



# VILLAGE BOARD MEETING AGENDA

February 12, 2024 at 6:00 PM

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

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**1. CALL MEETING TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call

**2. PUBLIC COMMENT**

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

**3. REPORTS FROM STAFF AND VENDORS**

- C. Administrator Report
- D. Police Chief Report
- E. Fire Chief Report
- F. Community Development Director Report

**4. NEW BUSINESS**

- G. Discussion and Possible Action: Railroad Accessibility Assessment Study Request for Quote (RFP)

**5. CONSENT AGENDA**

- H. December 14, 2023, Village Board meeting Minutes
- I. January 22, 2024, Village Board Meeting Minutes
- J. January 31, 2024, Special Village Board Meeting Minutes

**6. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES**

- K. January 3, 2024, CLIPP Committee Meeting Minutes
- L. November 28, 2023, Ad Hoc Committee on Committee Structure Meeting Minutes

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

**8. 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: 02/09/2024 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)

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

**Leonard Ludi**  
**Village Administrator**

**Status Report:**

**As of February 9, 2024** (Started as Village Administrator 2-5-24)

**A. Preparation of “Employee Media Policy” recommendation for APC presentation**

**a. Prepare Language Review of Employee interaction with Media**

**B. Village Board Close Session Personnel Claim**

- Met with Claimant February 5, 2024. Documented claim received February 7 and was reviewed by February 8, 2024. Response will be sent from the Village Administrator in writing to the Claimant by the end of day Wednesday, February 14, 2024.

**C. Weekly Leadership Meeting started February 6, 2024**

- Director of Public Works & Utilities set for March 7, 2024 (3- candidates)
- Updates from CLIPP and Joint UC/RDA Meeting
- My View Point Implementation & Training
- HR – Evaluations and Professional Development Plans
- HR – Standard Hours of Operations – Manager on Duty Discussion
- Upcoming Quarter Budget Reporting Model

**D. One-on One Director meetings scheduled throughout the day Thursday February 8, 2024**

**E. Developed Agenda for Mentoring Meeting with Dan Mahoney February 7, 2024 based in study material already underway**

- Tax Incremental Districts Law
- Tax Levy Structure
- Wis. Open Records Law
- League of Municipalities Resources
- Chapter 66 of Wisconsin Municipality Law, subchapters 1 thru 9
- Critical Ordinances Scenarios
- Development Agreements
- Economic Development Resources & Associations
- Local Engagement Associations etc. (Local HR conference, WCCMC, Local Administrators Networking etc...

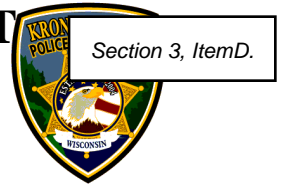
- F. Wisconsin City County Management Association Conference on Feb 28 thru March 1 in Elkhart Lake, WI)**
- G. Contract Reviews of All Contracts with the Village of Konometer**
- H. Budget review of all budget overages in the 2023**
- I. Reviewed of Dempsey Law 2-17-24 Invoice and Legal Fees and Payment Agreement**
  - Set up phone call with Mr. Lee Turonie and Chris Voll to discuss questions and concerns
- J. Continued Director of Public Works and Utilities Duties**



# KRONENWETTER POLICE DEPARTMENT

## Office of the Chief of Police

### Executive Summary for February 2023 Board Meeting



**TO: VILLAGE BOARD MEMBERS**

**DEPARTMENT ACTIVITY SUMMARY** – In January, we handled 640 total calls for service. Some highlights included the following:

- A pair of traffic stops in which two drivers were arrested for various felony and misdemeanor arrest warrants. In one case, the driver was also charged with felony bail jumping.
- A worthless checks case that is still under investigation.
- A theft investigation for roughly \$900 which is still under investigation.
- Two domestic disturbance incidents:
  - A subject was arrested for substantial battery (felony) and a pair of misdemeanor charges after the victim suffered a broken thumb and five broken ribs.
  - A subject was arrested for battery and disorderly conduct. This incident occurred when the victim and suspect were hosting a sleepover for their kids and a few of their friends.
- A runaway juvenile who was later located.
- A child abuse complaint that is also still under investigation. As I've stated before, these kinds of investigations can take a substantial amount of time.
- A mental health welfare check that resulted in the subject being placed on a hold. This call lasted nearly 24 hours from start to finish and we ended up having to transport the subject to Winnebago Mental Health. Due to being at minimum staffing, we had to call an officer in early for one shift and hold another one over and even at that, we still had some time when no other officer was available.
- Two subjects arrested for OWI.

**DEPARTMENT PERSONNEL ISSUES & STATUS** – The metro area has seen three officer involved critical incidents lately: The Everest Metro officer involved shooting of a suspect with a bladed weapon who was assaulting a female subject; the subject in Rothschild who died of a self-inflicted gunshot; and most recently, the Mosinee officer who was stabbed while checking the welfare of a subject who was lying on the sidewalk shortly after 2:00am on a very frigid night. In each case, our officers were either on scene right after the event took place or were there when it happened. In one situation, one of our officers suffered a minor injury as well.

These kinds of situations are sobering reminders of the dangers police officers face every day. It doesn't matter where you police, these kinds of situations can and do happen anywhere. Cops see stuff that most citizens never see and as a profession, we're switching gears when it comes to the mental health of officers by addressing these issues. KPD recently began our own Peer Support Team, which consists of two patrol officers who have received specialized training in this area. They also receive regular training to stay up to date on this topic.

Our Peer Support Team, along with management, checks in with officers after these kinds of situations to see how they're doing. Our Peer Support Team set up mental health debriefings for officers involved in these incidents and provided them with resources to help them cope. The debriefings and communication with Peer Support Officers is strictly confidential, ensuring officers feel comfortable talking. Everyone handles things differently and we can't assume or expect that everyone should be able to see the things we do and not be affected.

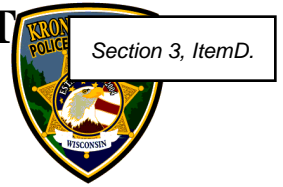
I'm extremely proud of the officers' collective work on all three of these incidents, including the work of our new Peer Support Team. It's worth noting that many of the officers involved are some of our newest officers, yet they handled themselves extremely well and relied on their training.



# KRONENWETTER POLICE DEPARTMENT

## Office of the Chief of Police

### Executive Summary for February 2023 Board Meeting



Officer Dallman and Officer Xiong each found their December training courses very helpful. By way of refresher, Officer Dallman attended an advanced OWI enforcement course and Officer Xiong completed an interview and interrogation course. In January, Officer Konopacki completed the same interview and interrogation class that Officer Xiong attended and found it very useful. All patrol officers also completed an online course on drug overdose response and investigation that will be helpful given the drug issues in our area. The department worked with Northland Lutheran High School, who let us use their building for active shooter training.

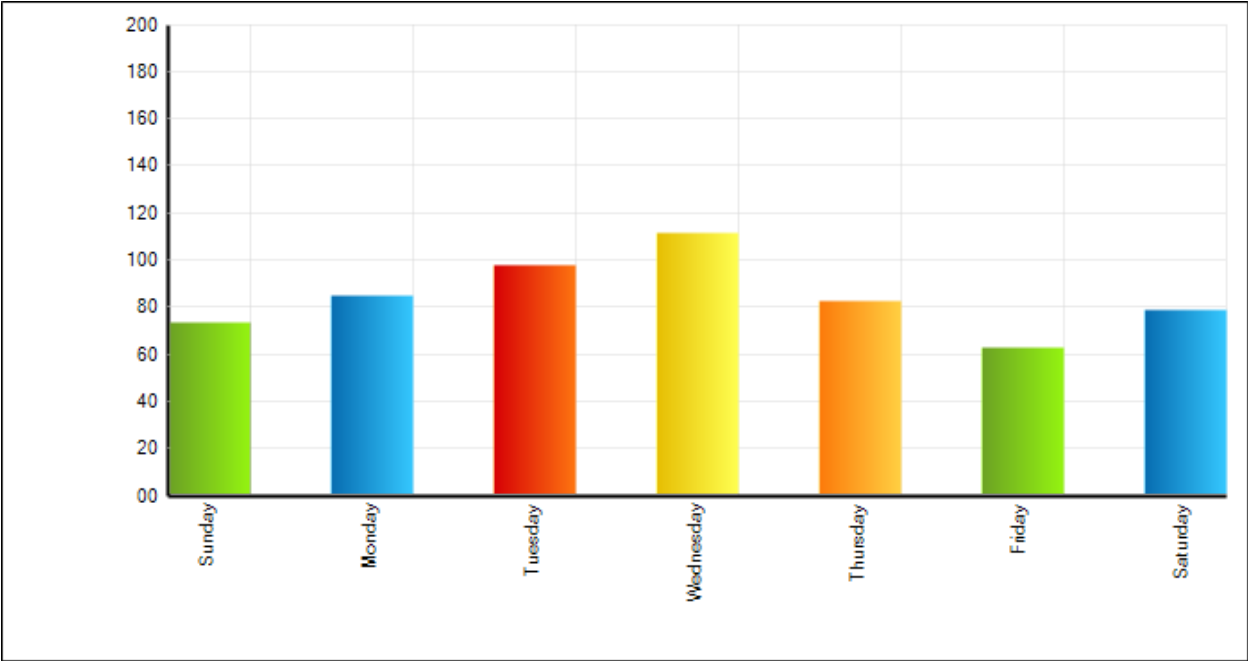
**CURRENT GRANTS AND EQUIPMENT** – One of our squad cars is at the body shop after a car versus deer crash. Fortunately, nobody was injured (except for the deer!). The initial estimate is roughly \$7000 in damage. We also have another car at the shop for an engine issue that could be costly, so we are down to three patrol vehicles at this time. On a positive note, we sold the 2019 Dodge Charger for \$7,625, which I think is good considering the condition of the engine.

