This policy is adopted to inform those exempt and non-exempt non-represented employees of how the Village completes their evaluations and how the Village will adjust wages relating to the assessments. It is adopted so that there is transparency to ensure that assessments and the accompanying wage adjustments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

Procedure –

The Village will evaluate employees on the requirements of the adopted position description for their current job with the Village. These evaluations shall lead to wage adjustments.

After the Village hires an employee, each year on or around the anniversary of the employee's hire date, both the employee and the employee's supervisor shall complete an evaluation using the attached form. The employee's supervisor shall meet with the employee, and together they shall compare and discuss the performance evaluation forms, reviewing prior year goals set for the employee. The supervisor shall tabulate the results from that evaluation, and the supervisor will submit that tabulation to the Village Administrator for confirmation.

The Village Administrator will submit the tabulated form to the Village Board during a closed session and the Village Board will review, revise, and then adopt the evaluation.

The approved evaluation shall determine the level of wage adjustment that the employee shall be eligible to receive beginning on the next pay period immediately following the employee's job anniversary date.

In January, The Village Board shall adopt a wage adjustment chart that shall equate the percentage wage increase that directly correlates to each level of the evaluation system.

HR-015 shall cover the evaluations of the Village Administrator.



REPORT TO APC

ITEM NAME:	HR 005 Policy Review and Wage Adjustment Chart
MEETING DATE:	September 16, 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	David Baker
STAFF CONTACT:	John Jacobs
PREPARED BY:	David Baker

ISSUE: Policy HR-005 Employee Evaluation Program directs that each non-represented (non-union) employee shall be evaluated annually on the anniversary of the employee's hire date and be given a wage increase using the specified wage adjustment chart.

Per the Policy, the Village Board shall adopt the wage adjustment chart in January of each year.

According to our records, the Village has not adopted a wage adjustment chart since 4/26/22 (see attachment).

Based on the assignment of duties of the administrator, President Baker is in the process of completing the performance evaluation of three employees for which the evaluation is due or overdue. It is planned that these evaluations will be presented in closed session at the 9/22/2025 Village Board meeting.

OBJECTIVES: From the Policy, ensure that assessments and the accompanying wage adjustments are completed in an unbiased and efficient manner to ensure that the Village retains quality employees.

ISSUE BACKGROUND/PREVIOUS ACTIONS:

The wage adjustment chart has not been updated since 4/26/22.

The wage adjustment chart method has historically, apparently, only provided for a review-based increase up to a CPI rate or to a fixed 3% maximum increase and did not provide for a means to make market adjustments.

References:

Weston 2025 Pay Scale: [09152025-1821](#)

Rib Mountain 2025 Pay Scale: [25-04 Signed 2025 Salaries & Wages REVISED.pdf](#)

PROPOSAL: Consider market/merit increases based on market pay scales in addition to a cost of living adjustment.

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: Review, discuss, and possible recommend modifications to be forwarded to the Village 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):

Proposed Kronenwetter Pay Scale

4/26/2022 Wage Adjustment Chart

Weston 2025 Pay Scale

Rib Mountain 2025 Pay Scale:



PROPOSED Village of Kronenwetter Salary Pay Grid

Title	Minimum	Mid-point	Maximum
Village Administrator	\$53.18 \$110,618.10	\$62.20 \$129,361.90	\$73.64 \$153,179.50
Village Clerk	\$33.19 \$69,028.93	\$38.82 \$80,740.35	\$45.96 \$95,594.62
Finance Director	\$41.22 \$85,733.08	\$48.23 \$100,320.90	\$57.09 \$118,749.90
Community Development Director	\$41.22 \$85,733.08	\$48.23 \$100,320.90	\$57.09 \$118,749.90
Public Works Director	\$45.04 \$93,682.08	\$52.69 \$109,592.40	\$62.37 \$129,745.00
Police Chief	TBD	TBD	TBD

