



VILLAGE BOARD MEETING AGENDA

October 09, 2023 at 6:00 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. ANNOUNCEMENT OF CLOSED SESSION

3. 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.

4. REPORTS FROM STAFF AND VENDORS

- C. Director of Public Works Report
- D. Fire Chief Report
- E. Chief of Police Report
- F. Administrator Report
- G. Director of Community Development Report

5. NEW BUSINESS

- H. Discussion and Possible Action: Updated Procedures and Usage for Community Room Rentals
- I. Discussion and Possible Action: Updated Park Procedures and Usage for Park Shelter Rentals
- J. Discussion and Possible Action: Athletic Field Rental Procedures and Usage Revision/Elimination of Policy PW-012
- K. Discussion and Possible Action: Guide to Naming Public Parks & Facilities
- L. Discussion and Possible Action: 2024 Community Events
- M. Discussion and Possible Action: Purchase/Upgrade of Municipal Copier/ Printer
- N. Discussion and Possible Action: Review of Committee Appointment Policy and Procedures
- O.** Discussion: Begin Discussions on Creating an Economic Development Path for the Village of Kronenwetter
- P.** Discussion and Possible Action: Status of Fin-004
- Q.** Discussion and Possible Action: Review Agenda Setting Policy and Compare with Ordinance for Congruency.
- R.** Discussion and Possible Action: Set Budget Limit Language for Use Prior to Requesting Budget Amendment

6. OLD BUSINESS

S. RICE Tour (WPS) October 13, 2023, at 5:00 PM

7. CONSENT AGENDA

[T.](#) September 11, 2023, Village Board Meeting Minutes

[U.](#) Badger Book Memorandum of Understanding

8. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

[V.](#) August 29, 2023, Ad HOC Meeting Minutes

[W.](#) September 6, 2023 CLIPP Committee Meeting Minutes

9. CLOSED SESSION

X. Consideration of motion to convene into CLOSED SESSION pursuant to Wis. Stat. §19.85(1)(g), in order to confer with legal counsel for the Village who is rendering oral or written advice concerning strategy to be adopted by the Village with respect to litigation in which it is or is likely to become involved; Notice of Claims and to convene into CLOSED SESSION pursuant to Wis. Stat. 19.85(1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, Teamsters Union 662 Negotiations.

10. RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

11. ACTION AFTER CLOSED SESSION

Y. Discussion and Possible Action: Notice of Claims

Z. Discussion and Possible Action: Teamsters Union 662 Negotiations

12. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

13. 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: 10/06/2023 Kronenwetter Municipal Center and www.kronenwetter.org
Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald



September 25, 2023

TO: Community Life, Infrastructure and Public Property Committee
FROM: Leonard Ludi, Director of Public Works & Utilities
SUBJECT: Activity Report – September

Last week's activity is below.

First Day of Work - Comprehensive Planning Reports Review September 18, 2023

- 2019 Comprehensive Plan
- 2019 to 2023 Strategy Plan
- Land Use Map

Tour of the Village September 19, 2023:

- Well # 2 Treatment Plant Project,
- Well 1 & 2;
- Various Lift Stations,
- North Metering Station;
- Boundary Roadways, Several Interior Roadways and Yard waste site
- Visit areas with current issues

McDevco Networking Meeting September 20, 2023

- Economic Development, Gap Financing, Marathon County Updates, Local Road Improvement Plan, TID Funding, etc...
- Public Works Budget Review with VOK Finance Director

Reviewed Becher Hoppe's Water Project Manual & Construction Contract September 21, 2023

- Plans and Specification
- Deliverables (long lead and project oversight details...)

Reviewed Public Administration Associates LLC – Road/Bridge Inventory & Plan September 22, 2023

- 2021 Capital Improvement Program/Road Survey Report
- Inventory Report the States PACER WISLER database systems (WISLER – WI Information System for Local Roads) and (PACER – Pavement Surface Evaluation and Rating manual)
- Transportation Funding Options.
- Implementation of a long-range transportation plan recommendations

**Reviewed Leggette, Brashears & Graham Inc. ((LBG) Well Investigate Report Review
September 23, 2023**

- 2014 -2016 Well Site Investigative Reports to include test boring site data
- 2023 Well Site Investigative Reports to include Water Quality & Hydrology
- Bedrock Depth and Water Quality – The Tower Park Site is preferred.

Project Overviews and Involvement

- Municipal Building Roofing Repair/Replacement Project
- Lift Station Roofing and Siding Projects (Dun-rite Scheduled Oct 2 & 3 weather permitting)
- Develop Facility Assessment Scope of Work with Roth Professional Solutions
- Completed review of September 1, 2023 TID #2 Lift Station Planning Document from Roth Professional Solutions

Miscellaneous:

- Hydrant testing completed – repairing Hydrant #5 & #6 stem & seats
- Cleared up Lift Station #3, pump 2 over amperage due impeller obstruction
- Lift Station #5 failure and pump replacement completed
- Develop a Facility Assessment scope of work with Rob Roth of Roth Professional Solutions
- Cleared up weekend alarms for SCADA data and lift station #8 electrical phasing alarm
- Completion of Roofing proposal bid packet anticipated Tuesday September 26, 2023
- Completion of three (3) Lift Station Roofing and Siding Projects Week of October 3
- Identify AutoCAD and Arc GIS software to open files in the G-drive.

Let me know if there are any questions.

Thanks,

Leonard Ludi
Public Works Director


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KRONENWETTER FIRE DEPARTMENT
SEPTEMBER 2023

Training:

The fire department had 1 meetings in September –
9/21/2023 – Vehicle Extrication
EMS meetings: 2 EMS meetings in August –
9/14 – Inventory
9/28 – Long Boarding/UTV

Fire Calls:

The fire department was dispatched to 2 structure fires, 3 vehicle accident, 6 Fire/CO Alarms and 1 gas spill in the Village of Kronenwetter, in addition the department was dispatched to 1 vehicle accident for SAFER and 2 structures fires for Riverside. For a total of 15 calls for September. We have had 97 calls for fire service this year to date.

EMS Calls and Updates:

36 EMS calls in September for a total of 307 year to date.

Vehicle/Equipment Updates:

Tires replaced on Tanker Truck, Tierods, Shocks and tires replaced on Car2

Staffing:

Currently have 27 members on the department – 3 additional hires will be starting in the next couple weeks they are currently in the physical process of the hiring. No new applicants at this time. 2 of our newest hires are currently taking Fire class through NTC and will be completed in December.

Past and Upcoming training and events:

Members of the fire department attended ICS300 offered through FEMA – this is a state requirement to hold officers positions. Fire dept also assisted the Kronenwetter Lions during their annual Fall Fest.

We purchased and received the ITS Fire Extinguisher Training System – we will be working over the next couple of months to create a training program to offer local businesses and will be creating quarterly community events to offer this training along with others trainings.

KRONENWETTER FIRE DEPARTMENT					
SEPTEMBER 2023					
	Village	Guenther	Mutual Aid	Monthly Total	Year To Date
Vehicle Accidents	3		1	4	16
Chimney Fire				0	0
Grass/Brush Fire				0	2
Structure Fire	2		2	4	22
Weather				0	4
CO/Gas/Alarms	6			6	32
Car Fire				0	6
Other	1			1	6
Cancelled calls				0	9
Total Calls	12	0	3	15	97
Mutual Aid Received	0				4
Mutual Aid Given/Dispatched	3				31
First Responder Calls	36	N/A	N/A	36	307
				Monthly	Year To Date
Engine 1				5	39
Truck 1				1	10
Engine 2				0	15
Tanker 2				1	11
Rescue 6				0	25
Brush 1				0	6
Car 2				2	9
UTV				0	2



KRONENWETTER POLICE DEPARTMENT

Office of the Chief of Police

Executive Summary for Oct. 2023 Board Meeting



Section 4, Item E.

TO: VILLAGE BOARD MEMBERS

DEPARTMENT ACTIVITY SUMMARY – In September, we handled 698 total calls for service. Some highlights included the following:

- A pair of ID theft/fraud cases.
- Three arrests for OWI, all first offense with PBT’s (preliminary breath tests) ranging from 0.12—0.14.
- Three family disturbances involving a juvenile.
- Two mental health welfare checks.
- Two sexual assault investigations, one of which is still open (more on this in the next section).
- A child abuse investigation that is still ongoing.
- A misdemeanor theft investigation that is still open.
- A municipal citation for possession of marijuana.
- An agency assist for Rothschild PD that involved a foot chase and use of force.
- Two assists to the KFD for dryer fires, one in an apartment and the other at a residence.

DEPARTMENT PERSONNEL ISSUES & STATUS – We are down an officer after one of the officers hurt his knee on duty. He is currently on light duty while he awaits his next medical appointment. This has made staffing tough on one team’s work rotation because we already had pre-approved time off, and so we’ve often gone down to hard minimum staffing or pay OT to fill a shift. We have used the light duty officer not only in the police department, but also on the general village side doing several filing and administrative duties under the direction of the Clerk.

We have been working a child sexual assault case involving multiple victims for roughly three weeks and so far, we’ve written and executed multiple search warrants. Writing search warrants, having them reviewed by the DA’s Office, and getting them signed by a judge is a time intensive process (and that does not include the time spent executing them, collecting and tagging evidence, and writing reports).

This is a multi-jurisdictional case that involves both Wausau and Everest Metro PD’s; however, the majority of the incidents occurred in Kronenwetter. We are seeing great teamwork from all agencies and the District Attorney’s Office as we progress through this case. These cases are very challenging not only because they’re so labor intensive, but they can also be taxing from an emotional standpoint. Because the case is so fresh and still under investigation, I’m not able to provide much more detail.

We partnered with Rothschild and Mosinee Police Departments to conduct a second round of alcohol compliance checks and I’m pleased to say that there were no violations in Kronenwetter establishments. This was part of a county wide initiative with the Marathon County Health Department.

CURRENT GRANTS AND EQUIPMENT – The Village Board approved the purchase of two police vehicles for 2024. We just got the squad car back from the car/deer crash (\$6,000+ in damage) and unfortunately, we had a second squad crash that will likely result in the squad car being a total loss, but we’ll have to see what the insurance company ultimately decides. Luckily, there were no injuries reported in either of the two crashes. The second crash is the 2017 Ford SUV, which is the vehicle we were going to sell in the auction once we got a 2024 vehicle. At the time of this report, we have filed a claim on the crash and are waiting to see how the insurance company wants to proceed.

Sept. 2023 Calls for Service Info

Events by Nature Code by Agency

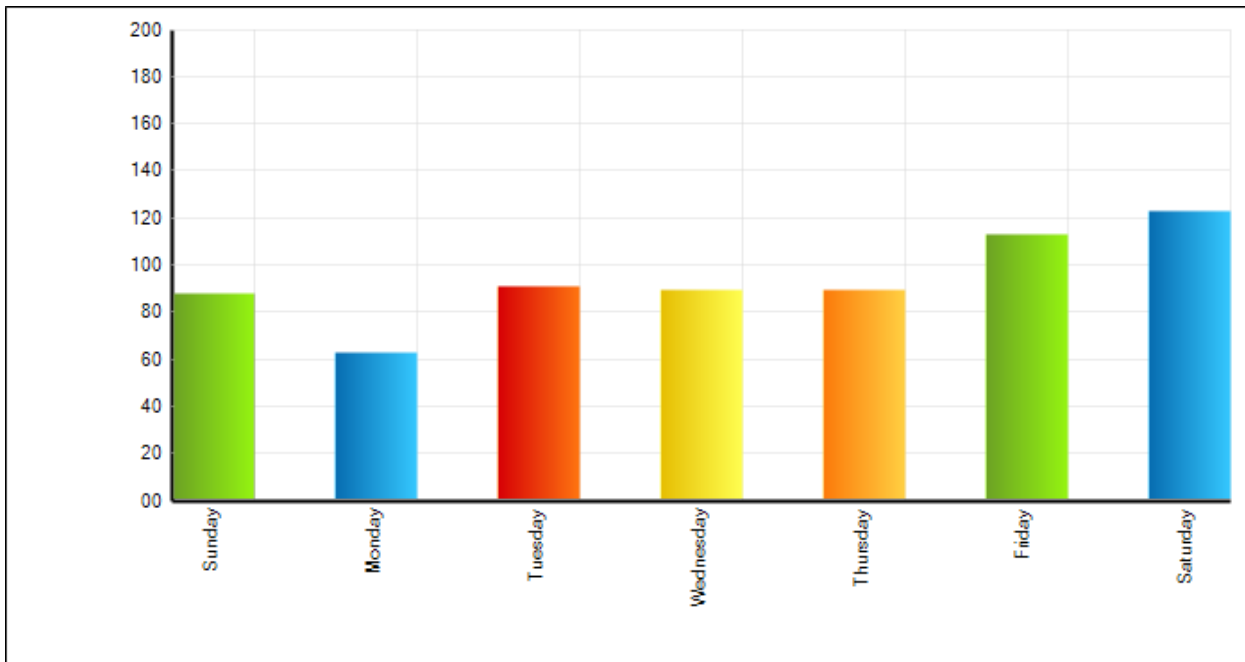
KP	911 HANG UP	4
	ALARMS	4
	ANIMAL COMPLAINT	9
	BUSINESS SECURITY CHECK	38
	CIVIL COMPLAINT	2
	CRIMINAL MISCELLANEOUS	14
	CROSSING GUARD DUTY	1
	DISABLED VEHICLE	18
	EXTRA PATROL	84
	FAMILY DISTURBANCE	1
	FIELD INTERVIEW	2
	FINGERPRINTING	6
	FOLLOW-UP INVESTIGATION	30
	GAS SKIP	1
	INFORMATION	1
	JUVENILE ATL	5
	JUVENILE DISTURBANCE	8
	LOST AND FOUND	6
	MENTAL SUBJECT	9
	SCHOOL WALK THROUGH	18
	SERVICE MISCELLANEOUS	98
	SEXUAL ASSAULT	2
	SUSPICIOUS ACTIVITY	13
	TRAFFIC HAZARD	3
	TRAFFIC MISCELLANEOUS	7
	TRAFFIC STOP	195
	VEHICLE LOCKOUT	3
	WARRANT SERVICE	3
	WELFARE CHECK	11
	HIT & RUN CRASH	2
	TRAFFIC CRASH - INJURY	3
	TRAFFIC CRASH PDO	7
	CO ALARM	1
	FIRE ALARM	4
	UTILITY FIRE CALL	2
	COMMUNITY RELATIONS ACT	3
	SERVICE MISCELLANEOUS	2
	TELEPHONE MESSAGE	7
	VEHICLE ATL	10
	MEDICAL EMERGENCY	21