# Jan. 2024 Calls for Service Info

## Events by Nature Code by Agency

<b>KP</b>	911 HANG UP	12
	ALARMS	3
	ANIMAL COMPLAINT	4
	BUSINESS SECURITY CHECK	43
	CIVIL COMPLAINT	5
	CRIMINAL MISCELLANEOUS	15
	CRIMINAL THEFT	1
	DISABLED VEHICLE	18
	EXTRA PATROL	67
	FAMILY DISTURBANCE	4
	FIELD INTERVIEW	4
	FINGERPRINTING	9
	FOLLOW-UP INVESTIGATION	34
	GAS SKIP	1
	JUVENILE ATL	3
	JUVENILE DISTURBANCE	2
	LOST AND FOUND	4
	MENTAL SUBJECT	3
	NOISE COMPLAINT	2
	OPEN DOOR	1
	OVERNIGHT PARKING	10
	SCHOOL WALK THROUGH	17
	SERVICE MISCELLANEOUS	47
	SUSPICIOUS ACTIVITY	10
	TRAFFIC HAZARD	4
	TRAFFIC MISCELLANEOUS	3
	TRAFFIC STOP	177
	VEHICLE LOCKOUT	2
	WARRANT SERVICE	1
	WELFARE CHECK	7
	HIT & RUN CRASH	1
	TRAFFIC CRASH - INJURY	1
	TRAFFIC CRASH PDO	7
	FIRE ASSIST	2
	UTILITY FIRE CALL	1
	DEAD ANIMAL	1
	COMMUNITY RELATIONS ACT	7
	OPEN DOOR	1
	TELEPHONE MESSAGE	13
	VACANT HOME CHECK	17
	VEHICLE ATL	3
	MEDICAL EMERGENCY	27

# Jan. 2024 Calls for Service Info



Calls by Day of the Week

Charges	Count
ALLOWING DOGS/CATS TO RUN AT	1
DISPLAY FALSE VEHICLE REGISTRATION	1
EXCEEDING SPEED ZONES, ETC. (1-10 MPH)	5
EXCEEDING SPEED ZONES, ETC. (11-15 MPH)	12
EXCEEDING SPEED ZONES, ETC. (16-19 MPH)	3
EXCEEDING SPEED ZONES, ETC. (20-24 MPH)	1
EXCEEDING SPEED ZONES/POSTED LIMITS	2
FAIL/PROPERLY MAINTAIN STOP LAMPS	1
FAIL/STOP AT STOP SIGN	5
FAIL/YIELD RIGHT/WAY FROM STOP SIGN	1
NON-REGISTRATION OF AUTO, ETC	10
NON-REGISTRATION OF VEHICLE	1
OPERATE AFTER REV/SUSP OF	1
OPERATE MOTOR VEH. W/O ADEQUATE	2
OPERATE MOTOR VEHICLE W/O INSURANCE	6
OPERATE MOTOR VEHICLE W/O PROOF OF	1
OPERATE W/O VALID LICENSE	1
OPERATING LEFT OF CENTER	1
OPERATING WHILE REVOKED	1
OPERATING WHILE SUSPENDED	4
OPERATING WHILE UNDER THE INFLUENCE	2
RESTRICTED OVERNIGHT PARKING	5
SPEEDING IN 55 MPH ZONE (11-15 MPH)	2
SPEEDING ON CITY HIGHWAY (16-19 MPH)	2
UNNECESSARY ACCELERATION	2
UNSAFE BACKING OF VEHICLE	1
UNSAFE LANE DEVIATION	1
Total:	75

## KRONENWETTER FIRE DEPARTMENT JANUARY 2024

### **Training:**

The fire department had 2 Fire and 2 EMS trainings in January

Fire 01/08/2024 – Annual Meeting – SOG updates

01/15/2024 – CPR Training

EMS 01/11/2024 – EMS Reporting Requirements Training

01/25/2024 – Cold Weather Emergencies

### **Fire Calls:**

The fire department was dispatched to was dispatched to 1 car accident in the Village of Kronenwetter.

### **EMS Calls and Updates:**

40 EMS calls in January. Alexa Kufalk was named as the EMS Coordinator starting January 1<sup>st</sup>. She will be leading the first responders training activities. Two of our first responders will be recognized at an upcoming meeting for their quick actions and support of a patient experiencing a stroke resulting in a better outcome for the patient.

### **Vehicle/Equipment Updates:**

The new pickup was ordered to replace our current “Car 2” – 2024 Ford F250 Crew Cab long box – expected delivery in April.

### **Staffing:**

Currently have 31 members on the department.

### **Past and Upcoming training and events:**

We are hosting a Certified Driver/Pump Operations class through NTC - This class is running from January through May and is being attended by 23 individuals from various fire departments including 7 from Kronenwetter Fire. This class is a requirement by the state to operate any Fire Department emergency vehicles in an emergent situation.

Kronenwetter Fire participated in “Through a New Lens” event put on by multiple organizations in Marathon County including the Sheriff’s office. It was a well-attended event to show residents of Marathon County the resources available to them in cases of mental health emergencies.

Our first fire extinguisher training with our new extinguisher training system was held on 1/31 at G3 Industries with approximately 100 individuals getting hands on experience using a fire extinguisher. As part of our fire inspections, we are giving businesses within the Village of Kronenwetter and Town of Guenther information on opportunities for this training. We will be working with the village staff to set up training for them in the near future.



KRONENWETTER FIRE DEPARTMENT					
JANUARY 2024					
TOTAL FIRE EMERGENCY CALLS ENDING 01/31/2024					
	Village	Guenther	Mutual Aid	Monthly Total	Year To Date
Vehicle Accidents	1			1	1
Chimney Fire				0	0
Grass/Brush Fire				0	0
Structure Fire				0	0
Weather				0	0
CO/Gas/Alarms				0	0
Car Fire				0	0
Other				0	0
Cancelled calls				0	0
<b>Total Calls</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
Mutual Aid Received				0	0
Mutual Aid Given/Dispatched				0	0
First Responder Calls	40	N/A	N/A	40	40
				Monthly	Year To Date
Engine 1				1	1
Truck 1				0	0
Tanker 2				0	0
Rescue 6				0	0
Brush 1				0	0
Car 2				0	0
UTV				0	0

## **Community Development/Planning and Zoning Director Report**

February 12, 2024

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

### **General Items:**

- Review Proposed Rezones and CSM(s) (Old Hwy 51, Pine Rd, Forsyth Rd, Sunny Court).
- Review Permits, Site Plans and Conditional Use Permits (Lot 2 O'Keefe Road and Paper Place).
- Ongoing correspondence possible development (Tower Road and Trailwood Lane, Paper Place, Industrial Development/Commercial Business Condos, Multi-family Development options, possible development incentives, possible land swap, Kronenwetter Drive and I-39 options).
- Review/research Development Agreements (A&M Storage and Polzer Holdings LLC).
- Review Variance Request (496 West Nelson Road).
- Appeal 896 Gardner Park, Conditional Use Permit.
- Enforcement (research, letters and citations).
- Ordinance language (Chapter 218 Building Regulations and Construction, Chapter 227 Burning, Open, Chapter 520, Article VII Floodplain Overlay Zoning Districts).

### **Other:**

- Zone A Floodplain mapping removal from FEMA mapping.
- Overlay Districts (D-Condo).
- Subdivision (possibility of adding a maintenance garage).
- Review Preliminary Cost Estimate LS 8 and LS 4.
- Research Road Classifications (419-15 Roadway access control vs. 2019 Comprehensive Plan road classifications).
- Review Chapter 382 Nuisances.
- Review Chapter 508, Part 1 and 2.
- DNR correspondence (Floodplain Ordinance and FEMA Overview and Concurrence Form).
- Research Board of Appeals training opportunities.
- Research utility hook up complaint.



## Report to Village Board

**Agenda Item:** Railroad Accessibility Assessment Study RFP Approval

**Meeting Date:** February 12, 2024

**Referring Body:** Community Life, Infrastructure and Public Property (CLIPP)

**Committee Contact:** Chris Eiden, Chair

**Staff Contact:** Leonard Ludi, Village Administrator

Pete Wegner, Community Development Director

**Report Prepared by:** Leonard Ludi, Incoming Village Administrator

**OBJECTIVE(S):** Approve and Authorize Staff to move forward in publishing Request for Proposals (RFP) for a Railroad Accessibility Assessment Study already presented to CLIPP committee on Monday, February 5, 2024. The RFP will solicit engineering services to study the alternatives, and feasibility of those alternatives to address vehicle delays and impacts to emergency services in the event the CN railroad west of Old 51 restricts traffic. This subject area is in and surrounding West Nelson and Happy Hollow Road area.

**HISTORY/BACKGROUND:** A citizen complaint was brought up at CLIPP in 2023 asking for attention to be placed on additional emergency access needed in the West Nelson Road and other residents in the areas west of the Railroad Track. Meeting discussions have mentioned a number of alternatives and further delegation has been brought up to CLIPP by former Interim Administrator, Kim Manley and then Public Works Director, Leonard Ludi.