APC September 16, 2025

MEETING DATE: 4/26/2022	REPORT TO VILLAGE BOARD			AGENDA ITEM # 4.7																																																						
PRESENTING COMMITTEE: Administrative Policy Committee	COMMITTEE CONTACT: Trustee Eiden & Trustee Holmes	STAFF CONTACT: Richard Downey, Village Administrator	PREPARED BY: Richard Downey, Village Administrator																																																							
ISSUE: Discussion & Action: Adoption of 2022 Evaluation Wage Range																																																										
ISSUE BACKGROUND/PREVIOUS ACTIONS: Per HR-005, which is attached, the Village Board has to set a yearly range for the employee evaluations for the Village. The Village employees that are full time, and not represented by a collective bargaining agreement would be eligible for this evaluation wage adjustment.																																																										
I am recommending the chart to the right for evaluations for 2022 for the committee to recommend to the Village Board. The 2.00% rate is what was included in the 2022 budget for employee adjustments for non-represented employees.																																																										
This chart would impact only the following employees: the Village Clerk, the Police Chief, the Police Lieutenant, the Village Treasurer, the Community Development Director, the Planning Technician, and the Public Works Director. All other employees, are not full-time employees, are represented under a union contract, or are covered under a different policy and hence would follow those policies or agreements.																																																										
<table border="1"> <thead> <tr> <th></th> <th>2018</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> </tr> </thead> <tbody> <tr> <td>4.5 to 5.0</td> <td>3.00%</td> <td>3.00%</td> <td>3.00%</td> <td>3.00%</td> <td>2.00%</td> </tr> <tr> <td>4.0 to 4.49</td> <td>2.50%</td> <td>2.75%</td> <td>2.57%</td> <td>2.58%</td> <td>1.75%</td> </tr> <tr> <td>3.5 to 3.99</td> <td>2.25%</td> <td>2.50%</td> <td>2.32%</td> <td>2.04%</td> <td>1.50%</td> </tr> <tr> <td>3.0 to 3.49</td> <td>2.00%</td> <td>2.25%</td> <td>2.07%</td> <td>1.56%</td> <td>1.00%</td> </tr> <tr> <td>2.5 to 2.99</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> <td>0.75%</td> </tr> <tr> <td>2.0 to 2.49</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> <td>0.50%</td> </tr> <tr> <td>1.5 to 1.99</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> <td>0.25%</td> </tr> <tr> <td>1.0 to 1.49</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> <td>0.00%</td> </tr> </tbody> </table>						2018	2019	2020	2021	2022	4.5 to 5.0	3.00%	3.00%	3.00%	3.00%	2.00%	4.0 to 4.49	2.50%	2.75%	2.57%	2.58%	1.75%	3.5 to 3.99	2.25%	2.50%	2.32%	2.04%	1.50%	3.0 to 3.49	2.00%	2.25%	2.07%	1.56%	1.00%	2.5 to 2.99	0.75%	0.75%	0.75%	0.75%	0.75%	2.0 to 2.49	0.50%	0.50%	0.50%	0.50%	0.50%	1.5 to 1.99	0.25%	0.25%	0.25%	0.25%	0.25%	1.0 to 1.49	0.00%	0.00%	0.00%	0.00%	0.00%
	2018	2019	2020	2021	2022																																																					
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The Administrative Policy Committee review this and recommended on a 3-1 vote for the Village Board to adopt the adjustment scale. Jerry Wirth of the APC voted against this adjustment as he felt it was woefully too low. The fact of the matter is that this is what was included in the budget. If the Village Board wants to send this back to the APC and request that they find the money to cover a larger increase, we can do that as well.																																																										
RECOMMENDED ACTION: Make a motion to recommend that the Village Board adopt the 2022 Evaluation Wage Adjustment chart as presented.																																																										
COST/BENEFIT ANALYSIS and JUSTIFICATION <i>(attach separate spreadsheets or other documentation as applicable)</i>																																																										
ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) It will depend on the actual scoring of the employee on the evaluation.																																																										
ITEMIZE ALL ANTICIPATED BENEFITS (Subjective, Financial, Operational, Service-related, etc.) This will set the 2022 evaluation rate for each of the employees.																																																										
FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$ Remaining CFY This will vary depending on the employee																																																										
OTHER OPTIONS CONSIDERED: The Village Board had been individually setting the wage adjustments for each employee but in 2018 changed this process to have the Village Administrator handle most of the evaluations with the Village Board setting the wage scale that would be available via evaluations. Evaluations prior to being completed will be presented to the Village Board for their review.																																																										
TIMING REQUIREMENTS/CONSTRAINTS: Per the policy of the Village this chart is supposed to be adopted by the Village Board in January, but if the committee feels that they would like more discussion on this item, I would request that the committee request that the Village Board refer this matter back to the APC for review at the February APC meeting and not adopt it.																																																										
ATTACHMENTS (describe briefly): HR-005 revision #3.																																																										

