



SPECIAL VILLAGE BOARD MEETING AGENDA

April 17, 2025 at 6:00 PM

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

All Agenda Items Listed Are for Discussion and Possible Action

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

2. PUBLIC COMMENT

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

3. NEW BUSINESS

- C. Removal of Interim Administrator Title from Village President
- D. Assignment of Functions and Duties of Administrator During Absence of an Administrator
- E. RFP for Village Attorney Services
- F. Interim Attorney Services by Contract
- G. Budget Amendment #3: Adjustment to 2025 Debt Service Fund Budget and Other Fund Budgets

4. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

5. ADJOURNMENT

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

Posted: 04/15/2025 Kronenwetter Municipal Center and _

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



REPORT TO VILLAGE BOARD

ITEM NAME:	Removal of Interim Administrator Title from Village President
MEETING DATE:	April 17 th , 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	
STAFF CONTACT:	
PREPARED BY:	David Baker

ISSUE: Historically, the VOK President has sometimes officially or unofficially acted as the interim Village Administrator in the absence of a full time Administrator. In the recent past, the Village Board voted to bestow upon the previous Village President the title of interim administrator (January 27, 2025 minutes).

The question has come up whether this motion carried over to my term. This agenda item is meant to clarify that it is my understanding that I have not been authorized to act as interim Administrator.

It was brought to my attention during a staff meeting on April 16, 2025 that it is necessary to have someone with the title of interim Administrator for the Village to function within Village Policy and/or Ordinance. This will be discussed in Agenda Item D –“Assignment of Functions and Duties of Administrator During Absence of an Administrator.”

OBJECTIVES: Provide Clarity and Transparency

ISSUE BACKGROUND/PREVIOUS ACTIONS:

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: No Action Required. Informational Item Only

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

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

Spent to Date:
Percentage Used:
Remaining:

ATTACHMENTS (describe briefly):



REPORT TO VILLAGE BOARD

ITEM NAME:	Assignment of Functions and Duties of Administrator During Absence of an Administrator
MEETING DATE:	April 17 th , 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	
STAFF CONTACT:	
PREPARED BY:	David Baker

ISSUE: The Village has been unable to develop a successful lasting relationship with a Village Administrator for at least the last several years. In addition, the discovery of the large errors in the 2024/2025 budget presentations (Agenda Item G) creates budget difficulties which could be partially alleviated by leaving the Administrator position vacant.

A decision to leave the Village Administrator position vacant would be expected to impact the Village’s ability to meet its goals and objectives moving forward.

OBJECTIVES: Begin the discussion of the best path forward in regards to filling the Administrator position and determine short term alternatives to providing the necessary functionality in the absence of an Administrator.

ISSUE BACKGROUND/PREVIOUS ACTIONS: A listing of the Administrator’s Duties from Ordinance 115-11 and a potential assignment of responsibility is attached as a starting point for the Board’s discussion.

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: Discussion and Possible Action by Board

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$
Remaining CFY
Account Number:
Description:
Budgeted Amount:
Spent to Date:

Percentage Used:
Remaining:

ATTACHMENTS (describe briefly):

Assignment of Administrator Duties in Absence of an Administrator
4/16/2025
Preliminary Draft for Staff Review and Comment

APC = Administrative Policy Committee

B = Board

C = Clerk

DH = Department Heads

FD = Finance Director

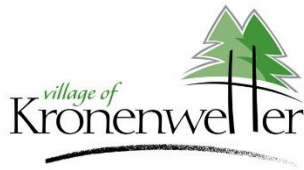
P = President

PWD = Public Works Director

W: = With Assistance From

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

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



REPORT TO VILLAGE BOARD

ITEM NAME:	RFP For Village Attorney Services
MEETING DATE:	April 17 th , 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	
STAFF CONTACT:	
PREPARED BY:	David Baker

ISSUE: It is my judgment that the Village would be well served by finding a new attorney to provide attorney services to the Village. The chemistry between the Village President and the Village Attorney is important to a successful working relationship.

It is not the goal of this agenda item to attribute blame to current or previous Board members, Village Staff or our current Village Attorney. Discussion of the detailed reasons leading to the request for approval of an RFP is not considered appropriate for open session.

OBJECTIVES: Locate a new Village Attorney

ISSUE BACKGROUND/PREVIOUS ACTIONS: A previous RFP is included for reference.