Sept. 2023 Calls for Service Info

Summons/Citations Charge Summary
 Agency: KRONENWETTER PD, Date Range: 09/01/2023 00:00:00

Charges	Count
AUTOMOBILE FOLLOWING TOO CLOSELY	1
DISPLAY UNAUTH. VEH. REGISTRATION	1
EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	3
EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	16
EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	1
EXCEEDING SPEED ZONES/POSTED LIMITS	2
FAIL/OBEY TRAFFIC SIGN/SIGNAL	1
FAIL/STOP AT STOP SIGN	3
KNOWINGLY OPERATE WITHOUT LICENSE	1
MISUSE OF 911 - 1ST VIOLATION	1
NON-REGISTRATION OF AUTO, ETC	2
NON-REGISTRATION OF VEHICLE	1
OPERATE MOTOR VEHICLE W/O INSURANCE	2
OPERATE MOTOR VEHICLE W/O PROOF OF	11
OPERATE W/O VALID LICENSE	1
OPERATING WHILE SUSPENDED	3
OPERATING WHILE UNDER THE INFLUENCE	3
POSSESS OPEN INTOXICANTS IN MV-DRIVER	1
POSSESSION OF THC (FORFEITURE)	1
SPEEDING IN 55 MPH ZONE (11-15 MPH)	1
SPEEDOMETER VIOLATIONS	1
UNSAFE LANE DEVIATION	4
Total:	61

Calls by Day of the Week





MEMORANDUM

To: Village of Kronenwetter Board
From: Kim Manley, Interim Administrator
RE: Interim Administrator's Report

RECAP OF ACTIVITIES 09/14 through 10/03/2023

1. Attended staff meetings.
2. Met with Finance Director multiple times on the draft 2024 Budget.
3. In absence of Finance Director continued preparation of a draft 2024 budget document. Calculated an estimated levy limit for 2023 tax levy and prepared comparison for budget purposes.
4. Met staff/secretary for the Community Life, Infrastructure and Public Property Committee (CLIPP) and prepared CLIPP agenda items for upcoming meeting; emergency access alternate, researched with Marathon County, power plant, etc.; discussed/on site with Fire Chief, etc.
5. Met with staff/secretary for Administrative Policies Committee; RE: Ehlers contracts & need for budget amendments for TID #3 & #4 if approved; budget amendments – review recommendation – noted that there are more to consider. Finance Director is aware.
6. Finished the formal letter - offer of employment to Administrator – reviewed by Attorney.
7. Researched Kowalski Road for upcoming CLIPP meeting on 10/2/23 – response to ongoing discussion on truck traffic for next CLIPP meeting.
8. Met with new Director of Public Works & Utilities.
9. Met with Dirks Group – i.e.; poor recording & sound in Board room and upgrade to recording audio – also asked them to look at the control box for anything else we should be concerned with to potentially deal with it while they are here working on the upgrade.
10. Met with Finance Director – updates that Civic can provide the Village.
11. Worked on ordinance for Village Board – dog fee/fee schedule – review by Village Attorney.
12. Staff received a new insurance claim – forwarded to insurance company.
13. Prepared packet for the Ad Hoc Committee for Committee Structure on 9/26/23.
14. Follow up directive from Village Board – Ordinance & policy to APC for review; create draft budget policy for review.
15. Continued work on the agenda items/packet for APC 10/17/23 meeting – researched and created report on property sales from January through June 2023 for comparison purposes; researched Dept. of Revenue site for information on the current assessment ratio for the Village; prepared cover memo, etc. for the revaluation agenda item.
16. Met with staff and discussed with Village President the WPPA union contract, Article 1-0; Health & Welfare in regards to requests for health insurance. Ongoing.
17. Met with staff on current 2024 budget outlook and discussed the need for potential amendments to their original 2024 requests.

- 18. Set up meeting for initial Teamster Union negotiations kick off.
- 19. Overview of the 2022 draft audit document from CLA done and responded with questions.
- 20. Pulled from file audit entries samples for Finance Director for the 2023 audit process to aid her in preparing them for audit. (Prepaid expenses, accrued payroll, etc.)
- 21. Met with Court Clerk – Finance Director/Account Clerk’s process for deposits.
- 22. Contacted the Teamster Union representative on the 8 weeks waiting period for insurances for new hires – can this be changed.
- 23. Contacted Marathon County – research on complaint – county zoning requirements.
- 24. Responded daily to various emails regarding Village business.
- 25. Responded to multiple citizen contacts; in person or via phone.
- 26. Meetings Attended:
 - 09/19/2023 Administrative Policy Committee
 - 09/25/2023 Village Board
 - 09/26/2023 Ad Hoc Committee on Committee Structure
 - 10/02/2023 Community Life, Infrastructure and Public Property Committee

This list is intended to provide a recap of activity for the period but is not intended to be all inclusive.

Community Development/Planning and Zoning Director Report

October 9, 2023

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

- 8/30/2023 Conference call with Brian, Ehlers regarding TIDs.
- 8/30/2023 Meeting with TADI regarding Kowalski Road Interchange Study.
- 8/30/2023 Meeting with Will regarding Complaints.
- 8/31/2023 Meeting with Duane and Lisa re: RDA/VB Joint meeting.
- 9/5/2023 Meeting with Mike Helmuth regarding proposed CSM (driveway separation).
- 9/5/2023 Meeting with Tom Birch American Asphalt and Robert Servais Milestone.
- 9/5/2023 Filtration Plant Ground Breaking Ceremony.
- 9/5/2023 Review TID 2 Amendments 1, 2 and 3.
- 9/5/2023 Lot reconfiguration Jamroz Lane.
- 9/5/2023 Closed Session Materials for Joint VB and RDA Meeting.
- 9/5/2023 Correspondence grass cutting parcel owned by Marathon County.
- 9/5/2023 Review requirements for Manganese testing.
- 9/5/2023 Review FEMA, Elevation Certificate and Instructions 2023 Edition.
- 9/5/2023 UC Meeting.
- 9/6/2023 Research Driveway Complaint Frosty Pines Lane.
- 9/6/2023 Research PFAS Testing DNR reimbursement.
- 9/6/2023 Joel Straub questions and information.
- 9/6/2023 Meeting with Jeff Klonowski, 2213 Meadow Drive.
- 9/6/2023 Research Stormwater Maintenance Agreement.
- 9/6/2023 Correspondence Associated Claims Municipal Building Roof.
- 9/6/2023 CLIPP Meeting.
- 9/7/2023 Badger State Consulting, LLC Contract for Commercial Electrical Inspection.
- 9/7/2023 Meeting with Jerome Baars regarding CSM and building permit.
- 9/7/2023 Correspondence with Randy Fifrick regarding TIDs.
- 9/7/2023 Research Chapter 419-6 Variance language.
- 9/7/2023 Correspondence with Tim Vreeland Wianekci Road CSM.
- 9/7/2023 Joint VB and RDA Meeting.
- 9/8/2023 Onsite with Brad TID 2 Roads.
- 9/8/2023 Correspondence with Nick Bancuk regarding Stormwater Plans.
- 9/8/2023 Compile questions for Ehlers regarding TIDs.
- 9/8/2023 Helke Rd and Stonebridge Rd new home build.
- 9/8/2023 Correspondence with Chris form CW Exteriors.
- 9/8/2023 Correspondence with Robert Roth regarding Sample Building Condition & Facilities Planning RFP.
- 9/8/2023 Martin Road Parcels possible development and easement access.
- 9/8/2023 Research concerns related to hydrant flushing on Seville Rd and New Castle Drive.
- 9/11/2023 Research Seville Rd drainage issues. Onsite with Brad and Mark.

- 9/11/2023 Research and Gather information for Dan Bieberitz, TADI.
- 9/11/2023 Correspondence with Paul Jaeger regarding drainage near his parcel.
- 9/11/2023 Compile list of additional information needed for Denyon Site Plan.
- 9/11/2023 Research complaint filed 8/28/2023 by Joel Straub regarding Kurt and Amy Cieslek property.
- 9/11/2023 Review and gather information for Joel Straub's 9/8/2023 Open Records Request.
- 9/11/2023 Correspondence with Rachel Stark, DNR Recycling Program.
- 9/11/2023 Review Village Insurance Policy Coverage (Roof Hail Claim).
- 9/11/2023 Compile list for Leonard Ludi.
- 9/11/2023 Gather examples of parcels with two driveway access points.
- 9/11/2023 VB Meeting.
- 9/12/2023 Onsite Seville Rd Hydrant Flushing.
- 9/12/2023 Correspondence with Dan Higginbotham regarding building plans Frosty Pines Lane.
- 9/12/2023 Review Hwy 153 Commercial Building permit history.
- 9/12/2023 Fourth email to DNR regarding proposed Floodplain Ordinance revisions.
- 9/12/2023 System Flushing questions Marbella Drive.
- 9/13/2023 Marathon County CSM Legal Description.
- 9/13/2023 Correspondence with Engineers Stormwater Plans.
- 9/13/2023 Morningside Drive Occupancy.
- 9/14/2023 Correspondence Paul Jaeger.
- 9/14/2023 Response to Faye Buchberger regarding concerns on West Nelson.
- 9/15/2023 Research Chapter 508 Water and Sewers.
- 9/15/2023 Information related to Hail Damage.
- 9/15/2023 Changes to Baar's CSM.
- 9/15/2023 Joe Straub **Open Records Request**.
- 9/15/2023 Email to Paul Yaeger regarding alleged drainage issues on Seville Rd.
- 9/16/2023 Gardner Rd and River Forest Rd tree removal.
- 9/18/2023 Sunny Court correspondence.
- 9/18/2023 Research "Road Access Permit Application's for a second driveway.
- 9/18/2023 Research and provide information to Dan Bieberitz, TADI
- 9/18/2023 Planning Commission Meeting.
- 9/19/2023 Village tour with Leonard, Brad and Mark.
- 9/19/2023 Joe Straub revised **open records request**.
- 9/19/2023 Correspondence with Kurt Cieslek regarding complaints.
- 9/19/2023 Correspondence TID 2 projects.
- 9/19/2023 Correspondence with Tom Radenz 1320 and 1500 Kowalski Road.
- 9/19/2023 Correspondence with Paul Yaeger regarding drainage issues on Seville Rd.
- 9/20/2023 Research Zoning and Compliance letter, 23123 County Road X.
- 9/20/2023 Correspondence TID 2 projects (LS8 and LS4).
- 9/20/2023 Recycling Grant Info.
- 9/20/2023 Correspondence with Jeff Klonowski regarding second driveway.
- 9/20/2023 NLHS Permit.
- 9/20/2023 Discussion with Leonard Ludi, Projects.
- 9/21/2023 2086 Bonney Oak Drive permit.

- 9/21/2023 Joe Straub **Open Records Request**.
- 9/21/2023 Correspondence with Joe Straub regarding Ordinance Language interpretation.
- 9/21/2023 Joe Straub revised **open records request**.
- 9/21/2023 Joe Straub second revised **open records request**.
- 9/21/2023 Correspondence Chapter 520-124 E Site Plan Review.
- 9/22/2023 Gather information for TADI.
- 9/22/2023 Joe Straub **Open Records Request**.
- 9/22/2023 Research available properties for potential nonprofit.
- 9/22/2023 TDS, Permit to Excavate, Fill or Place Objects in Public Right-Of-Way.
- 9/22/2023 Correspondence DSPS regarding State plan review.
- 9/22/2023 Research Shoreline Restoration project.
- 9/25/2023 Correspondence with Bill Scholfield regarding possible Development.
- 9/25/2023 Research parcel next to 1937 County Rd X.
- 9/25/2023 Correspondence with Mike Bieniek regarding Cell Tower.
- 9/26/2023 Caselle-Civic Training.
- 9/26/2023 Review Bids for roof repair/replacement project.
- 9/26/2023 Review costs for Stormwater Plan review.
- 9/26/2023 Recycling Grant Info.
- 9/27/2023 Research O'Keefe drive lot 2.
- 9/28/2023 16th Road Cell Tower complaint.
- 9/28/2023 Unwavering Shores LLC Shoreline Rock Riprap project.
- 9/28/2023 Review West Nelson Road Sanitary Permit.
- 9/29/2023 Research building height.
- 9/29/2023 Review Concession Stand permit.
- 9/29/2023 Complaint Log Spreadsheet.
- 10/3/2023 Research/correspondence language related to work vehicles in SF.
- 10/3/2023 Review RFP for New Metal Roof Municipal Center roof repair/replacement.
- 10/3/2023 Review options for garage addition Pine Road parcel.
- 10/3/2023 Driveway Access Permit review Meadow Drive.
- 10/4/2023 WPS Permit to Excavate, Fill or Place Objects in Public Right-Of-way review.
- 10/4/2023 Oakwood Exteriors Building permit review.