In a CLIPP meeting on January 3, 2024, the committee ask that Public Works Director and the Community Development Director to develop and RFP to study alternatives, and feasibility of those alternatives to address vehicle delays and impacts to emergency services in the event the CN Railroad west of Old 51 where to restrict traffic.

In a CLIPP meeting February 5, 2024 the language and objective of the Railroad Accessibility Assessment Study RFP was reviewed and approved to move forward to the Village Board for their approval to move forward in publishing the RFP for a Railroad Accessibility Assessment Study

**PROPOSAL:** Publish RFP for a Railroad Accessibility Assessment Study. Milestones through the RFP process as follows:

- Proposals due to the Village Administrator's office by 4:00 PM Monday, March 11, 2024
- Consultant selection: Mid-March Recommendation to Award prepared.
- Prepare/approval Consultant agreement: Late -March 2024
- Present recommendation to award to CLIPP committee – thereafter present award packet to Village Board early- April 2024
- Project kickoff meeting: late April 2024
- Complete Report Presentation: July - August 2024

**RECOMMENDED ACTION:** Approve and Authorize Staff to move forward in publishing the Request for Proposals (RFP) for a Railroad Accessibility Assessment Study.

Section 4, ItemG.

### **FINANCIAL**

**Financial Consideration/Action:** Budget to be determined once the Assessment Study Bids have been reviewed and a recommendation to award packet has been compiled presented through the CLIPP Committee.

### **FUNDING SOURCE: NA**

Account Number/Title: #  
Current Adopted Budget: \$  
Spent to Date: \$  
Remaining Budget: \$  
Requested Amount: \$  
Remainder of Budgeted Amount, if approved:

### **ATTACHMENTS:**

- Final RFP Railroad Accessibility Assessment Study
- Sample RFP for City of Wisconsin Rapids

# Request for Proposals

## Railroad Accessibility Assessment Study



Marathon County, Wisconsin

**PROPOSALS DUE:**  
Monday, March 11, 2024  
4:00 p.m.

Leonard Ludi  
Village Administrator  
Village of Kronenwetter  
1582 Kronenwetter Drive  
Kronenwetter, WI 54455  
Phone - (715) 693-4200  
Fax - (715) 693-4202  
[lludi@kronenwetter.org](mailto:lludi@kronenwetter.org)

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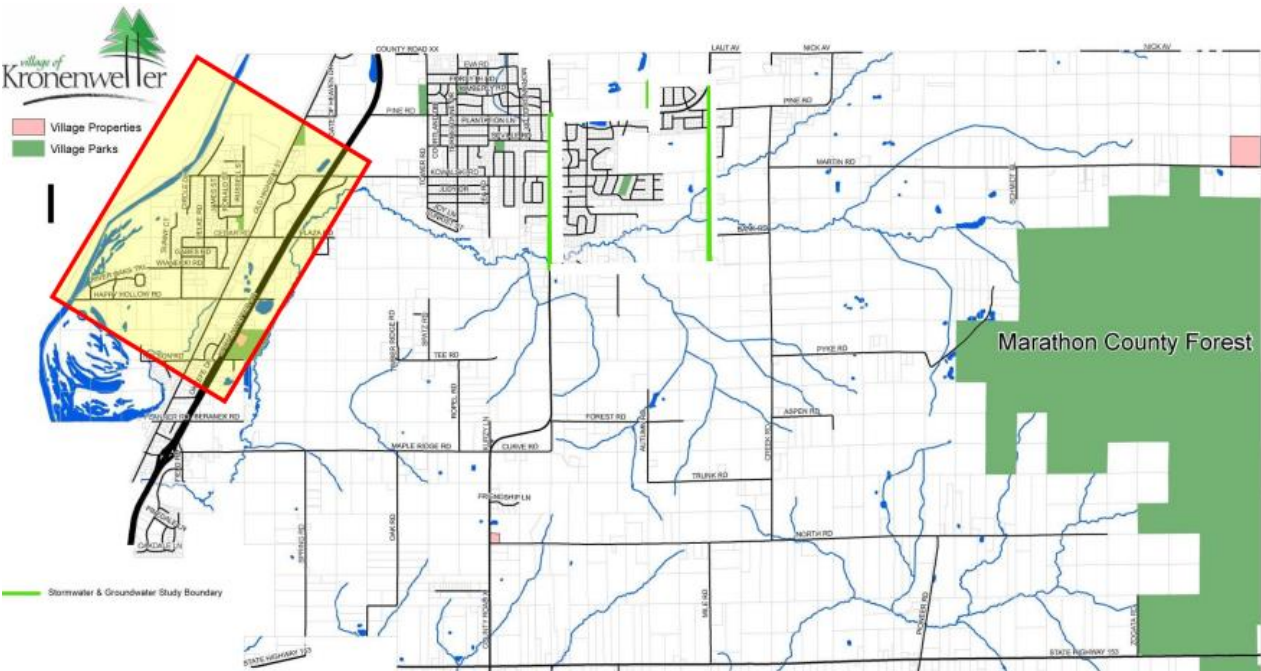
13. Engineering Services Agreement . . . . .9

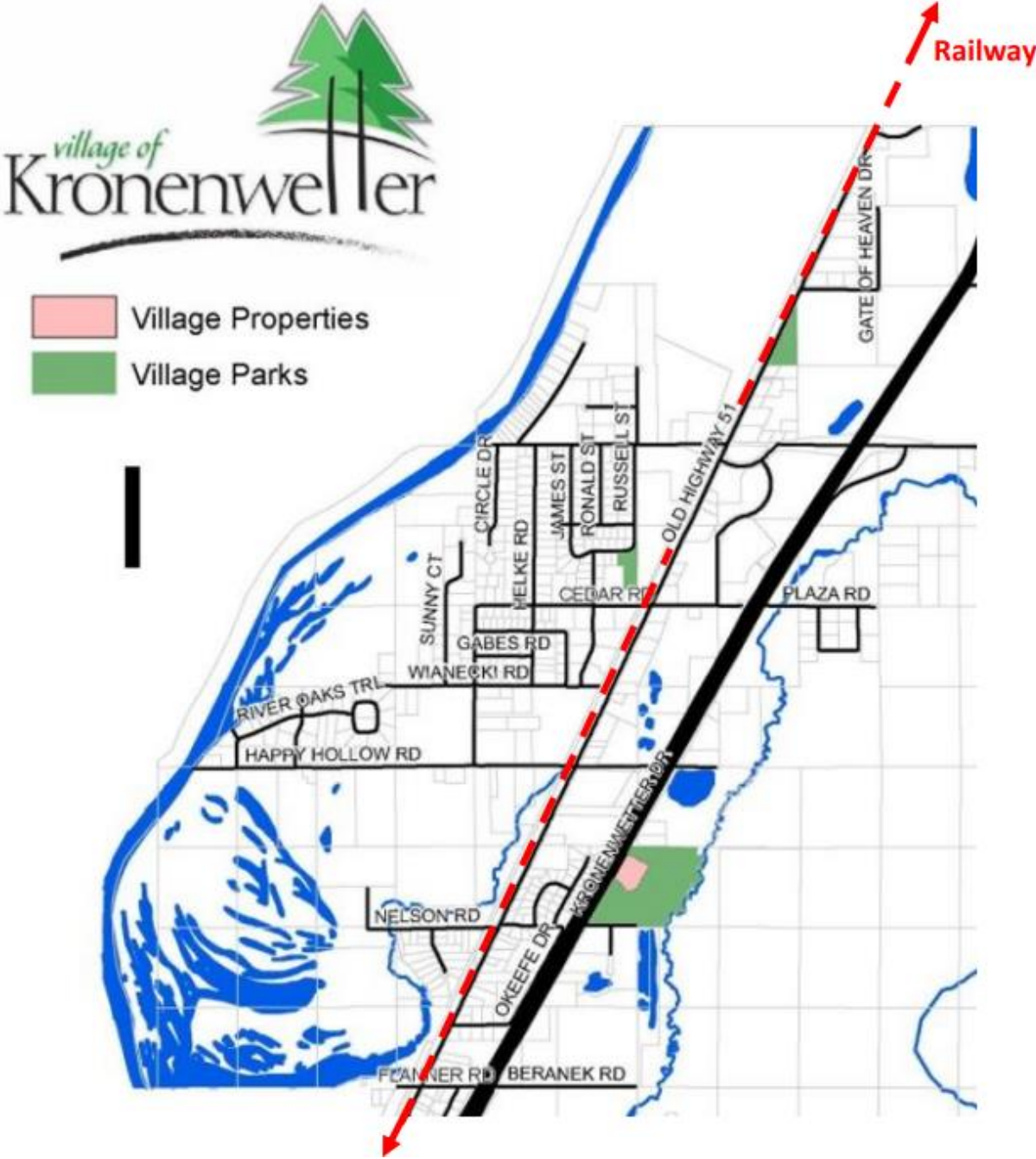
**Request for Proposals  
Village of Kronenwetter  
Lift Station Assessment and Future Capacity  
Study**

**BACKGROUND**

The Village of Kronenwetter is a progressive community with a population of 9,200 located in southern Marathon County, between Wausau and Mosinee. Kronenwetter is the largest Village by area in the State of Wisconsin and has a mixture of urban and rural development (see map of Village). A citizen complaint brought up at the Community Life, Infrastructure and Public Property (CLIPP) committee meeting asking for attention to be placed on additional access needed in the West Nelson Road and other residents in the areas west of the Railroad Track. The scope of work and project objective has been presented to the Village’s Community Life, Infrastructure and Public Property Committee (CLIPP) and approved by the Village Board to move forward on February 12, 2024.