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: Make a motion for Village President Baker to work with staff to prepare and issue an RFP for Village Attorney Services and to authorize Baker to contact potential Village Attorneys to encourage response to the RFP.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$
Remaining CFY
Account Number:
Description:
Budgeted Amount:
Spent to Date:
Percentage Used:

Remaining:

ATTACHMENTS (describe briefly):



Request for Proposals (RFP) – Village Attorney Services

- **Proposal for Prosecution Attorney**
- **Proposal for Corporation Counsel**
- **Proposal for both Prosecution Attorney and Corporation Counsel**

A. Purpose

The Village of Kronenwetter, Marathon County, Wisconsin is seeking proposals from law firms or attorneys to provide municipal prosecution services, corporation counsel services, or both.

B. Work of the Village Attorney

The Village Attorney provides all legal services needed by the Village to support the needs of the organization through the Village Board and Staff excepting occasional services that require unusual expertise such as labor negotiations, serving as bond counsel, or other matters requiring specific expertise at the discretion of the Village Board or Village Administrator. The following description of legal services to be provided is illustrative and comprehensive but is not intended to be all-inclusive or to limit the potential extent of services to be provided.

1. Routine Legal Services:

- A. Provide clear and concise legal advice and consultation (oral and written) as requested or required to the Village Board, Administrator, and Staff on a variety of matters pertaining to all aspects of governance.
- B. Must be accessible by phone, fax and e-mail in a timely manner. Contacts are usually made by email or telephone, and a twenty-four-hour response time is typically expected unless otherwise unavailable.
- C. The Village does not offer space for offices in existing municipal facilities.
- D. Draft, review, and/or revise documents when directed, including but not limited to memoranda concerning legal issues, contracts, ordinances, resolutions, license agreements, development agreements, Village policies, notices, open records, leases, deeds, loans, permits and staff reports.
- E. Provide Village Staff with assistance, legal research and counseling on matters such as the acquisition or sale of property, preparation of leases, deeds and easements, contracts and agreements, operations governed by law, liability situations, government ethics and grant guidelines.
- F. Prepare correspondence and other legal documents on behalf of the Village as directed.

- G. Represent the Village before governmental bodies and agencies to promote the interest of the Village as requested by the Village Board and Administrator.
- H. Perform other duties as directed by the Village Board and Administrator.

2. Non-routine Legal Services: At the discretion of the Village Board or Village Administrator the Village Attorney may represent the Village in:

- A. Litigation and mediation (civil, tort, liability, construction law/public works, general writ, etc.)
- B. Proceedings before local, State, and Federal courts
- C. Proceedings before local, State, and Federal administrative agencies

C. Submittal Instructions

The Village of Kronenwetter reserves the right to request additional written or oral information to supplement any or all written proposals.

Firms are requested to provide a written proposal no later than 12:00 p.m. CST, December 20, 2024. Proposals may be delivered to Jennifer Poyer, Deputy Clerk, Kronenwetter Municipal Center, 1582 Kronenwetter Drive, Kronenwetter, Wisconsin, 54455 or may be submitted electronically in PDF format to jpoyer@kronenwetter.org. Late proposals will not be accepted. Please clearly mark proposals "Village Attorney Services Proposals" on the lower left corner of the envelope.

D. Inquiries

Inquiries regarding this RFP should be directed to:

Jennifer Poyer, Deputy Clerk
 1582 Kronenwetter Drive, WI 54455
 (715) 693 4200 ext. 1722
 (715) 693 4202 (fax)
 Email: jpoyer@kronenwetter.org

E. Description of Client

The Village of Kronenwetter's population as of October 10, 2023, was estimated to be 8,539. The form of government is Village Board-Administrator, with a part-time President (elected once every two years), six part-time Trustees (elected once every two years at-large with staggered two-year terms), and a full-time Administrator. Village services include general government, emergency medical services, fire & police services, public works, planning and zoning and parks and recreation. The Village has contracts with Riverside for emergency medical services. The Village has thirty full-time employees, three part-time employees and seasonal employees.

The Village Board meets twice per month on the second and fourth Monday of each month at 6:00 p.m. Standing committees including, Administrative Policy, Utility, Community Life

Infrastructure and Public Property, as well as Redevelopment Authority and Plan Commission meet once a month. Special meetings may be scheduled as the schedules of attendees allow.