August 23, 2023

MEMORANDUM

TO: Community Life, Infrastructure & Public Property Committee
FROM: Kim Manley, Interim Administrator
SUBJECT: Community Room Rental Agreement/Procedures & Uses

For your review, attached is a clean version of the various drafts that the Committee had been working with. Jennifer Poyer was smart and asked the part-time employee who cleans to review the draft as well. He also added comments to this list of procedures which I have incorporated. They were added see "J" and "K".

I also separated the list to make it easier to read and understand. But, if you see anything you want changed, deleted, added we can do that at this meeting before it goes to the Village Board for review.

ACTION ITEM: Recommend this updated Community Room Rental Agreement with amended Procedures and Uses be sent to the Village Board for approval.

COMMUNITY ROOM RENTAL PROCEDURES AND USAGE

- A. Hours - Community Room hours are from 7 a.m. to 12:30 a.m.
- B. Before making a reservation, please check the calendar on the Village website (www.kronenwetter.org) or call the Municipal Center at (715)693-4200. Making a reservation via mail or online in no way guarantees availability as it is on a first come first served basis. Reservations will be accepted up to one (1) year in advance of the event date.
- C. Reservation times should include the time to set up, take down and clean the facility.
- D. Before a reservation for the Community Room can be booked, a Community Room Rental Agreement must be completed by the adult responsible and returned with the appropriate rental fee and security deposit. The Village will provide a key for entry into the building for events that have a signed and paid for Community Room Rental Agreement. The key can be picked up at anytime during normal business hours — 8 a.m. to 4:30 p.m. Monday through Friday during the week before the rental date.
- E. The key for the Municipal Center should be returned immediately after the completion of the event by dropping it into the drop box located at the front of the building (1582 Kronenwetter Drive). Renters who do not return the key will forfeit their entire deposit. The reservation drop box is located next to the agenda display box for after-hours key return.
- F. Only the renter/applicant is to enter through the side and/or lower doors. All others use the front door for entry and exit.
- G. The deposit is refundable after the function is over and the area has been inspected for damage or uncleanliness. Failure to clean adequately will result in forfeiture of the security deposit at the rate of \$100 per hour. The refund may take up to two (2) weeks to receive after the event. If the damage exceeds the deposit a separate billing will be sent to cover the additional costs of repairs and/or cleaning. TIP: Take photos before and after your event of the entire area.
- H. Decorations—All decorations shall be limited to placement on tables or countertops. No decorations may be hung from the ceiling or ceiling tiles. Lighted candles, fog machines, smoke machines, dance wax or any other type of dancing compounds are not permitted. Decorations should be removed immediately following the event.
- I. Set up, clean up and damage — 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 and mop bucket, tennis balls on sticks (for scuff marks on the floor) are furnished for rental purposes. Tables (18), and chairs (222) are furnished for rental purposes.
- J. The applicant/renter signing the reservation form is stating that they are the duly authorized representative for any and all damages, missing items and clean up. A clean up list is provided- 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.
- K. Grills — if you intend to bring a grill it must be located away from the building. Please make sure the coals are cold because you will be taking them home to dispose of them. Any fire caused by the use of a grill is solely the responsibility of the renter.
- L. The facility as well as the parking lot area near the access doors are expected to be left in the same condition that the renter finds it when they arrive. No litter, cigarette butts or garbage should be left outside the doors. Also, do not dump anything down the storm sewer drain. Garbage belongs in the trash. TIP: Take photos or video of before and after your event of the entire area. 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 especially where police and/or fire respond which exceeds the security deposit.
- M. Driveways must be kept open at all times — allow space for the entrance of an ambulance or fire truck. Absolutely NO parking in front of the Fire Department garage doors or the Police Department garage doors.**
- N. One or more adult chaperones must be present throughout all youth meetings and parties.
- O. Alcohol is allowed, but may not be consumed directly from glass containers. Alcohol beverages may not be sold on the premises. User shall ensure that alcohol is consumed in accordance with State laws. All alcohol must be served inside the municipal building by an adult bartender, who is present at all times. NO alcohol is to be served to minors.
- P. The building must be vacated by 12:30 a.m.

CANCELLATION POLICY

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

COMMUNITY ROOM CLEAN UP CHECKLIST

- Tables washed & chairs wiped down
- Chairs & tables folded and placed back in closet
- Floors swept and scuff marks, if any, are removed
- Restrooms inspected and cleaned (please check the upper & lower level restrooms)
- Kitchen cleaned (countertops wiped down, dishes done, personal items removed/packed up)
- Grounds outside are inspected and any garbage, cigarette butts or litter is picked up and put in trash.
- Garbage is removed and placed in dumpster at north end of parking lot.

HALL CAPACITY: 175

RENTAL FEES

	Fee	Security Deposit (APPLIES TO ALL RESERVATIONS)	Total Cost
Resident	\$100	\$200	\$300
Non-resident	\$150	\$200	\$300
Non-profit	\$0	\$200	\$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: _____ DATE: _____

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 09/11/23)



August 23, 2023

MEMORANDUM

TO: Community Life, Infrastructure and Public Property Committee

FROM: Kim Manley, Interim Administrator

SUBJECT: Park Shelter Rental Agreement/Procedures & Uses

After the last meeting the Committee asked that I use the suggested changes and create a “clean” copy of the procedures and uses for park shelter rentals.

Attached is that copy. Please review for accuracy and to make sure I captured everything we have talked about at the meetings.

If this is acceptable then the action item would move this forward to the Village Board for approval.

ACTION ITEM: Recommend this updated Park Shelter Rental Agreement with amended Procedures and Uses be sent to the Village Board for approval.

PARK SHELTER RENTAL PROCEDURES AND USAGE

- A. Hours - Park hours are from 7 a.m. to 10 p.m.
- B. Before making a reservation, please check availability on the calendar on the Village website (www.kronenwetter.org) or by calling the Municipal Building at (715)693-4200. Making a reservation via mail or online in no way guarantees availability as it is on a first come, first served basis. Reservations will be accepted up to one (1) year in advance of the event date.
- C. Before a reservation for the Village's park shelters can be booked, a Park Rental Agreement must be completed and returned to the Municipal Center with the appropriate rental fee and security deposit. The Village will provide a key to the bathrooms at Buska and Friendship Park one week before the event. The key may be picked up at the Municipal Center located at 1582 Kronenwetter Drive between the hours of 8:00 a.m. through 4:30 p.m.
- D. For larger events or commercial events please check with Village staff on whether or not the event would need to be reviewed by the Community Life, Infrastructure and Public Property Committee beforehand. Example: Festivals, musical performances, etc.
- E. Key return — The reservation key must be returned to the Municipal Center located at 1582 Kronenwetter Drive at the end of the event. A reservation key drop box is located at the front entrance of the municipal building (on the right wall). Renters who do not turn in a key will forfeit their entire security deposit.
- F. The security deposit is refundable after the event is over and the area has been inspected for damage or additional clean up. Refunds may take up to two (2) weeks to receive after an event. The facility is expected to be left in the same condition as the renter found it. Failure to clean adequately will result in forfeiture of the security deposit at the rate of \$100 per hour. If clean up or damage exceeds the security deposit a separate billing will be sent to cover additional costs for needed repairs or cleanup. TIP: Take photos of before your event and after you have cleaned and are ready to leave the shelter/building.
- G. Grills — if you bring a grill please make sure the **coals are cold** and do not have the ability to start another fire before you dispose of them!
- H. Due to vandalism in the parks the **renter is responsible to BRING TOILET PAPER, PAPER TOWELS, SOAP and BROOM** to sweep the floor after the event. Toiletries are not furnished by the Village.
 - I. The user is expected to clear and clean the building and the area around the building after use. A cleanup checklist is provided. Please separate trash and recyclables. Do not leave full garbage bags outside of the bins. Carry out any trash that cannot fit in the garbage bins. **TIP: Take photos before and after when you have cleaned and are ready to leave the shelter/building.**
- J. Do not pour or dump anything down any storm sewer drain(s).
- K. Advertising is prohibited in Village parks. No additions, alterations or changes to park grounds and structures are permitted without prior written consent of the Village.
- L. Decorations — The use of lighted candles or other combustible materials inside of the shelters is prohibited. Decorations placed in or on the shelter shall be removed when the event is concluded. The use of confetti is discouraged. Any decorations that were thrown, such as confetti, on the ground around the shelter should be picked up to the best of the ability of the renter. Any staples, nails or other methods used to adhere decorations to a table or post shall be removed by the renter.

Note: Friendship, Buska and Municipal parks - There are separate circuits for electrical outlets. To avoid blowing a fuse, do not plug all your electronics into one outlet. There will be no one available to get the power back on during weekend events.

CANCELLATION AND 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.

If you need Village assistance during your event, please contact Marathon County Dispatch at 715-261-1200 and ask for a Kronenwetter Police Officer.

PARK SHELTER CLEAN UP CHECKLIST

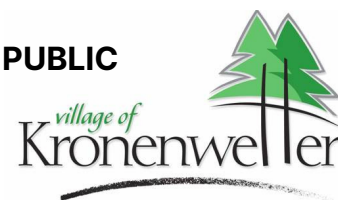
- Picnic Tables/Tables are washed and wiped down
- Floors swept
- Restrooms are inspected and cleaned (Buska Park & Friendship Park only)
- Grounds outside of shelter are inspected and any garbage, cigarette butts or litter is picked up and put in trash.
- Garbage is removed and placed in bins.

RENTAL FEES

	Fee Buska Shelter, Friendship Shelter	Fee Norm Plaza Shelter, Gooding Shelter, Municipal Center Shelter	Security Deposit (APPLIES TO ALL RESERVATIONS)
Resident	\$50	\$40	\$50
Non-resident	\$70	\$60	\$50

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.**
- **RESERVATION FOR SHELTER AREA ONLY. IT DOES NOT INCLUDE PUBLIC PLAY AREAS.**



Village of Kronenwetter Park Shelter Rental Agreement

Section 5, Item 1.

APPLICANT NAME: _____ DATE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

ORGANIZATION (IF APPLICABLE): _____

TYPE OF EVENT: _____

DATE OF EVENT: _____ TIME PERIOD OF RENTAL: _____

EMAIL ADDRESS: _____

PLEASE MARK WHICH SHELTER YOU WOULD LIKE TO RESERVE:

Norm Plaza Shelter Gooding Shelter Municipal Shelter Buska Shelter Friendship Shelter Seville Shelter
Electricity Electricity Electricity & Water Electricity & Water

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 shelter before closing time (cleanup checklist attached). Additionally for Buska and Friendship Park, the Village is providing a key for the bathrooms to you; if you do not return the key to the Village offices after your event, you will forfeit your entire security deposit. Any additional maintenance or clean up required beyond considered normal for the shelter will be billed to the applicant. 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 09/25/23)



REPORT TO CLIPP

ITEM NAME:	Athletic Field Rental Procedures and Usage Revision/Elimination of Policy PW-012
MEETING DATE:	October 1, 2023
PRESENTING COMMITTEE:	CLIPP Committee
COMMITTEE CONTACT:	Chris Eiden
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

ITEM: In January 2023, the CLIPP Committee and Village Board approved a motion to charge a fee for the Village's athletic field rentals and tournament usage. Previously the Village allowed residents to reserve the athletic fields for free per Policy PW-012 (see attached). Those wanting to reserve the fields had to submit their desired days to the CLIPP Committee by the last Wednesday in January. The CLIPP Committee then decided which group was able to reserve what field and when. No fee was charged.

Now that the athletic field reservations are fee based per the CLIPP Committee's action in January 2023, Policy PW-012 should be eliminated and the fields should be reserved on a first come, first served basis.

The attached revisions of the procedure and usage agreements are based on the previous revisions made to the Park Shelter and Community Room Agreements; and the first come, first served strategy.


OBJECTIVES: Make appropriate revisions to the Athletic Field and Tournament Agreements.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Policy PW – 012 and the action of the CLIPP Committee in January 2023 to charge a fee for field rentals.