VILLAGE OF RIB MOUNTAIN
RESOLUTION #25 - 04
Re: 2025 Salaries & Wages

WHEREAS it is the duty of the Village Board to establish salaries and wages for the employees of the Village of Rib Mountain.

NOW, THEREFORE, BE RESOLVED, by the Village Board of the Village of Rib Mountain, Marathon County, Wisconsin, that the salaries or wages for the employees of the Village of Rib Mountain as of April 1, 2025, shall be as follows:

		Minimum	Midpoint	Maximum
Grade 1	To Be Determined	N/A	N/A	N/A
Grade 2	To Be Determined	N/A	N/A	N/A
Grade 3	Deputy Clerk	\$21.25 \$44,200	\$25.50 \$53,040	\$29.75 \$61,880
Grade 4	Public Works Equipment Operator Water Operator I	\$22.95 \$47,736	\$27.54 \$57,283	\$32.13 \$66,830
Grade 5	Deputy Treasurer Mechanic Water Operator II	\$24.78 \$51,542	\$29.74 \$61,859	\$34.69 \$72,155
Grade 6	Public Works Operator/Technician	\$26.77 \$55,682	\$32.12 \$66,810	\$37.48 \$77,958
Grade 7		\$28.91 \$60,133	\$34.69 \$72,155	\$40.47 \$84,178
Grade 8	Clerk Public Works Foreman Building Inspector/ Asst. Zoning Administrator	\$31.23 \$64,958	\$37.47 \$77,938	\$43.72 \$90,938
Grade 9		\$70,158.	\$84,178	\$98,218
Grade 10		\$75,774	\$90,917	\$106,080
Grade 11	Community Development Director Finance Director/ Treasurer	\$81,827	\$98,197	\$114,566
Grade 12	Street/Park Superintendent Utility Director	\$88,379	\$106,059	\$123,739
Grade 13		\$95,451	\$114,546	\$133,640
Grade 14	Administrator	\$103,106	\$123,718	\$144,352

Coverage period April 1, 2025, through March 31, 2026. This salary wage schedule expires April 1, 2026.

GENERAL GOVERNMENT

		4/2024	4/2025	
Plan Commission		\$35.00 per meeting	\$35.00 per meeting	
Zoning Board of Appeals		\$35.00 per meeting	\$35.00 per meeting	
Park Commission		\$35.00 per meeting	\$35.00 per meeting	
Pedestrian & Bicycle Safety Committee		\$35.00 per meeting	\$35.00 per meeting	
Administrator	Gaylene Rhoden	\$106,091	\$109,664	\$35.00 per meeting (not to exceed 6/mo).
Finance Director	Ben Krenke	\$81,827 ** \$86,000	\$87,765	\$35.00 per meeting (not to exceed 6/mo).
Clerk	Lynnae Kolden	\$64,958	\$67,406	\$35.00 per meeting (not to exceed 6/mo).

VILLAGE OF RIB MOUNTAIN
RESOLUTION #25 - 04
Re: 2025 Salaries & Wages

Deputy Treasurer	Debbie Heeg	\$51,542	\$53,484	
Deputy Clerk	Sabrina Weiler	\$22.40/hour	\$23.24/hour	
Election Captains		\$15.25/hour	\$15.55/hour	
Election Officials		\$13.19/hour	\$13.45/hour	