F. Time Requirements

Release of Request for Proposals: November 20, 2024

Proposals due no later than 12:00 p.m. CDT, **December 20, 2024**

Interviews: January 2025

G. Proposal Content

Submittal of proposal indicates acceptance by the firm of the conditions contained in this Request for Proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract or service agreement between the Village of Kronenwetter and the firm(s) selected.

Firms are requested to provide information in the following format:

1. Experience and qualifications of the firm
 - a. Provide a narrative description of the firm.
 - b. Describe the general experience of the firm and areas of specialized expertise with municipal issues including:
 - Land use and zoning law
 - Prosecution of municipal violations
 - Franchise and right of way law
 - Public contracting and purchasing law
 - Drafting and reviewing municipal ordinances and resolutions
 - Public meetings, public records, and administrative law
 - Police and fire commissions
 - Government ethics
 - Water law
 - Urban renewal law
 - Real estate law including commercial and tax increment financing
 - Environmental law
 - Dispute resolution
 - Contracts
 - c. Identify other municipal clients.
 - d. Describe the firm's philosophy on providing municipal legal services; e.g. what level of legal oversight is needed for meetings, contracts, ordinance development, code enforcement, etc.
2. Proposed Attorney or Attorneys
 - a. Name and describe the attorney. Clearly identify the lead Village Attorney and name assisting attorney(s) if applicable.
 - b. Provide a resume or similar description for attorney(s) and assisting attorney(s) if applicable.

- c. If specialty attorney(s) or additional resources are available through your firm (in addition to the named team) to meet special or unusual needs, please briefly identify such specialties as well.
- d. Please list any clients that may present a conflict of interest in the performance of the firm's responsibilities to the Village of Kronenwetter and describe how the firm will identify and manage conflicts of interest.

3. References

- a. Provide three references for the Attorney(s). The references should include municipal government experience.

4. Compensation

- a. Propose a compensation package, inclusive of all services to be provided. Outline hourly fees for each attorney or paralegal assigned to the engagement, specifying if different hourly rates are charged for different activities (attending board meetings, travel time, etc.). Please indicate the smallest increment of time used for billing purposes (fifteen or thirty minute minimum for a five- minute phone call). Invoices for services provided on an hourly or cost-plus basis shall include detail of the attorney(s) and support staff time and activity description. **The Village is open to a variety of approaches, including hourly rates, a flat monthly rate with add-ons or a combination.**

The Village reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the Village, including costs.

H. Right to Reject

The Village of Kronenwetter reserves the right to reject any and all proposals and accepts no responsibility for the cost of proposal preparation.



REPORT TO VILLAGE BOARD

ITEM NAME: Interim Attorney Services by Contract
MEETING DATE: April 17th, 2025
PRESENTING COMMITTEE: NA
COMMITTEE CONTACT:
STAFF CONTACT:
PREPARED BY: David Baker

ISSUE: It is anticipated that it will take a period of time to successfully find a new Village Attorney through the RFP process. It is anticipated that the Village will need attorney services prior to the successful conclusion of the RFP process.

VanderWaal Law, S.C. has verbally agreed to provide attorney services to VOK in the short term to provide time to find a new Village Attorney.

VanderWaal's existing workload does not permit them to provide VOK with attorney services on a long term basis. They are willing to put in the extra hours on a short term basis to help out the Village.

OBJECTIVES: Execute a short term contract with VanderWaal Law, S.C. to provide Village Attorney services to VOK.

ISSUE BACKGROUND/PREVIOUS ACTIONS: A list of Municipal Attorneys from the Wisconsin League of Municipalities is provided for reference.

PROPOSAL:

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: Motion to authorize President Baker to work with Village Staff to execute a contract with VanderWaal Law, S.C. at their standard municipal rates to provide Village Attorney services to VOK.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

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

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

ATTACHMENTS (describe briefly):

2024 Municipal Attorneys

Abbotsford - William Gamoke
Adams - Rebecca Richards-Bria
Adell - Schloemer Law Firm
Albany - Todd Schluesche
Algoma - James Downey
Allouez - Ashley Lehocky
Alma - Jon D. Seifert
Almond - Brian G. Formella
Altoona - John Behling
Amery - Paul Mahler
Amherst - Gary Villnow
Antigo - Michael B. Winter
Appleton - Christopher Behrens
Arcadia - Terry Madden
Argyle - Ralph Farrell
Arlington - Paul Johnson
Ashland - Tyler Wickman
Ashwaubenon - Patrick Leigl
Athens - Dean R. Dietrich
Auburndale - Weld Riley
Augusta - Anders Helquist
Avoca – Eric Hagen
Baldwin - Bakke Norman SC
Balsam Lake - Paul Mahler
Bangor - Daniel Arndt
Baraboo - Vacant
Barneveld - Laura Callan
Barron - Andrew Harrington
Bay City - Robert L. Loberg