RECOMMENDED ACTION: Eliminate Policy PW-012 and adopt the revisions of the Athletic Field and Tournament Rental Agreements

ATTACHMENTS (describe briefly):

- Policy PW-012
- Revised Village of Kronenwetter Athletic Field Rental Agreement
- Revised Village of Kronenwetter Tournament Rental Agreement

POLICY ID: PW-012		TITLE: Athletic Field Reservation Policy	
<input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> REVISION	APPROVED BY VILLAGE BOARD:		DATE:
EFFECTIVE DATE: Immediate			2/9/2021
APPLIES TO:	<input checked="" type="checkbox"/> FLSA EXEMPT	<input checked="" type="checkbox"/> FLSA NON-EXEMPT	
	<input checked="" type="checkbox"/> REPRESENTED EMPLOYEES	<input checked="" type="checkbox"/> Non-REPRESENTED EMPLOYEES	
<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>			

Purpose – The Village of Kronenwetter is interested in providing public places for citizens to utilize for organized athletic play. The Village welcomes both residents and non-residents to use the athletic fields, as usage of the Village’s athletic fields is a display of the quality of life within the Village and brings people into the Village that can enjoy our local businesses. The Village also acknowledges that the athletic fields of the Village are a limited shared resource. Hence this policy is hereby adopted to make allowances for multiple organizations to utilize the limited resources of the Village.

Procedure –

Starting in 2022, reservations on any athletic field for that year, shall be submitted to the Village by the last Wednesday in January. Submitted reservations will be sent to the Community Lift Infrastructure and Public Property Committee (CLIPP) at their February meeting. The CLIPP will designate which group gets which fields and for which dates and make that recommendation to the Village Board. The Village Board at their first regular meeting in February will approve the reservation calendar for all of the reservations that have been submitted to the Village as of the last Wednesday in January.

Any reservations received by the Village after the first Village Board meeting in January for dates of the same year, will be on a first come first serve basis.

For 2021, reservations for athletic fields will be accepted until the February 24th 2021. These reservations will be submitted to the CLIPP at their March meeting. The CLIPP will designate which group gets which fields and for which dates and make that recommendation to the Village Board. The Village Board at their first regular meeting in March will approve the reservation calendar for all of the reservations that have been submitted to the Village as of February 24th. Any reservations for any fields received after February 24th will be taken on a first come first serve basis, as long as they do not conflict with fields designated by the CLIPP and the Village Board.

This policy is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act. The Village of Kronenwetter retains the right to amend or change this policy at any time without prior notice.

ATHLETIC FIELD RENTAL PROCEDURES AND USAGE

- A. Hours - Athletic field and park hours are from 7 a.m. to 10 p.m.
- B. Before making a reservation, please check availability either on the calendar on the Village website (www.kronenwetter.org) under Athletic Field Reservations or by calling the Municipal Center at 715-693-4200. Making a reservation via mail or online in no way guarantees availability as it is on a first come, first served basis. Reservations will be accepted up to one (1) year in advance of the event date.
- C. Before a reservation for the Village's athletic fields can be booked, an Athletic Field Rental Agreement must be completed and returned with the security deposit and payment.
- D. The security deposit can be applied to multiple reservation days.
- E. If you are reserving multiple days, the Village will provide a key to the utility closet where the field rakes are stored. **After using the field, you are required to rake it.** The key must be returned when you have completed the rental day(s) listed on your agreement. The key can be returned to the Municipal Center offices or in the drop box that is located at the front entrance. Renters who do not return the key will forfeit their entire security deposit.
- F. The security deposit is refundable after the rental day(s) listed on the agreement have been completed and the area has been inspected for damage or additional clean up. Refunds may take up to two (2) weeks to receive after the completion of the reservation(s). The space is expected to be left in the same condition as the renter found it. Failure to clean adequately will result in forfeiture of the security deposit. If clean up or damage exceeds the security deposit a separate billing will be sent to cover additional costs for needed repairs or cleanup.
- G. The adult signing the reservation form is a duly authorized representative for any and all damages, missing items and clean up.
- H. Advertising is prohibited in Village athletic fields or surrounding parks. No additions, alterations or changes to park grounds and structure of buildings are permitted without prior written permission from the appropriate committee.
- I. Sales of any kind are not permitted in the Village of Kronenwetter parks, unless authorized by the Public Works Director. When authorized, such sales (defined as the exchange of cash on the grounds) may be subject to commercial use fees and policies.
- J. Reservations will be accepted up to one (1) year in advance of event date.
- K. The rental agreement should identify all requested times, dates and fields for requested use.
- L. Consumption or possession of alcohol is prohibited on park property.
- M. No overnight camping.
- N. No pets are allowed in the Village parks and athletic fields.
- O. Receptacles are provided for trash/waste disposal. Please use them!

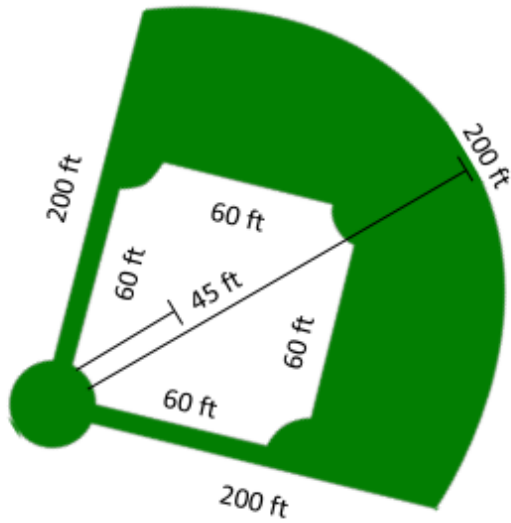
RESCHEDULE/CANCELLATION POLICY

Security deposits are fully refundable in the event of a cancellation. The rental fee is fully refundable if cancellation is made at least five (5) days before the reservation date. If a change is not made at least five (5) days before the reservation date, the rental fee will be refunded.

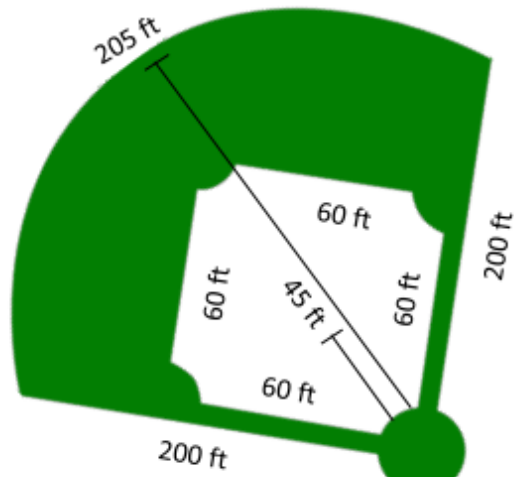
Outdoor activities are subject to inclement weather. Therefore, the Village of Kronenwetter cannot take responsibility for the weather. Rescheduling may take place under certain circumstances. If snow is present or a rainout occurs, it is the applicant's responsibility to contact the Village of Kronenwetter within one (1) week of the reserved date to either reschedule or request a refund. If contact is not made within one (1) week of the reserved date, fees and/or the possibility of reschedule will be forfeited.

If you need Village assistance during your reservation date, please contact Marathon County Dispatch at 1-715-261-1200 and ask for a Kronenwetter Police Officer.

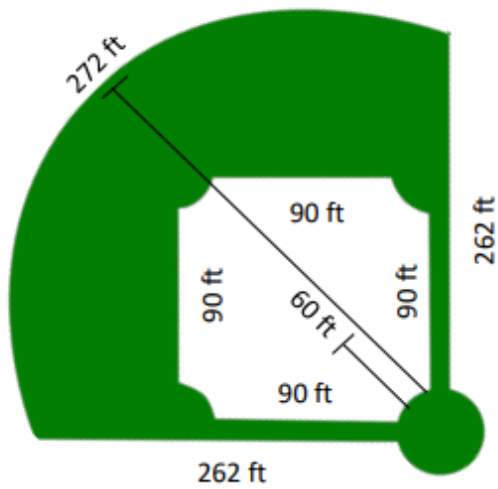
Municipal Center Field #1



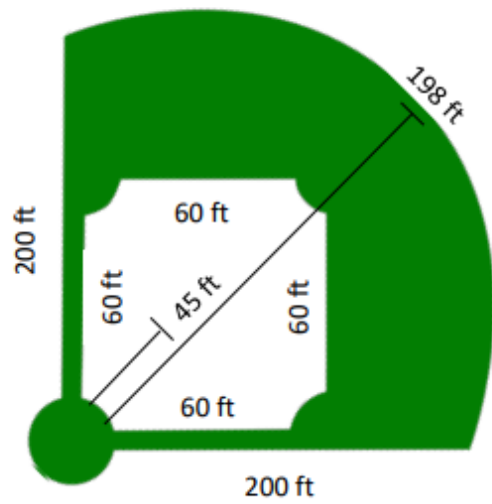
Municipal Center Field #2



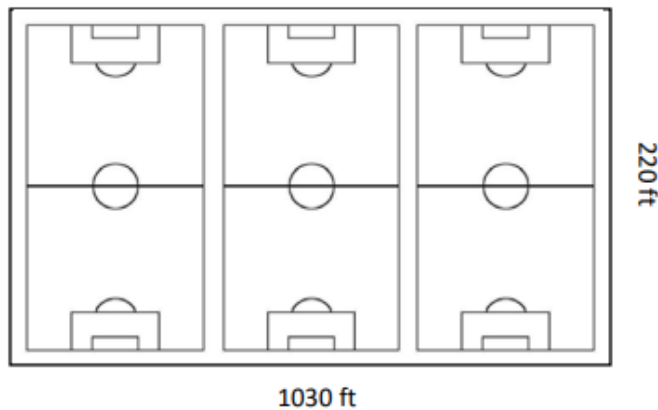
Municipal Center Field #3



Buska Park



Tower Field



RENTAL FEES

Fee	Security Deposit (APPLIES TO ALL RESERVATIONS)
\$20 per day	\$50

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.
- RESERVATION FOR SHELTER AREA ONLY. IT DOES NOT INCLUDE PUBLIC PLAY AREAS.

APPLICANT NAME: _____

DATE: _____ **PHONE:** _____

ADDRESS: _____

EMAIL ADDRESS: _____

ORGANIZATION (IF APPLICABLE): _____

Reservation Terms and Conditions:

The applicant is responsible for clean-up of athletic fields before closing time. Any additional maintenance or clean-up required beyond considered normal will be billed to the applicant. 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:** _____



TOURNAMENT RENTAL PROCEDURES AND USAGE

- A. Hours - Athletic field and park hours are from 7 a.m. to 10 p.m.
- B. Before making a reservation, please check availability either on the calendar on the Village website (www.kronenwetter.org) under Athletic Field Reservations or by calling the Municipal Center at 715-693-4200. Making a reservation via mail or online in no way guarantees availability as it is on a first come, first served basis. Reservations will be accepted up to one (1) year in advance of the event date.
- C. Before a reservation for the Village's Municipal Center Fields can be booked, a Tournament Rental Agreement must be completed and returned with the security deposit and payment.
- D. The applicant is responsible for field maintenance (raking, etc.) for every tournament game. Two field rakes will be supplied.
- E. No Village staff will be of assistance during the tournament.
- F. The security deposit is refundable after the tournament day(s) listed on the agreement have been completed and the area has been inspected for damage or additional clean up. Refunds may take up to two (2) weeks to receive after the completion of the tournament. The space is expected to be left in the same condition as the renter found it. Failure to clean adequately will result in forfeiture of the security deposit. If clean up or damage exceeds the security deposit a separate billing will be sent to cover additional costs for needed repairs or cleanup.
- G. The adult signing the tournament form is a duly authorized representative for any and all damages, missing items and clean up.
- H. Advertising is prohibited in Village athletic fields or surrounding parks. No additions, alterations or changes to park grounds and structure of buildings are permitted without prior written permission from the appropriate committee.
- I. Sales of any kind are not permitted in the Village of Kronenwetter parks, unless authorized by the Public Works Director. When authorized, such sales (defined as the exchange of cash on the grounds) may be subject to commercial use fees and policies.
- J. Reservations will be accepted up to one (1) year in advance of event date.
- L. Consumption or possession of alcohol is prohibited on park property.
- M. No overnight camping.
- N. No pets are allowed in the Village parks and athletic fields.
- O. Receptacles are provided for trash/waste disposal. Please use them!
- P. No parking is allowed in the Kronenwetter Fire Department parking lot.

RESCHEDULE/CANCELLATION POLICY

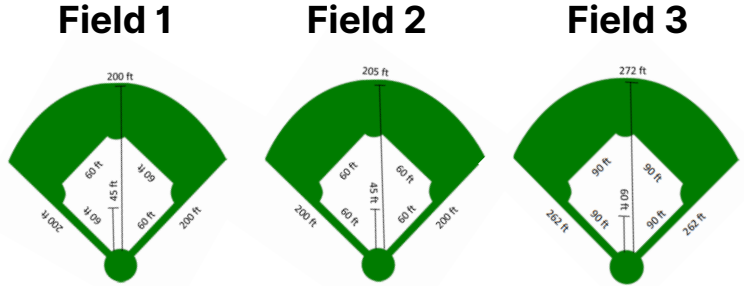
Security deposits are fully refundable in the event of a cancellation. The rental fee is fully refundable if cancellation is made at least five (5) days before the reservation date. If a change is not made at least five (5) days before the reservation date, the rental fee will be refunded.

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, it is the applicant's responsibility to contact the Village of Kronenwetter within one (1) week of the reserved date to either reschedule or request a refund. If contact is not made within one (1) week of the reserved date, fees and/or the possibility of reschedule will be forfeited.

If you need Village assistance during your reservation date, please contact Marathon County Dispatch at 1-715-261-1200 and ask for a Kronenwetter Police Officer.