The purpose of this RFP is to solicited engineering services to study the alternatives, and feasibility of those alternatives to address vehicle delays and impacts to emergency services in the event the CN railroad west of Old 51 restrict traffic. The subject area surrounding West Nelson and Happy Hollow road is the subject area.







## ***VILLAGE INFORMATION***

The Village has the following information available for consultant review:

1. 2019 Village Comprehensive Plan
2. 2019 to 2024 Village Strategic Plan
3. Planning, Land Use and Road Data from the Community Development and Public Works Departments
4. Emergency Response data from the Village of Kronenwetter Police and Fire Department
5. Community Input regarding concerns as more information becomes available.

## ***PURPOSE***

The purpose of this “Railroad Accessibility Assessment Study” (Hereinafter, RFP) is to select a qualified professional consultant to evaluate the Village’s emergency access management strategy resulting in an appropriate balance between the safety and operating efficiency of the roadway. Property owners to the west of the railway adjacent to Old 51 Highway are in the study area.

Also, the consultant is to study the alternatives, and feasibility of those alternatives to address vehicle delays and impacts to emergency services in the event the CN railroad west of Old 51 restrict traffic. Recommend solutions for road improvements and study/evaluate access to residents and emergency services in the event there is a natural and/or manmade disaster. Satisfaction of proposal requirements and consultant’s approach to the project(s) will be key criteria for selection, among others including future. The Village is seeking to identify qualified firms with experience in housing development egress and ingress codes, system design and management; public relations and outreach; and funding options, to include any alternatives in coordinating efforts with the CN Railroad system.

As the range of experience required is broad, the Village may consider firms in partnership. The Village also reserves the right to award the contract to multiple firms based on their individual expertise

## ***DETAILS OF SERVICES***

1. The consultant’s firm, including principals, project managers, and key personnel, shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, is licensed to perform in the State of Wisconsin, is licensed for all applicable professional disciplines requiring licensing, and shall be governed by the professional ethics of said professions in its relationship to the Village.
3. It is understood that all reports, information, or data prepared or assembled by the consultant for the benefit of the Village of Kronenwetter and shall not be made available in whole or in part to any individual or organization, except the Village Kronenwetter,

without the prior written approval of the Village of Kronenwetter.

4. The consultant shall be responsible for complying with local, state and federal codes, legislation procedures, and regulations affecting work in their profession.

### ***SCOPE OF SERVICES***

The selected consultants(s) will provide recommendations to the Village within the “Railroad Accessibility Assessment Study” by evaluating the Village’s access proposing improvement scenarios and collaboration with other agencies the Village can utilize in their strategic plan.

### **Railroad Emergency Accessibility Assessment & Report**

The scope of services for shall include the following elements:

#### **Phase 1: Preliminary Research**

- Investigate, review and inventory at-grade railroad crossings, road characteristics, etc.
- Collect all pertinent data regarding emergency accessibility
- Define concerns, issues & opportunities to work with other agencies
- Identify and compare alternatives to address those concerns and solutions

#### **Phase 2: Qualifications of Preliminary Recommendations**

- Evaluate existing 2019 Village Comprehensive and 2019-2024 Village Strategic Plan
- Evaluate current & future railroad activity that will impacted community ingress and egress
- Establish recommendations for three implementation scenarios to include opportunities and constraints
- Define any impacts if no improvements were to take place

#### **Phase 3: Funding Evaluation**

- Identify cost the three implementation scenarios
- Identify grant funding opportunities
- Define any alternatives if no improvements were to take place

#### **Phase 4: Finalize Report**

- Public input regard Preliminary Concepts

- Village of Kronenwetter Staff review of final draft Accessibility Study Report
- Finalize Study and Present Findings to Committee and thereafter Village Board

## ***SCHEDULE***

The proposals are due in the Village Administrator's office by 4:00 PM Monday, March 11, 2024. The intent is to have the proposals initially screened by the Village staff and then reviewed by the Utility Committee (UC) at its April 1st meetings with final Village Board action to follow.

The project timetable is as follows:

1. Consultant selection: Mid-March Recommendation to Award prepared.
2. Prepare/approval Consultant agreement (attached): Late -March 2024
3. Present recommendation to award to CLIPP committee – thereafter present award packet to Village Board early- April 2024
4. Project kickoff meeting with staff, CLIPP and/or Village Board: late April 2024
5. Complete Report Presentation: July - August 2024

The consultant shall provide 3 printed sets of the initial draft report. When the draft report is accepted, the consultant will provide 3 sets of the final report. The consultant will also provide a complete, matching, electronic PDF copy of the report narrative, maps, tables, charts, figures and any appendices. This includes full-size map presentation boards where necessary for public review.

## ***PROPOSAL REQUIREMENTS***

The successful firm(s) shall respond to the RFP with the information requested below. This information shall be provided in the order shown in this request. Information can be provided in multiple sections but must appear in the requested section. Each tab must contain a narrative on the requested subject and examples of direct experience when requested. Examples are limited by number and length as indicated under each tab.

The Village of Kronenwetter will not be responsible for considering information provided under the wrong tab. Questions regarding this RFP should be directed to Mr. Leonard Ludi, Village Administrator, by email RFI to [lludi@kronenwetter.org](mailto:lludi@kronenwetter.org) by 4:00pm March 4, 2024. The proposing consultant is solely responsible for its interpretation of this RFP. For the purpose of this RFP the term “firm” shall be interpreted to mean firm or firms. In the case of partnerships, the requested information shall be provided for each firm in the partnership and shall be provided in separate sections under the requested tab. Failure to respond in the requested format may result in the firm being disqualified from consideration. All submitted materials become the property of the Village of Kronenwetter.

Proposals shall include:

- Tab 1. Cover Letter.** Shall be on company letterhead and addressed to the Village Administrator with a statement of the consultant's basic understanding of the Village's needs. The names, the business address and telephone number of the firm's primary point of contact and any subconsultants, if any, shall be clearly listed.
- Tab 2. General Background of Firm & Organizational Chart -** This section shall include the general background of the firm. Information on the complete services of the firm should be provided but should be kept in a concise format. Examples of specific firm experience will be requested in following Tabs. An Organizational Chart shall be provided with specific qualified personnel
- Tab 3. Overall Municipal Experience.** Each firm shall provide a summary of overall municipal experience to not exceed two (2) pages.
- Tab 4. Experience of Project Manager -** Each firm shall designate a project manager and provide detailed information on that individual's experience in municipal affairs especially in accessibility studies, planning, design, modeling, funding and other related items. Only information on the lead project manager should be submitted.
- Tab 5. Main Project Team and Resumes.** This section should include the resumes of "key" project team members. As the experiences of individuals vary, it is up to the proposing firm to determine who would be "key" to the successful implementation of this project. Only the resumes of actual team members should be included. There is no limit to the number of resumes provided. After award of this contract, substitution of "key" personnel will only be allowed by written permission of the Village of Kronenwetter.
- Tab 6. Special Project Experience for Project Scope –** The Firm may provide specific examples of related scope of services performed or provide related examples of work relative to the project. This section shall be limited to two (2) pages.
- Tab 7. Project Approach -** Describe your firm's approach for each phase of the project. Incorporate any adjustments or recommendations your firm may have on the work scope.
- Tab 8. Cost -** The Consultant shall provide professional services costs for phase of the scope of work as lump sum fees for each phase. The attached Engineering Services Agreement shall be utilized unless the Firm provides a similar format.

#### ***METHOD OF EVALUATION***

Each PROPOSAL shall be reviewed by our evaluation team and shall be scored on the basis of the following criteria and point system:

	General Compliance with RFP / Organization	10
Tab 1.	Submitted Cover Letter Meeting RFP Requirements	10
Tab 2.	General Background of Firm	Pass / Fail
Tab 3.	Overall Municipal Experience	20
Tab 4.	Experience of Project Manager	50
Tab 5.	Main Project Team Resumes or Experience	20
Tab 6.	Specific Project Experience for Project Scope	25
Tab 7.	Project Approach	75
Tab 8.	Cost	40
<hr/> TOTAL		<hr/> 250

### ***SUBMISSION REQUIREMENTS AND DEADLINES***

Please submit five (5) copies of your Proposal on or before 4:00 p.m., Monday, March 11, 2024. Proposals should be delivered to:

Village of Kronenwetter  
Attn: Leonard Ludi  
1582 Kronenwetter Drive  
Kronenwetter, WI 54455

Proposals should include all items as requested in the “PROPOSAL REQUIREMENTS” section of this document in the order and format specified. Questions regarding this RFP should be directed to Mr. Leonard Ludi, Village Administrator, by email RFI to lludi@kronenwetter.org by 4:00pm March 4, 2024.

### ***SELECTION PROCESS***

The Village will select a respondent on the basis of responsiveness of the proposal to the RFP requirements and willingness to execute an acceptable written contract. The Village reserves the right to reject any or all proposals, and to request written clarification of proposals and supporting materials.

Interviews may be conducted, if deemed necessary by Staff or by Committee, with one or more responsible entities that have submitted proposals in order to clarify certain elements. The selection shall be made by the Community Life, Infrastructure and Public Property committee (CLIPP) and will be recommended to the Village Board for final approval.

The individual and/or consulting team to be recommended to the Village Board will be one whose proposal and overall qualifications are determined to be the most advantageous to the Village.