Bayfield - Max T. Lindsey
Bayside - Christopher J. Jaekels
Bear Creek - Wolf River Lawyers SC
Beaver Dam - Larry Konapacki
Belgium - Brad Hoeft
Belleville – Rick Manthe
Bellevue - Christina Peterson
Belmont - Eric Hagen
Beloit - Elizabeth Krueger
Beloit - Brooke Joos
Benton - Boardman Clark, LLP
Berlin - Matthew G. Chier
Big Bend - John C. Schober
Birchwood - Ben Ludeman
Biron - Nicholas R. Abts
Black Creek - Robert D. Sweeney
Black Earth - William S. Cole
Black River Falls - Mark A. Radcliffe
Blair - Mark Radcliffe
Blanchardville - Mark Hazelbaker
Bloomer - Chris Gierhart
Bloomfield - Brian Schuk
Blue Mounds - Derek Punches
Blue River - Eric Hagen
Boaz - Eric Hagen
Boscobel - Benjamin Wood
Bowler - Timothy J. Schmid
Boyceville - Mackenzie Campbell
Boyd - Weld Riley SC

Attorneys in this list are sorted by the municipality they represent
Mailing Information, Phone and Fax Numbers May be Found on <http://www.wisbar.org> – Lawyer Search or
in the *Wisconsin Lawyer Directory*

2024 Municipal Attorneys

Brandon - Ludwig Wurtz	Chenequa - Michael Best & Friedrich
Brillion - Gary John	Chetek - Paul Mahler
Brodhead - Mark Schroeder	Chilton - Derek McDermott
Brookfield - Jenna Merten	Chippewa Falls - Robert A. Ferg
Brooklyn - William Cole	Clayton - Paul H. Mahler
Brown Deer - Vacant	Clear Lake - Timothy J. Laux
Brownsville - Thomas A. Schuessler	Cleveland - Michael Bauer
Browntown - Mark Schroeder	Clinton - Brooke Joos
Bruce - Weld Riley	Clintonville - Keith Steckbauer
Buffalo City - Terry Madden	Clyman - Katherine J. Koepsell
Burlington - Elaine Ekes	Cobb - Eric Hagen
Butler - Paul Alexy	Cochrane - Vacant
Butternut - Bryce Schoenborn	Colby - William C. Gamoke
Cadott - Weld Riley, S.C.	Colfax - Anders Helquist
Caledonia - Tyler Helsel	Columbus - Paul A. Johnson
Cambria - Jesse Spankowski	Combined Locks - Ashley Lehocky
Cambridge - Jane Landretti	Coon Valley - Phillip J. Addis
Cameron - Brittany Stephens	Cornell - Weld & Riley
Camp Douglas - John R. Orton	Cottage Grove - Larry Konopacki
Campbellsport - Matthew Parmentier	Crandon - Mike Winter
Cascade - Paul A. Dirkse	Crivitz - Frank Calvert
Casco - David Depeau	Cross Plains - Paul A. Johnson
Cashton - Jack D. Buswell	Cuba City - Paul A. Johnson
Cassville - Benjamin Wood	Cudahy - Appt Muni Law & Lit Grp
Cazenovia - John R. Orton	Cumberland - Weld Riley SC
Cecil - Robert D. Sweeney	Curtiss - Greg Stacker
Cedar Grove - Schloemer Law Firm	Dallas - Mark Coe
Cedarburg - Michael Herbrand	Dane - Paul A. Johnson
Centuria - Paul Mahler	Darien - Brad Lochowicz