MUNICIPAL CENTER FIELDS

Located south of the Municipal Center building on Kronenwetter Drive. Amenities include three ball fields and a playground. Ball fields are equipped with dug-outs and score boards. A portable restroom is available, however, there is no running water. Parking is also available onsite. Parking is not allowed on grassy areas within the park, Kronenwetter Drive or at the Fire Department.



Fee	Security Deposit
\$200 Two or three day weekend tournament	\$50

Reservation Terms and Conditions:

The applicant is responsible for clean-up of athletic fields before closing time. Any additional maintenance or clean-up required beyond considered normal will be billed to the applicant. 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.

TOURNAMENT CONTACT NAME: _____

PHONE NUMBER: _____ **EMAIL ADDRESS:** _____

ORGANIZATION (IF APPLICABLE) _____

DATE(S) OF EVENT: _____ **TIME PERIOD OF EVENT:** _____

APPLICANT SIGNATURE: _____ **DATE:** _____

VILLAGE STAFF 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 XX/XX/23)



August 15, 2023

MEMORANDUM

TO: Community Life, Infrastructure & Public Property Committee
FROM: Kim Manley, Interim Administrator
SUBJECT: Guide to Naming Public Parks & Facilities

For your review, I cleaned up the draft that we were working on last time and have it for you to review and comment on. If you see anything you want changed, deleted, added we can do that at this meeting before it goes to the Village Board for review.

ACTION ITEM: Discuss and consider draft guide to naming public parks and facilities after amendments made on 08/07/2023.

VILLAGE OF KRONENWETTER

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 – the intent is to honor an individual who has had a significant impact on the Village of Kronenwetter during their life. The individual does not have had to give land or other types of donations in order that their name or family name be considered in the naming of a facility.

TYPES OF DONATIONS

A Major Donation is: (any one of the following)

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

Contribution of a minimum of 50% or more 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.

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.

Please note the lists of donations is not meant to be all inclusive!

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 and then recommendation to the Village Board.
- 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.



REPORT TO VB

ITEM NAME:	Discuss & Possible Action: 2024 Community Events
MEETING DATE:	Oct. 9, 2023
PRESENTING COMMITTEE:	CLIPP
COMMITTEE CONTACT:	Chris Eiden
STAFF CONTACT:	Jennifer Poyer
PREPARED BY:	Jennifer Poyer

ITEM: Proposed 2024 Community Event list

OBJECTIVES:

- Provide events that bring residents together to socialize and be entertained.
- Receive approval to move forward with event planning for 2024.
- Showcase the Village to area businesses and future residents.

PROPOSAL: We would like to continue offering events to the public in 2024. We had great participation for 2023, and the events continue to grow in popularity and attendance. The events are a major draw for residents in neighboring communities as well as our own. We have added three events to the lineup for 2024. The additional events include a fourth outdoor movie, garden contest and Halloween decoration contest.

ADVANTAGES: Community engagement and entertainment. Opportunity for businesses to sponsor events and be increase their awareness within Kronenwetter.

DISADVANTAGES: Staff time outside of regular office hours. Cost of events.

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

We will be seeking sponsors for all of the events. Money has also been budgeted for the 2024 events if sponsors cannot be obtained to cover all costs.

RECOMMENDED ACTION: Approval of 2024 Community Events

TIMING REQUIREMENTS/CONSTRAINTS: We'd like to get this approved ASAP, so we can move forward with finding sponsors and producing printed materials for distribution.

ATTACHMENTS (describe briefly):

- Proposed 2024 Event list

Proposed 2024 Community Events

New events in green.

- Snowman Making Contest - January 1 - March 1
- Bulk Item Drop-off - TBD
- Bike and Walk for the Health of It - May 16
- Farmers Market - Sundays from June 9 - October 20
- Movie Under the Stars - option of a “date night” movie
 - Friday, June
 - Friday, July
 - Friday, August
 - **Friday, September**
- Community Garage Sale - Friday, June 21 - Sunday, June 23
- **Kronenwetter Garden Event - Register by July 12**
- National Night Out - Tuesday, August 6
- Kronenwetter Lions Club Fall Festival *not a Village event - September 14, 2023
- **Spook the Yard - Register by October 12, 2023**
- Trick-or-treat hours - October 31, 4-7 p.m.
- Deck the Yard - Register by December 12



REPORT TO VILLAGE BOARD

ITEM NAME:	Municipal Copier/ Printer Upgrade
MEETING DATE:	October 09, 2023
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	Chris Voll
STAFF CONTACT:	Sarah Fisher
PREPARED BY:	Sarah Fisher

ISSUE: With having a smaller printer in the Police Department it is costing more money than having two Konica size printers. The Konica printer we have was purchased in March of 2017 outright so we have no lease on it. Speaking with the representative from Bauernfind the printer has a lot of life left on it, moving it down to the Police department and purchasing a new printer for the Manipal office would put us in a position to save money monthly on our service as well as having more up to date technology in the busiest part of the municipal building.

OBJECTIVES: To purchase the Kyocera Printer for the Municipal office and move the Konica to the police department creating a savings on our monthly coping/printing costs.

ISSUE BACKGROUND/PREVIOUS ACTIONS: n/a

PROPOSAL: To purchase the Kyocera Printer for the Municipal office and move the Konica to the police department creating a savings on our monthly coping/printing costs.

ADVANTAGES: Update technology and save money on monthly costs

DISADVANTAGES: purchase of new printer

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.) one-time purchase of Kyocera Printer \$7, 218.00

RECOMMENDED ACTION: purchase new Kyocera printer for VOK office and move current Konica to Police department

OTHER OPTIONS CONSIDERED: rent copier at \$143.00 per month

TIMING REQUIREMENTS/CONSTRAINTS: n/a

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$
 Remaining CFY
 Account Number: 100-51400-485-000
 Description: Computer Supplies & expense
 Budgeted Amount: 152,500
 Spent to Date: 63,047.71 (7/31/2023)
 Percentage Used: 41.3

Remaining: 89,452.29

Section 5, Item M.

ATTACHMENTS (describe briefly): Proposal from Paul Knoff at Bauernfeind, and Kyocera spec packet

PROPOSAL

Village of Kronenwetter

Prepared by:

Paul Knoff
PaulK@b-bt.com
715.305.6157

Phone: 800.288.2712
Email: bbt@b-bt.com
Website: b-bt.com

 **bauernfeind**
BUSINESS TECHNOLOGIES

Award-Winning Customer Service



Service, Support and Satisfaction – Second to None. The *Pro-Tech Service Award* recognizes those dealers who have demonstrated an exceptional commitment to customer support and satisfaction. The Pro-Tech Service standard is challenging – and the evaluation procedure is rigorous and far-reaching and guarantees:



- Professional, **customer-oriented service** department management and administration policies
- **Service response times** significantly better than the industry average
- **Preventive maintenance programs** that ensure maximum uptime and superior performance
- Inventory control systems that provide **immediate access to replacement parts** and components
- **Comprehensive training programs** and performance reviews to maintain the highest level of expertise
- **Skilled technical specialists** and service personnel trained on your specific product



Phone: 800.288.2712
 Email: bbt@b-bt.com
 Website: b-bt.com

THE BBT ADVANTAGE



While most companies in our industry offer similar products and services, we do some things differently.

FAIR SERVICE CONTRACTS



Most companies in our industry bill customers monthly or quarterly. If the customer goes over their allotted number of copies, they PAY AN OVERAGE; if they go under their allotted number of copies, they AREN'T REFUNDED.

Our contracts are flexible and protect you from overpaying during the slower times.



LOCKED LEASE PAYMENTS



Some companies in our industry use a "Step Lease". These leases allow for payments to increase over the life of the agreement. The payment might look great at the beginning of the term, but you might end up paying more in the long run.

When we quote a lease payment, we guarantee that payment will be locked for the term of the agreement.

GREEN PRODUCTS



We work with manufacturers that care about the environment. Whether you are just concerned about the future of our planet or need to meet regulatory compliance initiatives, the products we sell and service are among the most sustainable in the industry.



Konica Minolta consistently wins awards for their innovative approach to sustainability. The body of their MFPs as well as their toner bottles are constructed using recycled plastics. *Simitri V* toner uses plant-based waxes and requires less heat (energy) during the printing process.

Kyocera is focused on 3R Design (Reduce, Reuse, Recycle) in all of their products. Their printing devices feature some of the lowest Total Cost of Ownership (TCO) in the industry thanks to their long-lasting consumables and parts.

Our manufacturers also offer complimentary recycling programs for used supplies.

THE BBT ADVANTAGE



While most companies in our industry offer similar products and services, we do some things differently.

COMPLIMENTARY TONER/METER MONITORING



If you've ever run out of toner in the middle of a big job, you know how frustrating it can be! We use industry-leading technology to monitor your devices. We'll send you toner before you even know you need it and you'll never have to send us a meter reading.

KYOCERA 3-TIER COLOR



Why should a full-page color photograph cost the same as a document with a small color logo? Kyocera doesn't think it should.

ONLY PAY FOR THE
COLOR YOU USE.

Introducing Kyocera 3-Tier Color. This technology allows us to bill for the color you use.



Customers utilizing 3-Tier Color can see significant cost-savings.

SPECIAL CONTRACT PRICING



Group purchasing contracts have been around for years, but most companies in our industry refuse to offer this special pricing to their customers. Why? The terms and conditions of these contracts limit how much profit the dealer can make on a sale.

BBT continues to offer this pricing to their qualifying customers.

Governments and non-profits can benefit from the **Association of Educational Purchasing Agencies (AEPA)** contract, which offers deep discounts for qualifying organizations.

This contract is nationally bid and both Kyocera and Konica Minolta won places on the contract. Because this contract was already bid, using this pricing supersedes any local or statutory requirement to seek multiple bids from vendors.



WISCONSIN-OWNED SINCE 1955



While many companies in our industry have sold to out-of-state dealers, BBT remains locally-owned and operated by the same family that started it in 1955. We pay taxes here, we support the communities we serve.

COST ANALYSIS FOR Village of Kronenwetter

COST ANALYSIS - CURRENT MODEL - Konica Minolta C308 / Kyocera TASKalfa 307ci

		Annual Volume	Monthly Volume	Cost Per Page	Service Cost
PD	Black		2815	\$ 0.0165	\$ 46.45
	Color		368	\$ 0.0869	\$ 31.98
Reception	Black		5428	\$ 0.0086	\$ 46.68
	Color		6710	\$ 0.0480	\$ 322.08
Monthly Service					\$ 447.19
Lease/month					\$ -
Total/month					\$ 447.19

COST ANALYSIS - Option #1 - Upgrade Reception, move C308 to Police Department

		Annual Volume	Monthly Volume	Cost Per Page	Service Cost
PD	Black		2815	\$ 0.0085	\$ 23.93
	Color		368	\$ 0.0450	\$ 16.56
Reception	Black		5428	\$ 0.0060	\$ 32.57
	Color		6710	\$ 0.0300	\$ 201.30
Monthly Service					\$ 274.36
Lease/month					\$ 143.00
Total/month					\$ 417.36

PRODUCT COMPARISON

	Current Device Konica Minolta C308	Proposed Device 1 Kyocera 4054ci
Copy/Print Speed	30 ppm	40 ppm
Scan Speed	Up to 160 ipm	Up to 274 ipm
Document Feeder Type	Single Pass	Single Pass
Document Feeder Capacity	100	320 sheets
Max. Paper Size	11 x 17	12 x 18
RAM	4 GB	4 GB / 32 GB SSD

PROPOSAL FOR VILLAGE OF KRONENWETTER

7/19/2023

Make / Model	Description	Circle a Payment Option	
		Purchase Price*	Lease/Month*
KYOCERA TASKalfa 4054ci	40 PPM color MFP with 4x500-sheet paper trays, 320-sheet dual scan document feeder, 4GB RAM, 320 GB HDD, staple finisher, hole punch and fax	\$7,218.00	\$143.00

OPTIONAL ACCESSORIES

Make	Model	Description	Circle a Payment Option	
			Purchase Price*	Lease/Month*
Kofax	Power PDF / 1 Seat	PDF Editing software, convert to searchable PDF, Excel, Word and more – Free trial available	\$199.00	\$4.00
ESP	MFP-1	Surge Protector & ethernet protection	\$150.00	\$3.00

BBT CARE PLAN – SERVICE RATES

Black Prints: \$0.006 per print

Color Prints: \$0.03 per print

Agreement includes Parts, Labor, Toner and other consumables (excluding paper and staples).

Thank you for the opportunity to submit a proposal. If you have any questions or need additional information, please contact Paul Knoff at (715) 305-6157 or paulk@b-bt.com.

Accepted By: _____ Date _____

By signing this proposal KRONENWETTER, VILLAGE OF authorizes BBT to order, install, & invoice the above listed equipment.

*Leasing: must be preapproved and signed at installation. Unless otherwise noted, lease payments quoted are Fair Market Value; other options are available. One-time \$75.00 lease documentation fee not included.
 Cash sales: Payment due at install. Sales Tax not included.

**Training and installation for printing and scanning will be included at no charge on day of install. Network connection cabling and hardware if necessary is an additional cost.

Proposal valid for 30 days or until supplies last.