At the conclusion of the selection process, staff will negotiate the terms and conditions of a contract with the recommended consultant(s). See attached Engineering Services Agreement draft format.

**(DRAFT) ENGINEERING SERVICES AGREEMENT**

This AGREEMENT (“Agreement”) is made as of \_\_\_\_\_ by and between the VILLAGE OF KRONENWETTER (Village) and \_\_\_\_\_ (Consultant) which agree as follows:

**SECTION 1: SERVICES TO BE PERFORMED**

**A. SCOPE OF SERVICES**

Consultant shall perform or furnish professional services, as outlined in the “Request for Proposals: Railroad Emergency Accessibility Assessment Study Lift Station Assessment Study (Hereinafter, RFP). The Consultant shall provide analysis, recommendations, design options and detailed engineering plans and specifications for all or part of the study area outlined in the RFP.

A phased approach will be taken. The services to be provided include, but are not limited to the following:

**PHASE 1 –**

[ *Consultant to complete this section if applicable* ]

**B. COMPENSATION**

Consultant shall provide professional services through

**C. PROFESSIONAL STANDARDS**

In conducting the services, Consultant will apply current professional judgment, and use a level of effort consistent with current professional standards in the same or similar locality under similar circumstances in performing the Services. The Village acknowledges that “current professional standards” shall mean the standard for professional services, measured as of the time those services are rendered, and not according to later established standards.

**D. CONSULTANT’S AUTHORIZED REPRESENTATIVE**

The Consultant shall designate a primary representative with respect to the services to be performed or furnished. Said person will have complete authority on behalf of Consultant to transmit instructions, receive information, and interpret and define Consultant’s policies and render decisions for Consultant with respect to services. Alternate representatives proposed by Consultant or the Village shall be subject to the approval of the Village.

Consultant’s Authorized Representative: \_\_\_\_\_

**E. PLANS, DRAWINGS, MAPS AND OTHER DOCUMENTS PRODUCED**

1. All documents developed as a result of this Agreement are instruments of service with respect to this project. The Village shall have the unrestricted right to make, retain, use, publish and/or provide to the public or any third party copies of any such documents for any purpose whatsoever as if the documents constituted work made for hire. It is expressly intended by the parties that no document which the Village has directly or indirectly paid Consultant to produce under this agreement shall be subject to any copyright or other protection from unlimited copying and use by the Village or persons acquiring the documents through the Village.
2. Consultant shall maintain copies of all plans, maps, reports, drawings, computations or other documents generated pursuant to this Agreement and make copies thereof available to the Village upon request. Digital copies shall be provided in any format requested by the Village at any time. Consultant shall not destroy its last remaining copy of any such document without first offering it to the Village for safekeeping. Model information shall be provided upon completion of the scope. Model information may or may not be maintained by the Consultant if so designated by the Village.

**SECTION II – VILLAGE RESPONSIBILITIES**

**A. VILLAGE RESPONSIBILITIES FOR PROJECT**

The Village, at its expense, shall do the following in a timely matter so as not to delay or hinder Consultant in its furnishing of services:

1. Furnish Consultant with reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to this Agreement, upon request. Unless otherwise specified, Consultant may rely upon information furnished by the Village’s authorized officers and employees without independent verification.
2. Schedule and properly notice and required public meeting, if necessary or recommended. Assist with arranging other meetings deemed necessary for the implementation of projects. These meetings may include meetings with agencies, land owners, concerned citizens, etc.
3. Take reasonable steps to arrange for access to and make all provisions for Consultant to enter upon public and private lands as required for Consultant to perform its work under this Agreement.



4. Give prompt written notice to Consultant whenever the Village observes or otherwise becomes aware of any development that significantly affects the scope or time of performance or furnishing of Consultant's services or any defect or nonconformance in Consultant's services or in the work of any Contractor.
5. Furnish data in the Village's possession prepared by others to Consultant relevant to any services rendered by this Agreement together with any existing professional interpretations of the foregoing.
6. Examine studies, reports, and other documents presented by Consultant, and render, in writing, decisions pertaining thereto.
7. Consultant shall not be responsible for the accuracy and completeness of data furnished by the Village, including, but not limited to, computations, record drawings, and maps furnished by the Village.
8. The Village agrees to clarify and define project requirements and to provide such legal, accounting and insurance counseling services as it may deem necessary for the project.

**B. VILLAGE'S AUTHORIZED REPRESENTATIVE**

The Village's Authorized Representative under this Agreement shall be the Director of Public Works, or his/her designee, or duly appointed successor, who shall have complete authority to transmit instructions, receive information, interpret and define the Village's policies and decisions with respect to Consultant's services under this Agreement.

### **SECTION III – PERIOD OF SERVICES**

#### **A. TIMETABLE**

The services under this Agreement shall be completed according to a scope and schedule agreed upon by the Village and Consultant. However, the parties mutually agree as part of this Engineering Services Agreement that the following timetable shall apply to this project:

*[ to be completed by Consultant ]*

Any changes in the scope or schedule for completion shall require mutual written agreement between the Village and Consultant.

#### **B. TERM OF AGREEMENT**

This Agreement shall commence as of the date set forth above, and shall expire on the date upon which the final documents for all parts of project are received by the Village.

#### **C. TERMINATION OF AGREEMENT**

1. The obligation to provide further services under this Agreement may be terminated:
  - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, through no fault of the terminating party. The failing party shall have the right, within 30 days, to correct or remedy the cited failures.
2. By Consultant upon seven days written notice if the Village has failed to pay for previous services rendered and its account is more than 90 days past due.
3. By Village effective upon the receipt of the Village's notice by Consultant.
  - a. In the event of termination not based on Consultant's failure to perform, Consultant shall be reimbursed for all services and expenses rightfully incurred prior to termination based upon the reasonable values of such services performed to date. The basis for compensation set forth in this Agreement shall take precedence for any determination for the value of services performed.

### **SECTION V – GENERAL PROVISIONS**

#### **A. INSURANCE**

Consultant shall maintain, throughout the term of this Agreement, insurance coverage

for Worker’s Compensation, General Liability, and Professional Liability with limits reasonably acceptable to the Village. Consultant shall provide the Village with a certificate of insurance upon request showing the required coverage.

**B. ENTIRE AGREEMENT**

This Agreement supersedes any and all agreements previously made between the parties relating to the subject matter of this Agreement and there are no understandings or agreements other than those incorporated in this Agreement. This Agreement may not be modified except by a written agreement, duly executed by all parties.

**C. INDEMNIFICATION**

The Consultant hereby expressly agrees to indemnify and hold the Village and its agents harmless from and against all claims, costs and liability of every kind and nature, for injury or damage received or sustained by any person or entity in connection with, or on account of the performance of services pursuant to this Agreement. The Consultant further agrees to aid and defend the Village or its agents (at no cost to the Village or its agents) in the event they are named as a defendant in an action concerning the performance of work pursuant to this Agreement, except where such suit is brought by the Consultant for failure of the Village to perform under this agreement. The Consultant is not an agent or employee of the Village.

**D. GOVERNING LAW**

This Agreement shall be governed by and construed and interpreted in accordance with the internal laws of the State of Wisconsin.

**E. DISPUTE RESOLUTION**

- 1. In the event a dispute shall develop between the Village and Consultant arising out of or related to this Agreement, the Village and Consultant agree to use the following process to resolve the dispute:
  - a. The Village and Consultant agree to first negotiate all disputes between them in good faith.
  - b. If the Village and Consultant are unable to resolve the dispute by negotiation as described above, the Village and Consultant agree to submit the dispute to non-binding mediation.
    - 1) The cost of any mediator shall be paid equally by the parties, and each party shall be responsible for its own legal and other costs of participating in the mediation.
    - 2) If the Village and Consultant are unable to resolve the dispute by negotiation or by mediation, they are free to utilize

whatever other legal remedies are available to settle the dispute.

**F. SEVERABILITY**

If any provision of this Agreement shall, under any circumstances be deemed invalid or inoperative, this Agreement shall be construed with the invalid or inoperative provision deleted and the rights and obligations construed and enforced accordingly.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the date first above written.

**VILLAGE OF KRONENWETTER**

\_\_\_\_\_  
Chris Voll, Village Board President

\_\_\_\_\_  
CONSULTANT

By: \_\_\_\_\_

Date:\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_



## **REQUEST FOR PROPOSALS**

### **Feasibility Study**

**Alternatives addressing vehicle delays and rail usage  
City of Wisconsin Rapids, WI**

**Due: July 6th, 2022**

Submit Proposals to:  
Joe Eichsteadt, PE  
City of Wisconsin Rapids  
444 W Grand Ave  
Wisconsin Rapids, WI 54495  
[jeichsteadt@wirapids.org](mailto:jeichsteadt@wirapids.org)  
Phone: 715-421-8251



## **INTRODUCTION**

The City of Wisconsin Rapids is soliciting engineering services to study the alternatives, and feasibility of those alternatives to address vehicle delays, train horns and safety concerns at grade crossings with CN rail at the following intersections: Gaynor Ave, 17<sup>th</sup> Ave S, Chase St, W Grand Ave, High St and Fremont St.

Over recent years there has been an increase in train traffic that has led to many complaints about the train horn and the significant delays created when trains block crossings. Additionally, there have been several public meetings surrounding train horns and quiet zones.

The City is interested in evaluating the alternatives prior to making any decisions.

## **SCOPE OF SERVICES**

Services shall include a minimum list of tasks as defined below. However, the work should not be limited to this list and additional tasks, alternatives, comparisons, etc. will be highly considered.