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2024 Municipal Attorneys

Darlington - Aaron Stauffacher

De Pere - Tony Wachewicz

De Soto - Thomas F. Peterson

Deer Park - Paul H. Mahler

Deerfield - Jared Walker Smith

DeForest - Allen D. Reuter

Delafield - James W. Hammes

Delavan - Steven A. Koch

Denmark - Mark A. Bartels

Dickeyville - Benjamin R. Wood

Dodgeville - Eric Hagen

Dorchester - Bonnie Wachsmuth

Dousman - Eric Larson

Doylestown - Alan J. Strohschein

Dresser - Paul H. Mahler

Durand - John R. Behling

Eagle - Matthew Gralinski

Eagle River - Steven C. Garbowicz

East Troy - Pruitt, Ekes & Geary

Eastman - Mark A. Peterson

Eau Claire - Stephen Nick

Eden - Matt Parmentier

Edgar - Dean Dietrich

Edgerton - William Morgan

Egg Harbor - Jim Kalny

Eland - Tara Guelzow

Eleva - LaVerne F. Michalak

Elk Mound - Jason Brasch

Elkhart Lake - Matt Parmentier

Elkhorn - Elaine Ekes

Ellsworth - Loberg Law Office

Elm Grove - von Briesen & Roper

Elmwood - Robert L. Loberg

Elmwood Park - Mark Hinkston

Elroy - Rebecca Richards-Bria

Embarrass - Keith Steckbauer

Endeavor - Jesse Spankowski

Ephraim - James M. Kalny

Ettrick - Molly French

Evansville - Consigny Law Firm, S.C.

Fairchild - John Behling

Fairwater - Steve Sorenson

Fall Creek - John Behling

Fall River - Jesse Spankowski

Fennimore - Ben Wood

Ferryville - Thomas F. Peterson

Fitchburg - Valerie Zisman

Fond du Lac (City of) - Deborah Hoffmann

Fontana-On-Geneva Lake - Dale L. Thorpe

Footville - Holly Jensen

Forestville - Amy Sullivan

Fort Atkinson - David Westrick

Fountain City - Terry Madden

Fox Crossing - Andrew Rossmeissl

Fox Lake - Mike Devitt

Fox Point - Eric Larson

Francis Creek - Michael E. Lambert

Franklin - Jesse A. Wesolowski

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2024 Municipal Attorneys

Frederic - Adam Benson	Hartland - Hector de la Mora
Fredonia - Johnathan Woodward	Hatley - Shane VanderWaal
Fremont - Ashley Lehocky	Haugen - Adam Jarchow
Friendship - Nick Flanagan	Hawkins - Kostner Kostner & Summerfield
Galesville - Dan Arndt	Hayward - Michael A. Kelsey
Gays Mills - Boardman & Clark LLP	Hazel Green – Eric Hagen
Genoa - Patrick Houlihan	Highland - Eric Hagen
Genoa City - Linda Gray	Hilbert - Andrew J. King
Germantown - Brian C. Sajdak	Hillsboro - Geier, Homar & Roy LLP
Gillett - Robert Gagon	Holmen - Brian Weber
Gilman - Michael Shiffler	Horicon - Douglas W. Plier
Glenbeulah - Vacant	Hortonville - Ashley Lehocky
Glendale - Nathan Bayer	Howard - Robert Gagan
Glenwood City - Nelson & Lindquist S.C.	Howards Grove - Alex Ackerman
Grafton - Michael P. Herbrand	Hudson - Nicholas Vivian
Granton - Bonnie Wachsmuth	Hurley - Ray O'Dea
Grantsburg - Todd R. Anderson	Hustisford - Hector de la Mora
Gratiot - Lance McNaughton	Independence - LaVerne F. Michalak
Green Bay - Joanne Bungert	Iola - Bruce J. Meagher
Green Lake - Daniel D. Sondalle	Iron Ridge - Mike Devitt
Greendale - John P. Macy	Jackson - Matthew Parmentier
Greenfield - Christopher A. Geary	Janesville - Waldemar H. Klimczyk
Greenville - Town Counsel Law & Litigation	Jefferson - Christopher J. Rogers
Greenwood - Bonnie Wachsmuth	Johnson Creek - Michael Van Kleunen
Hales Corners - Jesse A. Wesolowski	Juneau - Neuberger, Griggs, Sweet & Froehle LLP
Hammond - Bakke Norman	Kaukauna - Tim Greenwood
Hancock - Vacant	Kekoskee - Matthew Parmentier
Hancock - Vacant	Kellnersville - Michael Bauer
Hartford - Ian Prust	Kendall - Penny Precour