Your Workplace Evolution, in Color

The Kyocera Evolution Series continues to grow with the addition of a new range of high-impact color A3 MFPs. These robust devices boast industry-leading technology and security, along with outstanding print and scan speeds, to ensure impeccable quality output every single time. Join the Evolution today and add a new dimension to your business.

A large, dark grey Kyocera TASKalfa 4054ci multifunction printer is shown against a dark background with a grid of small white plus signs. A blue hand-drawn rocket ship is overlaid on the left side of the printer. The printer has a control panel on the right side with a small screen and a Kyocera logo at the bottom right.

TASKalfa 4054ci



Up to 40 Pages per Minute

Fast Scanning Options

10.1" Color Touch Screen Panel

Kyocera Net Manager Ready

TASKalfa 4054ci

BASIC SPECIFICATIONS

Configuration: Color MFP - Print/Scan/Copy/Optional Fax
Speed: Letter: 40 ppm, Legal: 24 ppm, Ledger: 20 ppm (print only)
Warm Up Time: 17 seconds or less (power on)
First Page Out:
 Copy: 4.5 seconds BW, 5.9 seconds Color
 Print: 5.1 seconds BW, 6.5 seconds Color
Display: 10.1" Color Touch Screen Control Panel
Memory/Hard Disk Drive: 4GB RAM/32GB SSD/320GB HDD Standard, 1TB HDD (option)
Duplex: Standard Stackless Duplex supports Statement (5.5" x 8.5") to Ledger (12" x 18"), 16 lb. Bond - 142 lb. Index (60 - 256gsm)
Standard Output Tray: Statement - 12" x 18"/500-sheets; up to 12" x 48" Banner (single sheet)
Electrical Requirements: 120V, 60Hz, 12A; 220-240V, 50/60Hz, 7.2A
Typical Electricity Consumption (TEC): 120V: .52 kWh/week; 220V: .51 kWh/week
Dimensions: 23.7" W x 26.1" D x 31.1" H
Weight: 209.4 lbs
Maximum Monthly Duty Cycle: 175,000 Pages per Month

PAPER SUPPLY

Paper Capacity: Standard 1,150-sheets; Maximum 7,150-sheets
Standard Paper Sources: Dual 500-sheet Trays, 150-sheet MPT, Auto Selection/Switching
Standard Paper Size:
 Tray 1 - 5.5" x 8.5" - 8.5" x 14" (statement to legal)
 Tray 2 - 5.5" x 8.5" - 12" x 18", Custom Size
 MPT: 5.5" x 8.5" - 12" x 18" (multiple); to 12" x 48" Banner (single)
Optional Paper Sources:
 PF-7140 Dual 500-sheet Tray Option - 5.5" x 8.5" - 12" x 18"
 PF-7150 Dual 1,500-sheet Tray Option - 8.5" x 11"
 PF-7120 3,000-sheet Large Capacity Tray Option - 8.5" x 11"

Paper Weight:

Trays/MPT: 14 lb. Bond - 166 lb. Index (52 - 300gsm)
Input Materials: Standard/Optional Trays: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Letterhead, Envelope, Custom; MPT: Plain, Bond, Recycled, Preprinted, Vellum, Color, Pre-Punched, Thick, Thin, High Quality, Transparency (OHP), Coated, Index Tab, Label, Letterhead, Envelope, Custom

SECURITY SPECIFICATIONS

Local Authentication, Network Authentication, Encryption Communication (IPsec, HTTPS, TLS 1.3, SMTP/POP/FTPS over TLS, SNMPv3), TPM chipset (Trusted Platform Module), S/MIME, SCEP (auto certificate issuance/renewal), OCSP/CRL (certificate validation), Secure Boot (firmware authenticity verification), Run Time Integrity Check, Data Security Kit 10 enhances IPsec communication (support for FIPS 140-2), HDD and Memory Overwrite (7x) Mode and HDD Data Encryption (256 bit), Common Criteria (ISO/IEC-15408/EAL2), IEEE 2600.2

PRINT SPECIFICATION

Standard Controller: ARM Cortex-A53/1.6GHz
PDLs/Emulations: PRESCRIBE, PCL6 (PCL-XL/PCL-6e), KPDL3 (PSS), XPS, OPEN XPS, PDF; Optional (UG 34): IBM ProPrinter, Line Printer, LQ-850
Print Resolution: Up to 4800 x 1200 dpi
Fonts: KPDL3, PCL6, Bitmap
OS Compatibility: Windows: 8.1/10/Server 2012/Server 2012 R2/Server 2016/Server 2019; Mac OS X v10.0 or later; Chrome OS
Mobile Printing: Apple AirPrint®, Mopria®, KYOCERA Mobile Print, KYOCERA MyPanel
Interfaces: Standard: 1000 Base-T/100-Base-Tx/10BASE-T (IPv6, IPv4, IPsec), 802.3az ready, High-Speed USB 3.0,

4 USB 2.0 Host Interfaces, 2 Expansion Slots, IEEE 802.11b/g/n Wireless LAN (supports up to 98.5 feet); Optional: IEEE 802.11a/b/g/n/ac (IB-37 for 2.4/5GHz), 10/100/1000BaseTX (IB-50 for Dual NIC); IEEE 802.11b/g/n (IB-51 for Wireless LAN Interface (supports up to 328.1 feet))
Network Print and Supported Protocols: HTTP, FTPS, SNMP v1/v2c/v3, Raw Port (Port 9100) TCP/IP, IPv4, IPv6, DHCP LPR, DNS, WSD Scan/Print
Drivers: KX Driver, PCL Mini Driver, KPDL Mini Driver, Network Fax Driver, TWAIN Driver, WIA Driver, Status Monitor, Common Profile, Output to PDF, Security Watermark, Super Resolution, Color Optimizer, MAC Driver, Chrome Print Driver, Linux Driver, KX Driver with Distributed Printing, Windows Inbox Driver, SANE Driver
Utilities: KYOCERA Net Viewer, KYOCERA Net Device Manager, Quick Setup, KX PRESCRIBE Macro Generator, ID Register, Software Management Service, Upgrade Studio, Web Package Maker, Removal Tool, Wi-Fi Setup Tool, PDF Direct Print, Command Center RX; Kyocera Net Manager (option)

SCAN SPECIFICATION

Scan Type: Color and Black & White Scanner
Scan Resolution: 600/400/300/200 dpi, 200 x 100 dpi, 200 x 400 dpi
File Formats: TIFF, JPEG, XPS, OpenXPS, PDF/A-2.0 (MMR/JPG Compression/High Compression PDF); Option: Scan Extension Kit Text Searchable PDF; MS Office File
Connectivity/Supported Protocols: 10 BASE-T/100 BASE-TX/1000 BASE-T (IPv6, IPv4, IPsec) TCP/IP, Hi-Speed USB 3.0
Scanning Functions: Scan-to-Folder (SMBv3), Scan-to-Email, Scan-to-FTPS over TLS, Scan-to-USB, WSD Scan, DSM/SANE Scan, TWAIN Scan, Specified Color Removal, Border Erase, Preview, PDF Digital Signatures
Original Size: Up to 11" x 17" (Glass)
Drivers: TWAIN/WIA/DSM-SANE Driver/WSD Scan

OPTIONAL DOCUMENT PROCESSORS

Acceptable Originals: 5.5" x 8.5" - 11" x 17"
DP-7150: Reverse Auto Document Processor/140-sheets
 Speed: Simplex: 80 ipm; Duplex: 48 ipm (BW/Color)
 Weight: Simplex: 13 lb. Bond - 90 lb. Index (35 - 160gsm)
 Duplex: 16 lb. - 32 lb. Bond (50 - 120gsm)
DP-7160 (with multi-feed detection):
 Dual Scan Document Processor/320-sheets
 Speed: Simplex: 137 ipm; Duplex: 274 ipm (BW/Color)
 Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)
 Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)
DP-7170 (with multi-feed and staple detection):
 Dual Scan Document Processor/320-sheets
 Speed: Simplex: 137 ipm; Duplex: 274 ipm (BW/Color)
 Weights: Simplex: 13 lb. Bond - 120 lb. Index (35 - 220gsm)
 Duplex: 16 lb. - 120 lb. Index (50 - 220gsm)

COPY SPECIFICATIONS

Copy Resolution: 600 x 600 dpi
Image Mode: Text, Photo, Text/Photo, Graphic/Map
Continuous Copy: 1 - 9,999
Additional Features: Auto Magnification, Auto Paper Select, Combine Copy, Mirror Image, Rotate Copy, Border Erase, Split Copy, Margin Shift, Page Number, Form Overlay, Blank Page Skip, Specified Color Removal, Proof Copy, Preview, ID Card Copy
Job Management: 1,000 User Codes, Job Build, Shortcut Keys, Repeat Copy
Magnification/Zoom: Full Size, 4 Reduction, 4 Enlargement
 Preset Ratios, 25 - 400% in 1% Step Increments
Document Box: Custom/Job/USB Drive Box, Fax Box (w/option)

OPTIONAL FAX SPECIFICATIONS

Fax Type: Fax System 12 (option)
Type/Data Compression: G3 Fax/MMR, MR, MH, JBIG
Transmission Speed/Modem Speed: Less than 3 seconds/33.6 Kbps
Fax Memory: Standard 170 MB
Driver: Network Fax Driver
Fax Functions: Network Fax, Duplex Transmission and Reception, Encrypted Transmission and Reception, Polling Transmission and Reception, Broadcast, Fax Server Integration, Fax Dedicated Paper Feed Tray, Fax Forwarding to email or file

SOLUTIONS AND SERVICES

Remote Management
 Kyocera Fleet Services ready! A highly secure cloud-based monitoring solution that offers real-time visibility into your fleet. Optimize device uptime and be notified when to replenish supplies. Streamline billing with seamless 3rd party application integration, allowing you to focus solely on your business.

Printing Software
 Cost Control & Security
 Cloud & Mobile
 Printer Management

Content Services
 Scan & Connect
 Intelligent Process Automation
 Enterprise Content Management

IT Solutions
 Technology Solutions
 Including solutions for Cloud and Data Centers
 Network Infrastructure
 Cybersecurity Solutions
 Collaboration Solutions

Consulting Services
 Including IT Health Check
 CIO as a Service
 Healthcare Compliance
 Backup and Recovery Planning

Professional Services
 Including Design and Architecture
 Project Implementation
 Project Management

Managed Services
 Including Help Desk Services
 Retainer Services and On-site Support

TASKalfa 4054ci

Output & Finishing Options

OPTIONAL 250 SHEET INNER SHIFT TRAY JS-7110
Stack Capacity: 250-sheets
Paper Size: 8.5" x 11" - 11" x 17"
Paper Weight: 14 lb. Bond - 166 lb. Index (52 - 300gsm)

OPTIONAL 500 SHEET INTERNAL FINISHER DF-7100
Stack/Staple Capacity: 500-sheets/50-sheets
Paper Size: 5.5" x 8.5" - 12" x 18"
Paper Weight: 14 lb. Bond - 166 lb. Index (52 - 300gsm)
Edge Staple Position: 3 Positions: Front: 1 Staple,
Edge: 1 Staple, Face: 2 Staples
Optional Punch: PH-7100 2/3 Hole Punch Unit,
supports 5.5" x 8.5" - 12" x 18"; 14 lb. Bond - 166 lb. Index
Dimensions: 19.4" W x 21" D x 6.9" H

OPTIONAL 1,000 SHEET FINISHER DF-7120
Stack/Staple Capacity: Main Tray: 1,000-sheets/50-sheets
(up to 24 lb. Bond [90gsm])
Paper Size: 5.5" x 8.5" - 12" x 18"
Paper Weight: 14 lb. Bond - 166 lb. Index (52 - 300gsm)
Edge Staple Position: 3 Positions: Top Left, Bottom Left,
Center Bind
Optional Punch: PH-7A 2/3 Hole Punch Unit,
supports 5.5" x 8.5" - 12" x 18"; 14 lb. Bond - 166 lb. Index
(52 - 300gsm)
Dimensions: 21.6" W x 24.4" D x 41.3" H

OPTIONAL 4,000 SHEET FINISHER DF-7140
Stack/Staple Capacity: Main Tray (A): 4,000-sheets;
Sub Tray (B): 200-sheets/65-sheets (up to 24 lb. Bond
[90gsm])
Paper Size: 5.5" x 8.5" - 12" x 18"
Paper Weight: 14 lb. Bond - 166 lb. Index (52 - 300gsm)
Edge Staple Position: 3 Positions: Top Left, Bottom Left,
Center Bind
Optional Punch: PH-7A 2/3 Hole Punch Unit, Supports
5.5" x 8.5" - 12" x 18"; 14 lb. Bond - 166 lb. Index
Dimensions: 29" W x 26" D x 42" H

Optional Booklet Folder/Trifold Unit BF-730: (DF-7140)
Booklet Folder: supports 8.5" x 11", 8.5" x 14", 11" x 17"
Fold Booklet (staple): 16 lb. - 24 lb. Bond (60 - 90gsm)
20-sheets; 25 lb. - 28 lb. Bond (91 - 105gsm) 13-sheets;
Higher than 28 lb. Bond (Higher than 105 gsm) 1-sheet
Fold Booklet (no staple): 16 lb. - 24 lb. Bond (60 - 90gsm)
5-sheets; 25 lb. Bond - 72 lb. Index (91 - 120gsm) 3-sheets;
32 lb. Bond - 110 lb. Cover (121 - 256gsm) 1-sheet
Trifold: supports 8.5" x 11" only: 16 lb. - 24 lb. Bond
(60 - 90gsm) 5-sheets; 25 lb. Bond - 72 lb. Index
(91 - 120gsm) 3-sheets