TASK 1: Investigate, review and inventory at-grade railroad crossings, road characteristics, etc.

TASK 2: Define concerns and issues.

TASK 3: Identify and compare alternatives to address those concerns.

1. Quiet Zone
2. Grade Separation
3. Rail Relocation
4. Technological option using GPS phone applications with routing option.
5. Alternate route with physical improvements to aid in diverting traffic around trains.

TASK 4: Identify costs, grant funding,

TASK 5: Implementation of alternatives

TASK 6: Recommendation

Meetings in some fashion or format shall be included in the proposal. The number of meetings are at the discretion of the consultant. However, it is expected that discussions are held regularly to answer questions and be updated on the progress of the study.

## **DELIVERABLES**

Final Report with Executive Summary

## **CITY DATA and RECORD INFORMATION**

- Quiet Zone Data -  
<https://drive.google.com/drive/folders/1fZOr1IPFX7waqozSB9XTlmLoTWIDTMDz?usp=sharing>



- ITS/Signal Grant - [https://docs.google.com/document/d/1ukszVkjSgr5zAam-PnC\\_1-YsnfDRKcYo/edit?usp=sharing&ouid=110302322226311312656&rtpof=true&sd=true](https://docs.google.com/document/d/1ukszVkjSgr5zAam-PnC_1-YsnfDRKcYo/edit?usp=sharing&ouid=110302322226311312656&rtpof=true&sd=true)
- Road Blockage Statistics - [https://drive.google.com/drive/folders/1WTbWU\\_9tOfEBV9ep4Bxc-V0W3lo4aUI3?usp=sharing](https://drive.google.com/drive/folders/1WTbWU_9tOfEBV9ep4Bxc-V0W3lo4aUI3?usp=sharing)
- Rail Relocation Information - [https://drive.google.com/drive/folders/1HOF7VIIXCbZAbBRHXrk3\\_klWOVlcQWvu?usp=sharing](https://drive.google.com/drive/folders/1HOF7VIIXCbZAbBRHXrk3_klWOVlcQWvu?usp=sharing)
- As-builts and City GIS Mapping – username and password will be provided to the selected firm to use for the study. <https://gis.wirapids.org/CityViewer/index.html>

## **ELEMENTS OF PROPOSALS**

1. **Statement of Qualifications**  
Submitting consultants must have experience with performing similar projects and provide three references.
2. **Cost of Services**  
Please provide costs in the table below (or similar format). The cost shall be representative of time and materials (T&M) cost with a not-to-exceed amount for the project. The Base Cost Proposal Table (shown below) is meant for basic cost identification and comparison purposes between proposals; therefore, not all project categories may be represented. Please provide additional detail, assumptions, excluded costs, etc. in the proposal.

<b>Base Cost Proposal</b>		
	Estimate of Hours	Cost, \$
Task 1 – Investigation		
Task 2 - Define		
Task 3 - Alternatives		
Task 4 - Funding		
Task 5 - Implementation		
Task 6 - Recommendation		
<b>TOTAL Base Cost</b>		

3. **Schedule**  
Identify the proposed schedule to start the study and complete the study along with any milestones.
4. **Proposal Fee**  
Proposal Fees shall have a not-to-exceed amount of \$20,000. If there are other recommended tasks that go beyond the Base Cost Proposal identify those as ‘Additional Services’ in the table below. These additional services will be reviewed by the City to determine merits and benefit they might provide to the City. Acceptance of a proposal does not constitute acceptance of Additional Services.



Additional Services		
	Estimate of Hours	Cost, \$
<b>TOTAL Additional Services</b>		

### **SUBMISSION OF PROPOSALS**

1. **Deadline:** Proposals shall be emailed to the City Engineer on or before *July 6th, 2022, at 3:00 p.m.*.
2. **Submission of Proposal:** It is preferred that the proposal be emailed to [jeichsteadt@wirapids.org](mailto:jeichsteadt@wirapids.org).

Contact:            Feasibility Study - Alternatives addressing vehicle delays and rail usage  
                         Attn: Joe Eichsteadt, PE  
                         City Engineer  
                         Wisconsin Rapids City Hall  
                         444 W Grand Ave  
                         Wisconsin Rapids, WI 54495

Completion and submission of proposal will constitute an offer by the firm. City will execute an agreement with firm who proposal was awarded. Proposals received after the deadline will not be reviewed. It is the responder's responsibility to ensure that a proposal is received in a timely manner.

### **EVALUATION PROCEDURE & SELECTION OF FIRM**

1. City Elected Officials and staff will evaluate qualifications and technical information submitted by the consultant.
2. Strong consideration will be given to proposals that include cost effective approaches along with, good understanding of the project, full disclosure on assumptions and excluded costs from the proposal and a qualified project team.
3. Staff recommendations of the proposals will be made to the Public Works Committee and Council in July of 2022.
4. The City will select the most qualified firm with a cost effective proposal and will execute a contract with the selected firm. If the City and the selected firm are unable to reach an agreement on the scope of services and/or compensation, the City will terminate discussions and begin negotiations with the second-ranked firm. The City reserves the right to reject any or all proposals.

### **AMENDMENTS, ADDENDA OR QUESTIONS**

The City of Wisconsin Rapids reserves the right to modify or issue amendments to this RFP. If questions result in the modification of this RFP, the written modifications will be distributed to known consultants, or anyone who has indicated an interest in submitting a proposal.

For questions about this RFP, please contact Joe Eichsteadt at 715.421.8251 or e-mail at [jeichsteadt@wirapids.org](mailto:jeichsteadt@wirapids.org).

All requests for technical interpretations or corrections of this RFP must be received by July 1st, 2022.





# REVISED SPECIAL VILLAGE BOARD MEETING MINUTES

December 14, 2023 at 6:00 PM

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

## 1. CALL MEETING TO ORDER

Vice President Chris Eiden called the meeting to order at 6:00 PM.

### A. Pledge of Allegiance

Those in attendance recited the pledge of allegiance.

### B. Roll Call

#### PRESENT

Trustee Ken Charneski

Trustee Sean Dumais

Trustee Alex Vedvik

Trustee Chris Eiden

Trustee Kelly Coyle

#### ABSENT

Village President Chris Voll

Trustee Tim Shaw

#### STAFF PRESENT

Community Development Director; Peter Wegner

Village Clerk; Bobbi Birk-LaBarge

#### SPECIAL GUESTS

Attorney Representing James Harris: Guy Fredel

LCC Telecom Services; Mike Bienek

## 2. NEW BUSINESS

### C. Discussion and Possible Action: Appeal made to the Village Board regarding the June 19, 2023, Planning Commission decision that approved a zoning conditional use permit for the placement of a Communication Tower located at 1989 Creek Road, Mosinee, WI 54455

Motion made by Trustee Dumais, Seconded by Trustee Vedvik to uphold the planning commission's decision to approve the conditional use permit.

Motion carried 4:1 by roll call vote.

Voting Yea: Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle

Voting Nay: Trustee Charneski

## 3. ADJOURNMENT

Motion made by Trustee Dumais, Seconded by Trustee Vedvik to adjourn.

Voting Yea: Trustee Charneski, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle

Motion carried 5:0 by voice vote.

Meeting was adjourned at 8:33 PM.



## VILLAGE BOARD MEETING MINUTES

January 22, 2024 at 6:00 PM

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

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### 1. CALL MEETING TO ORDER

*Village President Chris Voll 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:** *President Chris Voll, Trustee Chris Eiden, Trustee Ken Charneski, Trustee Tim Shaw (by phone), Trustee Sean Dumais, Trustee Alex Vedvik, Trustee Kelly Coyle*

**STAFF PRESENT:** *Public Works Director Leonard Ludi, Finance Director Lisa Kerstner, Fire Chief Theresa O'Brien, Police Chief Terry McHugh, Clerk Jennifer Poyer*

### 2. PUBLIC COMMENT

*Kim Tapper – 2293 Courtland Drive, Kronenwetter, WI 54455*

*Tapper questioned an item in the check register presented in the meeting packet. He also questioned and commented on agenda item 4K. Village Employee Interaction with Media. He also asked what will happen to the Kronenwetter Police Department in the wake of the union of the Rothschild and Schofield police departments.*

*Bernie Kramer – 2150 E. State Highway 153, Peplin, WI 54455*

*Kramer commented on a City Pages story regarding the administrator situation. He said he doesn't understand the trustee harassment claim by employees.*

### 3. REPORTS FROM STAFF AND VENDORS

- C. Fire Chief Year End Report 2023
- D. Treasurer's Report
- E. Check Register 1/5 - 1/17
- F. Public Works & Utilities Status Report

### 4. NEW BUSINESS

#### G. Discussion and Possible Action: FFY2025 Surface Transportation Program-Local Supplemental Project Solicitation

*Motion by Charneski/Eiden to approve the FFY2025 Surface Transportation Program-Local Supplemental Project Solicitation for Peplin Road as presented. Motion carried by roll call vote 7:0.*

*Ludi presented the requirements of the grant, which call for the Village to fund 100% of the design work.*

*CLIPP and APC both recommended the Peplin Road proposal. It has the lowest cost for the Village.*

*Prepared by Jennifer Poyer*

*Approved by the Village Board on*

**H. Discussion and Possible Action: FIN-004**

*Motion by Dumais/Coyle to send FIN-004 back to the Administrative Policy Committee (APC). Motion carried by voice vote 7:0.*