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2024 Municipal Attorneys

Kenosha - Matthew Knight

Kewaskum - Schloemer Law Firm

Kewaunee - Anthony Steffek

Kiel - Gary Jahn

Kimberly - Charles D. Koehler

Kingston - Dan Sondalle

Knapp - Vacant

Kohler - Michael J. Bauer

Kronenwetter - Lee Turonie

La Crosse - Stephen F. Matty

La Farge - Jacob Menn

La Valle - Steven A. Roy

Lac La Belle - Hector de la Mora

Ladysmith - Patrick Rowe

Lake Delton - West & Dunn

Lake Geneva - Daniel S. Draper

Lake Hallie - David Raihle

Lake Mills - Daniel A. Drescher

Lake Nebagamon - Kyle Torvinen

Lancaster - David Helmke

Lannon - Hector de la Mora

Lena - Elizabeth K. Flanigan

Linden - Eric Hagen

Little Chute - Charles D. Koehler

Lodi - Paul Johnson

Loganville - Derek Horken

Lomira - Rick Manthe

Lone Rock - Eric Hagen

Lowell - Nicole Froehle

Loyal - William Gamoke

Luck - Adam Benson

Luxemburg - Dennis J. Abts

Lyndon Station - Peter J. Curran

Madison - Michael R. Haas

Maiden Rock - Robert L. Loberg

Manawa - David Forsythe

Manitowoc - Eric Nycz

Maple Bluff - William Cole

Marathon City - Shane J. VanderWaal

Maribel - Mike Lambert

Marinette - Robert Gagan

Marion - Shane Vanderwaal

Markesan - Justin Sondalle

Marquette - Daniel Sondalle

Marshall - Frank Kowalkowski

Marshfield - Harold Wolfgram

Mason - Linda Coleman

Mattoon - Ashley Lehoky

Mauston - Rebecca Richards-Bria

Mayville - Nolan Franti

Mazomanie - William Cole

McFarland - Allen D. Reuter

Medford - Courtney Graff

Mellen - Tyler Wickman

Melrose - Bruce Hart

Menasha - Margaret Struve

Menomonee Falls - Adam Koenings

Menomonie - Benjamin Ludeman

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Merrillan - Mark Radcliff	Nekoosa - Nicholas Abts
Merrimac - Rick Manthe	Nelson - Adam Sticht
Merton - August E. Fabyan	Neosho - John A. St. Peter
Middleton - Matt Fleming	Neshkoro - Jesse Spankowski
Milladore - Brian G. Formella	New Auburn - Christopher Gierhart
Milltown - Thomas R. Schumacher	New Berlin - Mark G. Blum
Milton - Consigny Law Firm, S.C.	New Glarus - William Morgan
Milwaukee - Evan Goyke	New Holstein - Steven Sorenson
Mineral Point - Eric Hagen	New Lisbon - Nicole Marklein
Minong - Anders Helquist	New London - Wolf River Lawyers, SC
Mishicot - Michael E. Lambert	New Richmond - Nick Vivian
Mondovi - Weld Riley	Newburg - Ian Prust
Monona - William S. Cole	Niagara - Greg Seibold
Monroe - Dan Bartholf	North Freedom - Joseph Hasler
Montello - Miller & Miller, LLC	North Hudson - Paul Mahler
Montfort - Eric Hagen	North Prairie - John P. Macy
Monticello - William Morgan	Norwalk - Penny J. Precour
Montreal - Doug Muskett	Oak Creek - Melissa Karls
Mosinee - By Contract	Oakfield - Sam Kaufman
Mount Calvary - John A. St. Peter	Oconomowoc - H. Stanley Riffle
Mount Horeb - Bryan Kleinmaier	Oconomowoc Lake - John P. Macy
Mount Pleasant - Chris Smith	Oconto - Frank Calvert
Mukwonago - Nathan Bayer	Oconto Falls - Larry Jeske
Muscoda - Benjamin Wood	Oliver - Stephen J. Olson
Muskego - Jeffrey Warchol	Omro - John Blazel
Nashotah - John P. Macy	Omro - Lud Wurtz
Necedah - John R. Orton	Onalaska - Amanda Jackson