Optional Multi-Bin Mailbox MT-730(B): (DF-7140)
7 Trays; supports: 16 lb. Bond - 90 lb. Index (60 - 163gsm);
Stack Capacity per bin: 100-sheets: 5.5" x 8.5", 8.5" x 11";
50-sheets: 8.5" x 14", 11" x 17"

OPTIONAL 4,000 SHEET FINISHER DF-7150
Stack/Staple Capacity: Main Tray (A): 4,000-sheets;
Sub Tray (B): 200-sheets/100-sheets (up to 20 lb. Bond
[80gsm])
Paper Size: 5.5" x 8.5" - 12" x 18"
Paper Weight: 14 lb. Bond - 166 lb. Index (52 - 300gsm)
Edge Staple Position: 3 Positions: Top Left, Bottom Left,
Center Bind
Optional Punch: PH-7A 2/3 Hole Punch Unit,
supports 5.5" x 8.5" - 12" x 18"; 14 lb. Bond - 166 lb. Index
(52 - 300gsm)
Dimensions: 29" W x 26" D x 42" H

Optional Booklet Folder/Trifold Unit BF-9100: (DF-7150)
Booklet Folder: supports 8.5" x 11", 8.5" x 14", 11" x 17"
Fold Booklet (staple): 14 lb. - 24 lb. Bond (52 - 90gsm)
20-sheets; 25 lb. - 28 lb. Bond (91 - 105gsm) 13-sheets;
Higher than 28 lb. Bond (Higher than 105gsm) 1-sheet
Fold Booklet (no staple): 14 lb. - 24 lb. Bond (52 - 90gsm)

5-sheets; 24 lb. Bond - 28 lb. Index (91 - 105gsm) 3-sheets;
28 lb. Bond - 140 lb. Index (106 - 256gsm) 1-sheet
Trifold: supports 8.5" x 11" only: 14 lb. - 24 lb. Bond
(52 - 90gsm) 5-sheets; 25 lb. Bond - 28 lb. Index
(91 - 105gsm) 3-sheets

ADDITIONAL OPTIONS
AK-7110 Bridge Unit Attachment Kit, JS-7100 Job Separator,
HD-16 Large Capacity HDD (1TB), Banner Guide 10, Internet
Fax Kit (A), Card Authentication Kit (B), Data Security Kit 10,
Dual NIC (IB-50), Extended Range Wireless LAN NIC (IB-51),
Thin Print option (UG-33), Printer Emulation option (UG-34),
DT-730(B) Document Tray, Scan Extension Kit (A) for Text
Searchable PDF; MS Office File, Keyboard Holder 10,
Numeric Keypad (NK-7130), Cabinet Stand, EFI Printing
System 17 - Fiery Controller

- 1 Requires PF-7140
2 Only 1 Document Processor can be installed
3 Only 1 Output Option can be installed
4 Requires Bridge Unit Attachment Kit (AK-7110)

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**REPORT TO
VILLAGE
BOARD**

AGENDA ITEM UNDER CONSIDERATION: COMMITTEE APPT POLICY PROCEDURE
MEETING DATE: OCTOBER 09, 2023
PRESENTING COMMITTEE:
COMMITTEE CONTACT:
STAFF CONTACT: TIM SHAW
PREPARED BY: TRUSTEE TIM SHAW

AGENDA ITEM: Committee Appointment Policy/Procedure, Appropriateness of Appointments along with appropriate attendance at the committee meetings.

OBJECTIVES: Review and take any possible action on the process to assure most effective process/appointments in the Village’s best interest

HISTORY/BACKGROUND/PREVIOUS ACTIONS: The procedure has been in place for some time and should be reviewed periodically as with all policies and procedures.

PROPOSAL: Review and act on any shortcomings in the process and the appropriateness of current process.

ADVANTAGES: Ensures the best results for the citizens of Kronenwetter

DISADVANTAGES: None

RECOMMENDED ACTION: Take any appropriate action the board may see appropriate.

OTHER OPTIONS CONSIDERED: All board members can give opinions and suggestions will be considered.

TIMING REQUIREMENTS/CONSTRAINTS: Immediate

ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc. No costs would be associated.

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

Remaining CFY
Account Number:
Description: NO FUNDING REQUIRED
Budgeted Amount:
Spent to Date:
Percentage Used:
Remaining:

ATTACHMENTS (describe briefly):



VILLAGE BOARD MEETING MINUTES

September 11, 2023 at 5:30 PM

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

1. CALL MEETING TO ORDER

President Chris Voll calls the meeting to order at 5:30 PM.

A. Pledge of Allegiance

Those in attendance cited the pledge of allegiance.

B. Roll Call

PRESENT

Village President Chris Voll

Trustee Alex Vedvik

Trustee Chris Eiden

Trustee Kelly Coyle

STAFF MEMBERS PRESENT

Interim Administrator Kim Manley

Community Development Director Peter Wegner

Chief of Police Terry McHugh

Village Clerk Bobbi Birk-LaBarge

TRUSTEES ABSENT at TIME of ROLL CALL

Trustee Sean Dumais arrived at 5:51 PM

Trustee Ken Charneski arrived at 7:12 PM

TRUSTEES ABSENT

Trustee Tim Shaw

2. ANNOUNCEMENT OF CLOSED SESSION

Village President Chris Voll announces closed session.

3. 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.

Bernie Kramer: 2150 E. State Hwy 153 Peplin - Would like to see TID 2 get on the regular tax roll.

Joe (Joel) Straub; 860 W. Nelson Road - Has public safety concerns west of the tracks in a small portion

District 15 on the southwest side of the village. Straub believes when Kurt and Amy Cieslek were allowed residency, it eliminated an exit route out for the current residents from Happy Hollow to Nelson Road.

Straub believes their property is in violation of Chapter 508 - water and sewer coordinates. Straub states he believes the board is in violation of fulfilling the ordinance in which the Cieslek's shall abide by.

4. REPORTS FROM STAFF AND VENDORS

- C. Police Chief's Report
Police Chief Terry McHugh explains his report. McHugh explains they had a busy month. McHugh explains the 2024 vehicle prices for the purchase of a new squad. The pricing comes out in the fall before the budget is done. McHugh is working on gathering a quote so it can be shared at the next board meeting and be approved and used to prepare for the 2024 budget. Car prices have not increased as significantly as he anticipated.
- D. Fire Chief's Report
Fire Chief Theresa O'Brien was not able to attend the meeting. President Voll asked the board members if anyone had any questions or comments. None were mentioned.
- E. Community Development Director's Report
Community Development Director Peter Wegner requests questions for the audience. Wegner explains he has been working with Denyon Homes on their new proposed office. There are several roads that need maintenance work in the TID 2 area. Wegner explains Kronenwetter Drive needs work as well as other roads that go off to the east. Kronenwetter Drive needs to be taken down and built back up and resurfaced. Trustee Vedvik would like to see the work done before the expenditure period ends. Interim Administrator Manley suggests having a study done with an engineering form to give us the real numbers because we don't know what the base is under the road and with the bed rock in the area, Robert Roth might be able to assist us.

5. NEW BUSINESS

- F. Discussion and Possible Action: Purchase of Fire Extinguisher Training System and Creation of Training Program for Local Businesses and Residents
Motion made by Trustee Coyle, Seconded by Trustee Eiden to purchase the ITS Training System and creation of program to offer to business residents.
Voting Yea: Village President Voll, Trustee Vedvik, Trustee Eiden, Trustee Coyle
Motion passes 4:0 by voice vote.

6. OLD BUSINESS:

None

7. CONSENT AGENDA

Motion made by Trustee Eiden, Seconded by Trustee Coyle to accept the consent agenda as presented.
Voting Yea: Village President Voll, Trustee Vedvik, Trustee Eiden, Trustee Coyle
Motion carried 4:0 by voice vote.

- G. Operator's License Application - Bonnie Cabrera
- H. Farmers Market Musician Contract; Anthony Heis

8. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES

President Chris Voll thanked the commissions and committees for sharing their minutes.

- I. August 01, 2023, Utility Commission Minutes
- J. August 07, 2023, CLIPP Committee Meeting Minutes

9. CLOSED SESSION

L. Consideration of motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)(c) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – to wit Interviews of Administrator Candidates and Consideration of Hiring of Administrator
Motion made by Trustee Eiden. Seconded by Trustee Vedvik to convene into closed session @ 5:48 PM.
Motion carries 4:0 by roll call vote.
Closed session begins at 5:58 PM.
Trustee Charneski arrived at 7:12 PM

10. RECONVENE OPEN SESSION

Motion by Trustee Coyle. Seconded by Trustee Dumais to reconvene into open session.
Open session begins at 10:17 PM.
Motion carries 6:0 by roll call vote.

11. ACTION AFTER CLOSED SESSION:

M. Consideration and Discussion and/or Action: Consideration of Hiring a Village Administrator
Motion by Trustee Vedvik, Seconded by Trustee Coyle to begin negotiations to hire Peter Kempfer for Village Administrator.

Motion carries 6:0 by roll call vote.

12. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

None

13. ADJOURNMENT

Motion by Trustee Coyle, Seconded by President Voll to adjourn.

Motion carries 6:0 by voice vote.

Meeting adjourned at 10:22 PM

Meeting Minutes Submitted by: Village Clerk Bobbi Birk-LaBarge
Meeting Minutes Approved by Village Board on: October 09, 2023



Memorandum of Understanding

By and Between

Village
(Badger Book User, Name of Municipality, County)

And

Wisconsin Elections Commission

This Memorandum of Understanding (hereinafter referred to as the "MOU") is effective as of the last date of signature affixed hereto, and is entered into by and between the Badger Book User Village of KRONENWETTER in MARATHON County, Wisconsin, Administrator/Chair KIM MANLEY ("Municipal User"), Address 1582 KRONENWETTER DRIVE, and the Wisconsin Elections Commission ("Commission"), 201 West Washington Avenue, Madison, WI 53703 for the purpose of detailing the parties' obligations pertaining to the Badger Books electronic poll book and associated software.

Whereas, the Wisconsin Elections Commission authorized the development of an electronic poll book system in 2017 to be used in polling places in the state on election day. The "Badger Book" is electronic poll book software that is specific to Wisconsin elections practices and statutes. The Badger Book is the only electronic poll book software created with, and given the necessary permissions to have, direct integration to WisVote, the statewide election management and voter registration system.

Whereas, the Badger Book will only be supported and allowable on a limited set of hardware selected by the Commission, which is defined as Approved Hardware herein.

Whereas, Municipal User seeks to participate in the Badger Book program and utilize the electronic poll book software created by the Commission.

Therefore, the parties hereby resolve and agree they will mutually comply with the following terms of this MOU.

I. Scope

- A. **Badger Book Software:** The Badger Book is primarily used by Municipal Users to check in voters, process absentee ballots, and register voters on election day. The Badger Book, and associated operating system, drivers, and other components, is used to maintain the voter number and count independent of poll worker input. Each process was chosen and designed based on feedback provided by clerks and poll workers from across the state, and the Commission welcomes continued feedback from the Municipal User. After election day, a data file generated from the Badger Book is used to upload election participation and Election Day Registration information into the Commission’s WisVote system. Regardless, each party to this MOU retains the independent custodial and recordkeeping responsibilities required under Wis. Stat. Chapter 19, and other provisions of law. The software utilized to operate the Badger Book will only be that approved by the Commission for use, as conveyed to the Municipal user (“Approved Software”). The sunsetting, movement to an updated version, or prohibition of use, of current Approved Software will be ordered within the sole discretion of the Commission.
- B. **Badger Book Hardware:** One Badger Book station includes the main terminal computer with a touch screen for electronic signature capture, a wireless mouse, a wireless keyboard, a barcode scanner, a case of thermal printer paper, and a printer that can either be integrated into the terminal base column or as a stand-alone printer. Additionally, a router and a specific USB flash drive (a/k/a memory stick) must be purchased by Municipal User for each polling place. The router facilitates secure communication locally between the Badger Book machines. The USB drive is used to transfer data from an internet-connected computer to the Badger Book server machine, and this is the only method that may be employed by Municipal User to transfer this critical information.
 - i. The Badger Book is currently supported on the HP ElitePOS 141 Point of Sale retail terminal, and this is the only Commission-approved hardware for use with Badger Book software.
 - ii. Additional hardware may be approved by the Commission at a future date. This MOU will not be nullified or otherwise invalidated by a Municipal User’s purchase or use of new Badger Book hardware configurations approved by an affirmative vote of the Commission or otherwise authorized by Commission staff through formal, written notification to Municipal Users or public postings directed to elections officials (“Approved Hardware”).
 - iii. The sunsetting, or prohibition of use, of current Approved Hardware will be ordered within the sole discretion of the Commission. The Commission will use best efforts to plan, notify, and otherwise give advance notice to Municipal Users that a sunsetting of currently Approved Hardware is upcoming, so that Municipal Users will have time to prepare and budget for any required changes. The sunsetting or de-authorization of use for an Approved Hardware component/package will include, at a minimum, a loss of support for that hardware by the Commission or a future authorized support provider. The Commission may designate, in its exclusive discretion, a deadline at which the continued use of certain

hardware may result in a loss of license to use the Badger Book software (e.g., hardware poses a significant security risk, a sunseting timeline has passed, etc.).