PUBLIC SAFETY

		4/1/2024	4/1/2025	
Community Development Director	Jared Grande	\$81,827	\$84,910	\$35.00 per meeting (not to exceed 6/mo).
Building Inspector/ Zoning	Jermey Kloos	\$64,958	\$67,406	\$35.00 per meeting (not to exceed 6/mo).
PT Animal Control Officer	David Woods	\$40/hour + Mileage	\$40/hour + Mileage	
Crossing Guards	Mark Gajewski Bruce Slaminski Louise Springer Eugene Viegut Shirley Fasbender Raechel Tessen	\$14.90/hour	\$15.19/hour	

PUBLIC WORKS

		4/1/2024	4/1/2025	
Director of Street and Parks	Vacant	\$88,379	TBD	\$35.00 per meeting (not to exceed 6/mo).
Foreman	Matt Sebold	\$31.23/hour	\$32.41/hour	
Operator /Technician	Derek Wilichowski	\$28.64/hour	\$29.60/hour	
Mechanic	Jordan Resch	\$26.58/hour	\$27.42/hour	
Operator	Dineen Gorski	\$25.00/hour	\$25.79/hour	
Operator	Josh Steidinger	\$24.00/hour	\$24.71/hour	
Operator	Jermey Leach	\$24.00/hour	\$24.76/hour	
Call-In Operator	Pat Krautkramer David Falasky Michael Besaw Shane Will	\$21.33/hour	\$21.75/hour	
Call-In Trail Maintenance	Dennis Budleski Richard Jarvis Alex Gordan Bob Klos	\$18.53/hour	\$18.90/hour	
Seasonal Hwy/Park		\$16.40/hour	\$16.72/hour	
Yard Site Attendant	Jim Wollenzien	\$14.90/hour	\$15.19/hour	
Shelter Maintenance	Jason Kiekbusch	\$15.26/hour	\$15.56/hour	
Public Works Intern		\$17.00/hour	\$17.34/hour	
Landscape Maintenance	Vacant	\$15.93/hour	\$16.24/hour	

RECREATION

		4/1/24	4/1/25
Playground Director	Brooke Heise	\$20.19/hour	\$20.59/hour
Co-Activities Director (3)		\$14.11/hour	\$14.39/hour
Rink Maintenance	Jason Kiekbusch	\$15.26/hour	\$15.56/hour
Rink Attendant	Thomas Bedora	\$14.91/hour	\$15.20/hour

VILLAGE OF RIB MOUNTAIN
RESOLUTION #25 - 04
Re: 2025 Salaries & Wages

BE FURTHER RESOLVED THAT pursuant to Wisconsin law compensation of elective Village officials shall be set by the Village meeting, which compensation is hereby confirmed as follows:

- | | |
|---------------------------------------------------------------------|------------------|
| (1) Village President (elected odd years) | \$7,313 per year |
| (2) Village Trustees (4) (2 elected odd years/2 elected even years) | \$5,665 per year |
| (2) Water Utility President | \$4,000 per year |
| (3) Water Utility Commissioners (2) | \$3,500 per year |


Allen Opall, Village President

ATTEST:


Lynnae Kolden, Clerk

VILLAGE OF WESTON, WISCONSIN
 RECOMMENDED PAY PLAN 2025 (2024 +3%)
 Approved with 2025 Budget on November 18, 2024

Grade	Position	Market AVG		
		Minimum	Mid-Point	Maximum
T	Administrator	\$ 118,130.15	\$ 135,005.89	\$ 162,007.07
		\$ 56.79	\$ 64.91	\$ 77.89
S		\$ 108,557.65	\$ 124,065.89	\$ 148,879.07
		\$ 52.19	\$ 59.65	\$ 71.58
R	Director of Public Works	\$ 98,985.15	\$ 113,125.89	\$ 135,751.07
		\$ 47.59	\$ 54.39	\$ 65.26
Q		\$ 94,312.16	\$ 107,785.32	\$ 129,342.38
		\$ 45.34	\$ 51.82	\$ 62.18
P	Director of Finance	\$ 89,639.16	\$ 102,444.75	\$ 122,933.70
	Director of Planning & Development	\$ 43.10	\$ 49.25	\$ 59.10
O	Director of GIS & Technology	\$ 86,063.39	\$ 98,358.16	\$ 118,029.79
	Director of Parks & Recreation	\$ 41.38	\$ 47.29	\$ 56.75
N	Deputy Director of Public Works	\$ 82,582.32	\$ 94,379.79	\$ 113,255.75
	Utility Superintendent	\$ 39.70	\$ 45.37	\$ 54.45
	Staff Engineer			
M	Street Superintendent	\$ 78,669.58	\$ 89,908.09	\$ 107,889.71
		\$ 37.82	\$ 43.23	\$ 51.87
L	Clerk	\$ 73,099.85	\$ 83,542.69	\$ 100,251.23
	Building Inspector/Building Manager	\$ 35.14	\$ 40.16	\$ 48.20
K	Fleet Foreman	\$ 64,567.23	\$ 73,791.12	\$ 88,549.34
	Street Foreman	\$ 31.04	\$ 35.48	\$ 42.57
	Property/Residential Inspector			
	Utility Foreman			
	Aquatic Center Manager			
	AP, Payroll and HR Specialist			
	Deputy Director of Finance			
	Associate Planner			