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Orfordville - Michael Hahn	Prairie du Sac - William S. Cole
Osceola - Paul Mahler	Prentice - Bruce A. Marshall
Oshkosh - Lynn Lorensen	Prescott - Philip A. Helgeson
Osseo - Richard A. Schaumberg	Princeton - Dan Sondalle
Owen - Harold Wolfgram	Pulaski - William J. Vande Castle
Oxford - Jesse Spankowski	Racine - Scott Letteney
Paddock Lake - Jeffrey J. Davison	Randolph - Jesse Spankowski
Palmyra - Municipal Law & Litigation Group	Random Lake - Municipal Law & Litigation Gr
Pardeeville - Paul Johnson	Readstown - Nikki Swayne
Park Falls - Bryce Schoenborn	Redgranite - Daniel Sondalle
Patch Grove - Eric Hagen	Reedsburg - Max Buckner
Pepin - Jon D. Seifert	Reedsville - Gary Jahn
Peshtigo - David P. Spangenberg	Reeseville - Eric Larson
Pewaukee - H. Stanley Riffle	Rhineland - Steve Sorenson
Pewaukee (Village) - Matt Gralinski	Rib Lake - Schmiede-Graff-Koch
Phillips - Bruce A. Marshall	Rice Lake - Bakke Norman
Pigeon Falls - Rick Schaumberg	Richfield - John P. Macy
Pittsville - William Gamoke	Richland Center - Chris McGough
Platteville - William Cole	Rio - Jesse Spankowski
Plover - Anderson Law Office	Ripon - Ludwig Wurtz
Plum City - Robert L. Loberg	River Falls - Weld Riley
Plymouth - Crystal Fieber	River Hills - William P. Dineen
Port Edwards - Nick Abts	Roberts - Paul Mahler
Port Washington - Eric E. Eberhardt	Rochester - Eric Larson
Portage - Jesse Spankowski	Rock Springs - Vacant
Potosi - Benjamin Wood	Rockland - Kathy Schmidt

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Rosendale - Sam Kaufman	South Milwaukee - Christopher J. Smith
Rosendale - Sam Kaufman	South Wayne - Dan Bartholf
Rosholt - Lee D. Turonie	Sparta - Dan Hellman
Rothschild - Shane J. VanderWaal	Spencer - Dean R. Dietrich
Rudolph - Luke Weiland	Spooner - Jeffrey R. Kohler
Salem Lakes - Rich Scholze	Spring Green - Eric Hagen
Sauk City - Tim M. Homar	Spring Valley - Philip Helgeson
Saukville - Huiras, Farrell & Antoine	St. Cloud - Dempsey Law Firm LLP
Scandinavia - Krystle Flansch	St. Croix Falls - Paul Mahler
Schofield - Shane J. VanderWaal	St. Francis - Paul Alexy
Seymour - Ashley Lehocky	St. Nazianz - Michael Bauer
Sharon - Brad Lochowicz	Stanley - Weld Riley, SC
Shawano - Keith Steckbauer	Star Prairie - Nelson & Lindquist
Sheboygan - Charles C. Adams	Stetsonville - Ruthann W. Koch
Sheboygan Falls - Hopp, Neumann, Humke, LLP	Stevens Point - Andrew L. Beveridge
Sheldon - Michael P. Weiler	Stockbridge - Katherine M. Reynolds
Shell Lake - Kathryn E. ZumBrunnen	Stoddard - Johns, Flaherty & Collins, S.C
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Shorewood - Nathan J. Bayer	Strum - Schaumburg Law Firm, LLC
Shorewood Hills - Derek Panches	Sturgeon Bay - Jim Kalny
Shullsburg - Russell Law Office	Suamico - Town Counsel Law & Litigation
Siren - Benson Law Office	Sullivan - Quintin Sullivan
Sister Bay - Randy Nesbitt	Sun Prairie - Kathleen McDaniel
Slinger - Eric Larson	Superior - Harley L. Prell
Soldiers Grove - Nikki Swayne	Superior (Village) - Torvinen, Jones and Saunders
Solon Springs - Stephen Olson	Suring - Christina Peterson
Somers - Jeffrey J. Davison	Sussex - John P. Macy
Somerset - Paul Mahler	Taylor - Radcliffe Law Office