*Discussed village administrator authority to approve emergency expenditure and how much should be budgeted for this item. Discussed Ordinance 14.20 and APC's authority to act on all contracts in the Village.*

**I. Discussion and Possible Action: HR-007**

*Motion by Coyle/Vedvik to approve HR-007 with changes including eliminating "WI Standard," unstriking "current" and striking "All tips not exceed 20%." Motion carried by roll call vote 6:1. - YEA- Voll, Eiden, Charneski, Shaw, Vedvik, Coyle NAY-Dumais*

*Discussed the meaning of per diem vs. reimbursement along with their advantages and disadvantages. Discussed what the system by the state and federal governments.*

**J. Discussion and Possible Action: Administrator Mentoring Service Agreement between Daniel R. Mahoney and the Village of Kronenwetter**

*Motion by Vedvik/Coyle to approve the Administrator Mentoring Service Agreement between Daniel R. Mahoney and the Village of Kronenwetter not to exceed \$7,500. Motion carried by roll call vote 7:0. – YEA - Voll, Eiden, Charneski, Shaw, Vedvik, Coyle, Dumais*

*Discussed the need and cost for the mentoring service. The \$7,500 figure is based on 4 hours a week for 20 weeks, including mileage costs.*

**K. Discussion and Possible Action: Village Employee Interaction with Media**

*Motion by Vedvik/Dumais to send Village Employee Interaction with Media to Leonard Ludi in his capacity as village administrator and chief media officer, and then to the Administrative Policy Committee. Motion carried by voice vote 7:0.*

*Discussed the need for a media policy. Currently, there is direction in the Village of Kronenwetter Employee Handbook. Ludi was tasked with writing a policy and then taking it to the APC Committee.*

**L. Discussion and Possible Action: Hiring Direction for Upcoming Vacant Director of Public Works Position**

*Motion by Vedvik/Coyle to post the position of director of public works that will be vacant Feb. 4 with pay range of \$75,000-\$100,000. Motion carried by voice vote 7:0.*

*Discussed the need to increase the pay range to attract better talent.*

**M. Discussion and Possible Action: Date and Time Selection for Special Meeting**

*Meeting set for 6 p.m. on January 31, 2024.*

**5. OLD BUSINESS****N. Discussion and Possible Action: 2024-002 Resolution - Sewer Rates**

*Motion by Coyle/Vedvik to approve the 2024-002 Resolution – Sewer Rates as presented. Motion carried by roll call vote 7:0.*

**6. CONSENT AGENDA**

**O.** January 08, 2024, Village Board Meeting Meetings

*Prepared by Jennifer Poyer*

*Approved by the Village Board on*

P. January 15, 2024, Special Village Board Meeting Minutes

*Motion by Vedvik/Eiden to approve the consent agenda as presented. Motion carried by voice vote 7:0.*

**7. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES**

Q. November 07, 2023, Utility Commission Meeting Minutes

*Committee thanked for their minutes.*

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

Chapter 218 of Building Code (on Plan Commission agenda for Jan. 24, 2024 meeting)

**9. ADJOURNMENT**

*Motion by Voll/Vedvik to adjourn the January 22, 2024 Village Board Meeting. Motion carried by voice vote 7:0.*

*Meeting adjourned at 8:17 p.m.*



## SPECIAL VILLAGE BOARD MEETING MINUTES

January 31, 2024 at 6:00 PM

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

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**1. CALL MEETING TO ORDER**

*Village President Chris Voll called the January 31, 2024 Special Village Board Meeting to order at 6:00 p.m.*

**A. Pledge of Allegiance**

Those in attendance recited the Pledge of Allegiance.

**B. Roll Call**

**PRESENT:** Village President Chris Voll, Trustee Chris Eiden, Trustee Ken Charneski, Trustee Tim Shaw, Trustee Sean Dumais, Trustee Kelly Coyle, Trustee Alex Vedvik

**STAFF PRESENT:** Jennifer Poyer

**GUEST PRESENT:** Lee Turonie (Village attorney)

**2. ANNOUNCEMENT OF CLOSED SESSION**

*Village President Chris Voll announced the closed session.*

**3. CLOSED SESSION**

*Motion by Coyle/Vedvik to enter into closed session. Motion carried by roll call vote 6:1.*

*Yea – Voll, Eiden, Shaw, Dumais, Coyle, Vedvik; Nay – Charneski*

*Discussed the change in the agenda item and reason for closed discussion.*

**4. RECONVENE OPEN SESSION**

*Motion by Coyle/Shaw to reconvene into open session. Motion carried by roll call vote 7:0.*

**5. ACTION AFTER CLOSED SESSION**

**Discussion & Action: Selection of independent Counsel in Reference to Employee Complaint.**

*Motion by Dumais/Coyle not to select independent counsel and direct Administrator Ludi to work with personnel on bonafide complaint, if any, and apply the employee handbook if appropriate. Motion carried by roll call vote 7:0.*

**6. ADJOURNMENT**

*Motion by Voll/Shaw to adjourn the January 31, 2024 Special Village Board Meeting. Motion carried by voice vote 7:0.*

*Meeting adjourned at 7:47 p.m.*

Minutes prepared by Jennifer Poyer  
Approved by Village Board on



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

January 03, 2024 at 6:00 PM

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

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## 1. CALL MEETING TO ORDER

*Committee Chairman 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, Trenton Karch, Pat Kilsdonk, Ryan Leff

**STAFF** – Fire Chief Theresa O’Brien, Police Chief Terry McHugh, Community Development Director Peter Wegner, Public Works Director Leonard Ludi

## 2. PUBLIC COMMENT

*Faye L. Buchberger – 824 W. Nelson Road, Kronenwetter, WI*

*Buchberger provided maps and asked they be attached to the minutes.(SEE pages 4-6) She addressed the committee regarding agenda item 5J. Additional Emergency Access at West Nelson Road. She called for action regarding hiring a consulting firm to address the safety issues in the designated area.*

*Gary Goytowski – 1977 Kowalski Road, Kronenwetter, WI*

*Goytowski gave an update on the truck traffic on Kowalski Road.*

*Chris Johnson – 2450 Rainbow Drive, Kronenwetter, WI*

*Johnson spoke concerning speeding on village roads. He said he was willing to speak during agenda item 6K. Speeding on Village Roads.*

*Joel Straub – 860 W. Nelson Road, Kronenwetter, WI*

*Straub said he would like to participate in agenda items 5I. Additional Emergency Access at West Nelson Road and 5J. Additional Emergency Access at West Nelson Road. He also asked questions regarding and commented on the Village’s Comprehensive Plan.*

*Kristi Newton – 2304 Downing Drive, Kronenwetter, WI*

*Newton spoke to agenda item 6K. Speeding on Village Roads. She said she witnesses various safety issues including speeding and failure to stop.*

*Kim Tapper - 2293 Courtland Drive, Kronenwetter, WI*

*Tapper made comments regarding speeding on village roads.*

### 3. APPROVAL OF MINUTES

- C. Approval of the November 6, 2023 CLIPP Committee Meeting Minutes

*Motion by Kilsdonk/Karch to approve the November 6, 2024 CLIPP Meeting Minutes as presented.  
Motion carried by voice vote. 5:0.*

### 4. REPORTS AND DISCUSSIONS

- D. Police Chief Report
- E. Fire Chief Report
- F. Treasurer's Report
- G. Public Works Director Report
- H. Complaint Log

### 5. OLD BUSINESS

- I. Discussion and Possible Action: Truck Traffic on Kowalski Road

*NO ACTION TAKEN*

*Discussed the designation of Kowalski Road. Discussed the Village's Comprehensive Plan and its identifying Kowalski Road as a collector road. Discussed placing restrictions on the road. Discussed options to lessen truck traffic including contacting companies using the road for their vehicles. Discussed mistakes listed in Comprehensive Plan. Community Development Director Peter Wegner was tasked with fixing the mistakes.*

- J. Discussion and Possible Action: Additional Emergency Access at West Nelson Road

*Motion by Eiden/Kilsdonk to prepare an request for proposal(RFP) for the hiring of a consultant to look into an acceptable escape route for residents west of the railroad tracks. Motion carried by voice vote. 5:0.*

*Discussed citizen interest in this item. Discussed the Village's Comprehensive Plan in relation to the area in question. Discussed the value of getting a consultant involved.*

### 6. NEW BUSINESS

- K. Discussion and Possible Action: Speeding on Village Roads

*NO ACTION TAKEN*

*Public Works Director Leonard Ludi will look into the cost of various signage.*

- L. Discussion and Possible Action: FFY2025 Surface Transportation Program-Local Supplemental Project Solicitation

*Motion by Karch/Leff to recommend the Village Board commit to a design for Peplin Road with interest in securing grant funds. Motion carried by voice vote. 5:0.*

*Discussed the opportunity to get funding for improving a Village road. Discussed the three road options that were presented. Discussed the design requirement of the funding opportunity.*

- M. Discussion and Possible Action: TID 2 Planning & Design Award

*Motion by Karch/Kilsdonk to recommend the Village Board approve awarding Roth Professional Solutions contract for the design of phase 2. Motion carried by voice vote. 5:0.*



*Discussed the past and current work Roth Professional Solutions has done for the village.*