added 240219

added 240715

added 240819

added 250120

\$	59,141.57	\$	67,590.36	\$	81,108.43
\$	28.43	\$	32.50	\$	38.99

J Utility Technician
 Utility Senior Operator
 Mechanic
 Public Works Crew Leader
 Assistant Planner
 Assistant Zoning Administrator/Code Enforcement Officer

\$	53,793.15	\$	61,477.88	\$	73,773.46
\$	25.86	\$	29.56	\$	35.47

I Arborist/Forester
 Utility Operator
 Public Works Senior Operator

\$	50,742.42	\$	57,991.34	\$	69,589.61
\$	24.40	\$	27.88	\$	33.46

H Planning/Development Technician
 Public Works Operator
 Administrative Support Specialist/Deputy Clerk 3
 Utility Clerk
 Utility Maintainer

\$	45,104.37	\$	51,547.85	\$	61,857.42
\$	21.68	\$	24.78	\$	29.74

G Public Works Maintainer
 Administrative Support Specialist/Deputy Clerk 2
 Finance Support Specialist

\$	39,466.33	\$	45,104.38	\$	54,125.26
\$	18.97	\$	21.68	\$	26.02

F Administrative Support Specialist/Deputy Clerk 1

\$	36,299.75	\$	41,485.43	\$	49,782.52
\$	17.45	\$	19.94	\$	23.93

E

\$	33,828.29	\$	38,660.90	\$	46,393.08
\$	16.26	\$	18.59	\$	22.30

D Seasonal Maintenance Worker
 Office Assistant

MEMO

To: All APC Members

From: Guy W. Fredel

Re: How to Begin Discussing a Process to Identify and Prioritize Development Opportunities

Date: May 15, 2026

What problem is this Process Intended to solve?

Currently, the Village has no development plan to promote development. The existing Tax Increment Districts cannot make any further development grants because the time period for the Tax Increment Districts to make development promoting expenditures has expired.

The Village has a Comprehensive Plan which is dated. I believe the Comprehensive Plan was done in 2019. The Village, in my opinion, has become reactive to the development proposals put forward by others.

Objectives:

The objective of this process is to identify the most impactful development projects and to identify those projects that are too risky for the Village to be involved in. At the last meeting APC discussed having a joint meeting of Village staff involved in development projects and APC, the Planning Commission, the Redevelopment Authority (RDA), the Utilities Committee and the Village Board to discuss a draft of this process. In my opinion, APC, RDA and Utilities Committee should develop a written draft of the process, then present that draft to the full group for further review and modification.

The overall objective of this process is to identify those development projects that are impactful enough to make a difference and eliminate those development projects that are too risky, then prioritize the remaining development projects into a rank order plan to present to the Village Board and the entire group identified above for review, discussion and revision.

I am not talking about the Village taking the lead role as the developer in these development projects. Rather, my thinking is to identify those development projects that the Village wants to happen, then identify what role the Village would take to incentivize those projects. This could involve Tax Increment District formation and possible TID grants, grant funding from local, state or national sources of grant funds, loans and/or grants from RDA, etc. or other funding sources.

This plan would also seek to identify the specific obstacles that will need to be overcome.