- iv. Use of hardware with the Badger Book software, other than Approved Hardware, is prohibited. Use of unapproved hardware with the Badger Book may result in the Commission immediately or subsequently revoking Municipal User's license to the software. The Badger Book hardware should not be used with any non-Commission authorized software, applications, internet connected activities, or purposes not associated with the administration of elections.

II. **Badger Book Software License**

- A. Badger Book is an on-premise software solution, which may be downloaded onto the Approved Hardware with the permission of the Commission staff, only after agreement to the terms provided within this MOU. Existing Municipal Users may be asked to retroactively agree to the terms of this MOU, and continued use is contingent upon such execution of these required terms.
- B. The Commission grants to Municipal User, solely for the uses authorized herein, a nontransferable, nonexclusive, terminable, limited license to the Badger Book software. Municipal User shall prevent unauthorized access to the Badger Book software and municipal hardware. The Commission requires installation of antivirus and antispymware software on the Approved Hardware and other internet-connected hardware used for uploading the extracted data into WisVote.
- C. The Badger Book software is licensed not sold to Municipal User. The Commission retains all rights, title, interest, and ownership over the software, as well as audit access to the Badger Book and licensed software therein.

III. **Badger Book License Use Provisions**

- A. Municipal User shall not, and shall not permit any third-party to: i) reverse engineer, decompile, or disassemble the Badger Book software; ii) attempt in any other manner to obtain the source code; iii) create derivative works of, or make modifications to the Badger Book software; iv) grant use of the Badger Book to any user not approved by the Commission as detailed herein; v) otherwise grant unauthorized access or visibility to ancillary systems such as WisVote and its protected data and information; vi) use the Approved Hardware or Badger Book software shall only be in accordance with the intended purpose and no other systems or solutions shall be placed on or utilized on the hardware.
- B. While some Approved Hardware may be enabled to have router connectivity, Municipal User shall only use that connectivity to allow the Approved Hardware (i.e., Badger Books) to connect securely to each other within the polling place. **At no time should Approved Hardware ever be connected to the internet or any other network outside the polling place. Municipal User may wish to disable or otherwise block such functionality as it pertains to internet or outside connectivity.** Unauthorized connection of the Municipal User's Approved Hardware may result in loss of the user's license, or removal from the Badger Book program by the Commission.

IV. **Software and Approved Hardware Delivery/Implementation/Use**

- A. Municipal User will purchase Approved Hardware through the Commission-authorized vendors. The vendor has been granted authority to download the

Badger Book software onto the purchased units. Municipal User is responsible for attending baseline, introductory training prior to the first election cycle for which the Approved Hardware will be used.

V. Allowance of Use and Program Requirements

A. The Badger Book software license is provided to Municipal User free of charge. The only requirement for implementation and continued use is Municipal User compliance with the terms of this MOU. The joint obligations of the parties to this MOU include:

B. Commission Requirements

- i. Provide continued and free access to the Badger Book software.
- ii. Provide reasonable, free software support, maintenance, and troubleshooting. This will include upgraded support and response times within one week of an election, and in the two days following an election, contingent upon Municipal User's continued compliance with the Commission's software update schedule.
- iii. Provide reasonable hardware troubleshooting support.
- iv. Continue to seek third-party software/hardware support for Municipal Users, that can be purchased by the user off of a competitively-procured state contract.
- v. Provide baseline, train-the-trainer user training on the Badger Book, at no expense, to the authorized staff of the Municipal User. This may be initially conducted by Commission staff, or another trainer authorized by the Commission.

C. Municipal User Requirements

- i. Municipal Clerk and Deputy Clerk must remain certified and maintain required training hours every two years. Wis. Stat. § 7.15(1m) and Wis. Admin. Code EL 12.03(2).
- ii. Authorized staff of the Municipal User, including but not limited to Municipal Clerk and/or designee, agree to attend introductory training provided by Commission staff or another trainer authorized by the Commission and provide such training to municipal election inspectors.
- iii. An accurate user count of authorized municipal Badger Book users must be maintained, and that list shall be provided to the Commission upon request.
- iv. Notification shall be given to the Commission each time new or additional Approved Hardware is purchased.
- v. Municipal User must implement each required software update on all Badger Books in their possession, as required by the Commission, and on the schedule provided by the Commission. Non-compliance may result in revocation of the software license or removal from the program.
- vi. All support requests to the Commission must be routed only through the Commission Helpdesk at Email: elections@wisconsin.gov or Phone: (608) 261-2028.
- vii. The Badger Book shall be used, and elections must be conducted, in accordance with Wisconsin Statutes Chapters 5-10 and 12, as well as other applicable statutes, laws, and requirements placed on local

- elections officials and Municipal Users. Paper pollbook copies should be prepared and maintained as a backup to the Badger Book.
- viii. If Municipal User is not a WisVote user ("Relier") and is part of an agreement with another jurisdiction to provide WisVote election system services, the provider ("WisVote Provider") must be a cosigner on this agreement. WisVote Providers are generally employees of the county in which the Relier is situated, but in some instances may be employees of another municipality.
 - ix. Municipal User shall immediately report all suspected and actual Badger Book/software security breaches, improper system access, and noncompliance with this MOU to the Commission.

VI. Terms and Conditions of Badger Book Software License/Use

- A. **Term:** The term of this MOU, and the associated software license, are perpetual. Use and licensing of the software may be revoked by the Commission at any time for non-compliance with the terms of this MOU by the Municipal User. Revocation of a Municipal User's software license for reasons other than noncompliance requires ninety (90) days advance notice by the Commission. Municipal Users may withdraw from the Badger Book program at any time, but the Commission requests as much advance notice of potential or actual termination of program participation as possible. The Commission retains the right to require any reasonable withdrawal or return requirements associated with program participation and software usage.
- B. **Representations:** Each party to this MOU has and will provide accurate, current, and complete information. The signatories of this agreement are duly authorized to bind the parties to the terms stated herein. The Commission will use best efforts to create software updates to address functionality and security, and the Municipal User must implement such updates. Neither party will use or develop the software to infringe upon the intellectual property rights of third parties.
- C. **Warranties:** The Commission warrants that the Badger Book software will reasonably perform in accordance with program requirements and the purposes stated herein. Municipal User will only use the Badger Book software as authorized herein or as appropriate under the law. The Commission makes no warranty as to the performance or replacement of the Approved Hardware. Municipal User's sole recourse for hardware non-performance will be the manufacturer's warranty and similar guarantees. ALL OTHER WARRANTIES NOT DETAILED IN THIS MOU ARE DISCLAIMED AND NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES, OR ANY OTHER SIMILAR DAMAGES UNDER ANY THEORY OF LIABILITY, EVEN IF THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
- D. **Indemnification:** The parties to this MOU will indemnify each other to the extent allowable under Wisconsin law.
- E. **Confidentiality:** The Badger Book software, Approved Hardware, associated documentation, WisVote system, login credentials, and data within those systems are confidential under state and federal law, and to the extent they are not, are required to be kept confidential under the terms of this MOU. Municipal User shall maintain the confidentiality of each and all of those items to the greatest

extent allowable by law. Industry best practices shall be employed when creating and maintaining passwords (*e.g.*, unique/lengthy/complicated passwords, updating of passwords, etc.). Furthermore, both parties shall maintain the confidentiality of any other information or data which the other party designates or which a party knows or has reason to believe is proprietary or protected, in at least the same manner as the party maintains the confidentiality of its own information ("Confidential Information"). Each party may use Confidential Information only as permitted hereunder. Neither party shall disclose or provide any Confidential Information to any third-party and shall take necessary measures to prevent any unauthorized disclosure by its employees, agents, contractors, or consultants including by completing appropriate individual nondisclosure agreements.

- F. Amendment: Any term changes, amendments, or addenda to this MOU must be in writing, executed by both parties. Changes to the program, Badger Book software, or Approved Hardware may require an addendum, new MOU, or the formal attachment of items such as a technical specifications or security-based document.

IN WITNESS WHEREOF, the parties have executed this MOU on the date shown below. The signatories hereto personally represent that this MOU is executed pursuant to legal authorization by the organizations on behalf of which they are signing.

BADGER BOOK USER

WISCONSIN ELECTIONS COMMISSION

 10/4/20
Signed Date

Signed Date

KIM MANLEY

Printed Name

Printed name

KRONENWETTER

MARATHON

Municipality Name

County Name

WisVote Relier

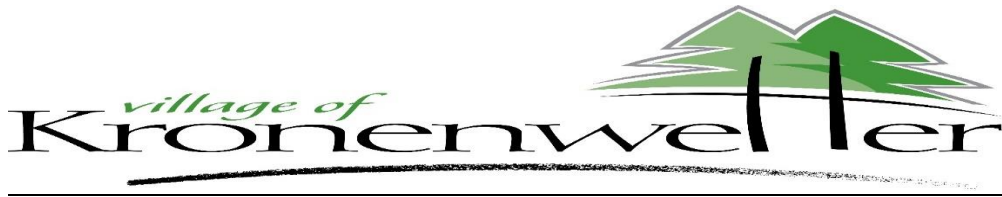
If yes, WisVote Provider must sign below:

WISVOTE PROVIDER

Signed Date

Printed name

WisVote Provider Name (County)



AD HOC COMMITTEE ON COMMITTEE STRUCTURE

MINUTES

August 29, 2023

1.) Call to Order.

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

2.) Roll Call of Members Present.

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

3.) Pledge of Allegiance.

4.) Election of Chair

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

5.) Election of Vice-Chair

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

6.) Election of Secretary

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

7.) Public Comment.

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

8.) Discuss and identify scope of this committee.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

No action – ordinances were provided for informational purposes only.

10.) Set date for next meeting.

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

11.) Agenda items for next meeting.

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

12.) Adjournment.

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

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



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

September 06, 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 recited the Pledge of Allegiance.

B. Roll Call

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

STAFF PRESENT – Community Development Director Peter Wegner, Police Chief Terry McHugh, Fire Chief Theresa O'Brien and Clerk Jennifer Poyer

GUESTS – Gary Goytowski, Lavonne Goytowski

2. PUBLIC COMMENT

No public comment.

3. APPROVAL OF MINUTES

C. Approval of the August 7, 2023 CLIPP Committee Meeting Minutes

Motion by Kilsdonk/Coyle to approve the August 7, 2023 CLIPP Committee Meeting Minutes as presented. Motion carried by voice vote. 5:0.

4. REPORTS AND DISCUSSIONS

D. Police Chief Report

E. Fire Chief Report

F. Community Development Director Report

G. Finance Report

H. Complaint Log

5. NEW BUSINESS

I. Replacement or Repair of Fire Department Car 2 (2006 Chevy 2500)

NO ACTION TAKEN.

J. Discuss and Consider: Purchase of Fire Extinguisher Training System and Creation of Training Program for Local Businesses and Residents

Motion by Coyle/Kilsdonk to forward this item for the Purchase of Fire Extinguisher Training System and the Creation of Training Program for Local Businesses and Residents to the Village Board for approval. Motion carried by voice vote. 5:0.

K. Discuss and Consider: Social Media Policy

NO ACTION TAKEN.

L. Discuss and Consider: Chapter 218 Building Code Clarification and Revision

MINUTES PREPARED BY JENNIFER POYER

APPROVED BY CLIPP COMMITTEE: October 2, 2023

APPROVED CLIPP MEETING MINUTES
SEPTEMBER 6, 2023

Motion by Karch/Coyle to forward Chapter 218 Code Clarification and Revision with recommended changes to #7 to the Village Board. Motion passes by voice vote. 5:0.

6. OLD BUSINESS

M. Continued Discussion on Citizen Concerns for Kowalski Road Traffic
NO ACTION TAKEN.

N. Discuss and Consider: Guide to Naming Public Parks & Facilities
Motion by Coyle/Seconded by Discussion to forward the Guide to Naming Public Parks & Facilities to the Village Board for consideration of approval. Motion carried by voice vote. 5:0.

O. Discuss and Consider: Updated Park Procedures and Usage for Park Shelter Rentals
Motion by Karch/Coyle to move the proposed third page to the first page, strike out Monday – Friday on line A and then send the revised Park Procedures and Usage for Park Shelter Rentals to the Village Board for approval. Motion carried by voice vote. 5:0.

P. Discuss and Consider: Updated Procedures and Usage for Community Room Rentals
Motion by Coyle/Leff to approve the Community Room Rental Agreement with the following changes: Page 1 is moved to Page 3, Agree is changed to Agreement, the start time is indicated on item A. and item O. will be changed to read "The building must be vacated by 12:30 a.m." Motion carried by voice vote. 5:0.

Q. Discuss and Consider: Roof Repairs
NO ACTION TAKEN.

7. NEXT MEETING: October 2, 2023.

8. CONSIDERATION OF ITEMS FOR FUTURE AGENDA
Building code permitting conflicts.

9. ADJOURNMENT

Motion by Coyle/Karch to adjourn the September 6, 2023 CLIPP Committee Meeting. Motion carried by voice vote. 5:0.

Meeting adjourned at 8:12 p.m.