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Thiensville - Robert L. Feind	Wausau - Anne Jacobson
Thorp - Bonnie Wachsmuth	Wausaukee - Robert Gagan
Tigerton - Shane Vander Waal	Wautoma - Vacant
Tomah - Penny Precour	Wauwatosa - Alan Kesner
Tomahawk - Vacant	Wauzeka - Benjamin Wood
Trempealeau - Terry Madden	Webster - Adam W. Benson
Turtle Lake - Christopher Gierhart	West Allis - Kail Decker
Twin Lakes - Pruitt, Ekes & Geary	West Baraboo - Julia Potter
Two Rivers - John Bruce	West Bend - Ian Prust
Union Grove - Pruitt, Ekes & Geary	West Salem - Bryant Klos
Unity - William C. Gamoke	Westby - Nikki Swayne
Valders - Salutz Law LLP	Westfield - Jesse Spankowski
Verona - Bryan Kleinmaier	Weston - Matt Yde
Vesper - Aaron Vruwink	Weyauwega - James Kalny
Viola - Nikki Swayne	Wheeler - Bakke Norman
Viroqua - Hopkins and Hopkins	White Lake - Michael B. Winters
Waldo - Paul A. Dirkse	Whitefish Bay - Christopher J. Jaekels
Wales - Christopher Jaekels	Whitehall - Weld Riley
Walworth - Brad Lochowicz	Whitelaw - Katherine Reynolds
Walworth - Boardman & Clark	Whitewater - Vacant
Warrens - William Cole	Whiting - Brian Formella
Washburn - Max Lindsey	Wild Rose - Vacant
Waterford - Todd A. Terry	Williams Bay - Mark Schroeder
Waterloo - William Cole	Wilson - Vacant
Watertown - Steven Chesebro	Wilton - Penny J. Precour
Waukesha - Brian Running	Wind Point - Eric Larson
Waunakee - Bryan Kleinmaier	Windsor - William S. Cole

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Winneconne - Chad Wade

Wisconsin Dells - Joseph Hasler

Wisconsin Rapids - Susan C. Schill

Withee - Bonnie Wachsmuth

Wittenberg - Paul Payant

Wonewoc - Steven A. Roy

Woodman - Ben Wood

Wrightstown - Robert R. Gagan

Wyocena - Miller & Miller

Yorkville - Tim Pruitt

Yuba - James J. Robb



REPORT TO VILLAGE BOARD

ITEM NAME:	Budget Amendment #3: Adjustment to 2025 Debt Service Fund Budget and Other Fund Budgets
MEETING DATE:	April 17, 2025
PRESENTING COMMITTEE:	NA
COMMITTEE CONTACT:	
STAFF CONTACT:	John Jacobs
PREPARED BY:	David Baker

ISSUE: Finance Director John Jacobs found a \$1,223,358 mistake in the 2024 and 2025 Village budget presentations and in the resulting 2024 and 2025 Village tax levy. Our auditors will be at the Village the week of April 21, 2025. Budget Amendments related to addressing the error have the potential to impact the Audit and thus it was important to make related budget amendments prior to the Auditor’s arrival. One of the options recommended by the Village’s consultants and under previous consideration was to borrow short term funds which would then be repaid in 2026 and added to the tax levy in 2026.

OBJECTIVES: Begin to bring new Board members up to speed on the impacts of the errors and provide an opportunity to potentially take action on a possible Budget Amendment as the new Board will be responsible for managing the impact of the error and the associated Budget Amendment.

ISSUE BACKGROUND/PREVIOUS ACTIONS: Budget Amendment #2 was made on April 14th, 2025 by the previous Board following the recommendations of John Jacobs. Jacobs and Baker had extensive discussions regarding the impact of the error and the Budget Amendment #2 and are in agreement on the path forward.

Budget Amendment #2 included a) a reduction of \$225,533 in the 2025 General Fund Expenditures for use in 2025 Debt Service, b) moving the \$200,000 budgeted in 2025 for the Capital Project Fund to use in 2025 Debt Service, and c) moving the \$86,000 budgeted in 2025 for the Internal Equipment Replacement Fund to use in 2025 Debt Service.

A goal of the potential Budget Amendment #3 was to restore the funding of the 2025 Capital Projects Fund and the 2025 Internal Service Fund by utilizing some of the difference in projected general expenditures versus budget. The best available current estimate of this difference is based on 9/30/2024 estimates and thus has a low level of reliability.

PROPOSAL: Postpone the decision on the potential additional Budget Adjustment #3 to provide time for John to prepare preliminary 2024 results and 1st quarter 2025 results. This will provide a much higher level of confidence in the financial data and provide a sound basis for a decision. John has identified potential budget transfers which would provide the desired outcome without impacting the 2024 Audit.

ADVANTAGES:

DISADVANTAGES:

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

RECOMMENDED ACTION: Take no action at this time, review again at 1st Village Board meeting in June, 2025. Jacobs and Baker will meet regularly for updates.

OTHER OPTIONS CONSIDERED:

TIMING REQUIREMENTS/CONSTRAINTS:

FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$
Remaining CFY
Account Number:
Description:
Budgeted Amount:
Spent to Date:
Percentage Used:
Remaining:

ATTACHMENTS (describe briefly):