**7. NEXT MEETING: February 5, 2024**

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

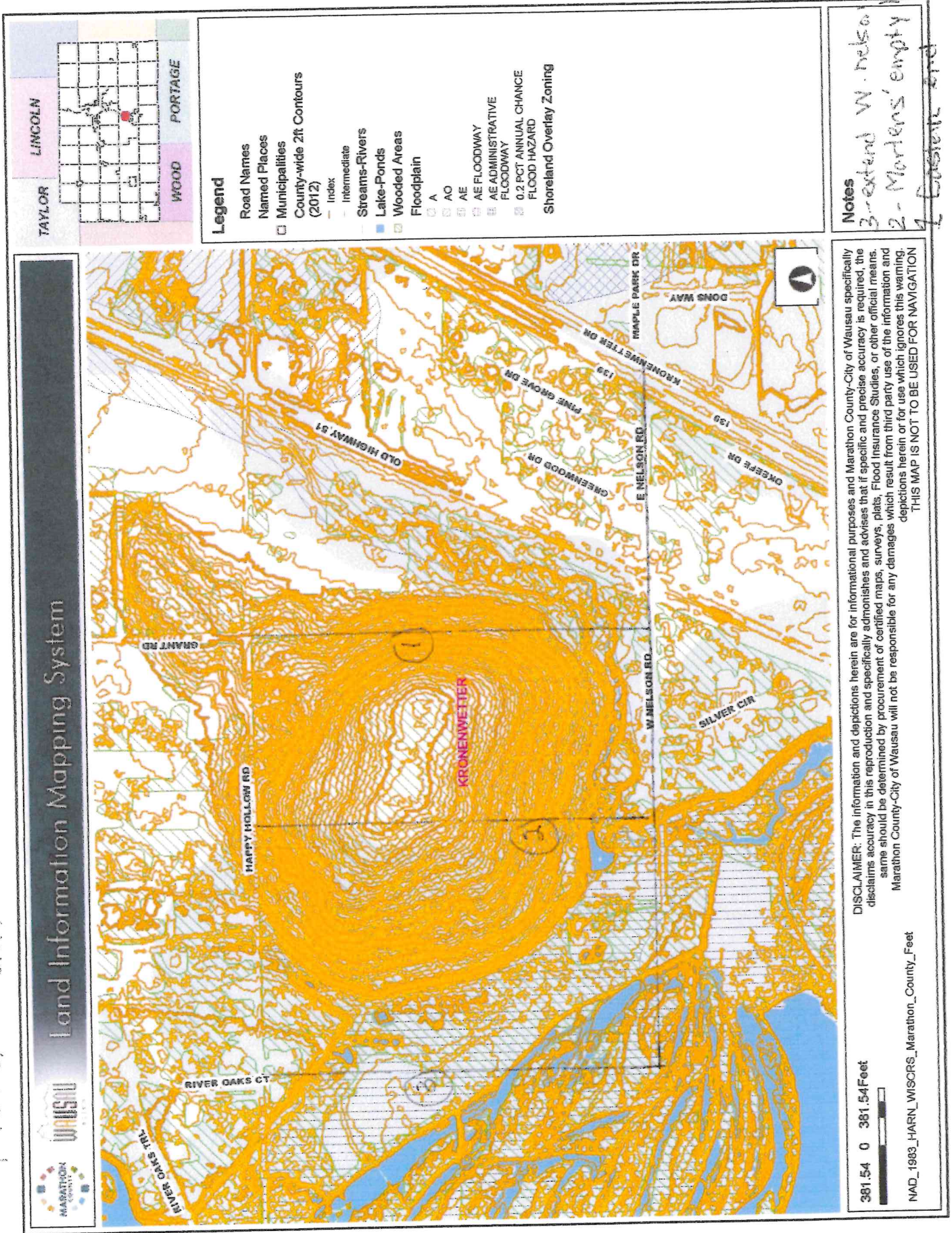
- Options regarding ambulance service in the Village
- Parks improvement/repair priority list
- Snow making from Rib Mountain ski resort cost to Village

**9. ADJOURNMENT**

*Motion by Coyle/Karch to adjourn the January 3, 2024 CLIPP Committee meeting. Motion carried by voice vote. 5:0.*

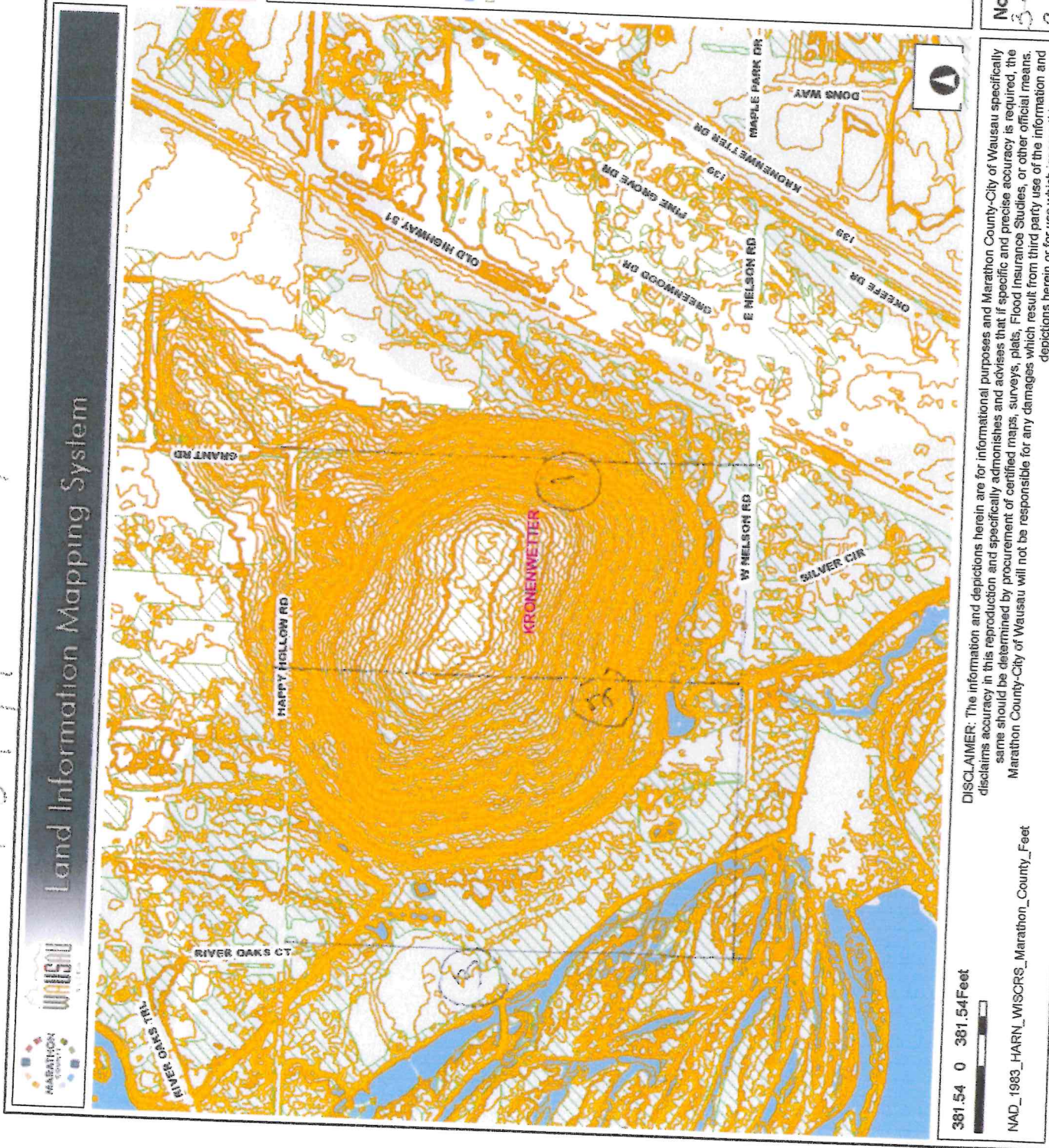
*Meeting adjourned at 8:53 p.m.*

Flood Plain added





Topography / Wooded





*Section 6, ItemK.*







## AD HOC COMMITTEE MEETING MINUTES

November 28, 2023 at 6:00 PM

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

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### 1. CALL MEETING TO ORDER

*Committee Chairperson Alex Vedvik 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 Alex Vedvik, Trustee Kelly Coyle, Trustee Ken Charneski, Trustee Sean Dumais, Lyn McCarthy, Pat Kilsdonk*

**ABSENT/EXCUSED:** *Craig Mortenson, Trenton Karch*

**STAFF PRESENT:** *Jennifer Poyer*

### 2. PUBLIC COMMENT

*No public comment was made.*

### 3. OLD BUSINESS

#### C. Discussion and Possible Action: Review of Utility Commission Ordinance Examples

*No action taken.*

*Discussion: Spending authority of Utility Commission; committee vs. commission powers; legal responsibilities of committee vs. commission; League of Municipalities definition of board and commission; goals of action to make it a utility commission; oversight of which utilities; trustees or no trustees on the commission; electing commission members; appointing commission members; Marshfield's Utility Commission*

*Changes were made to the proposed Public Utility Commission draft including designating the commission is over water and sewer only; adding spending authority; having trustees serve on the commission and rate changes having to obtain Village Board approval.*

*The process for trustee appointments to commissions and committees was also discussed. Trustee Kelly Coyle provided a draft for changes to be made to the process.*

#### D. Discussion and Possible Action: Review of Finance & Personnel Ordinance Examples

*No action taken.*

*Discussion: Pros and cons of splitting the Administrative Policy Committee (specific focus for committees, number of meetings, staff burden); streamlining the Citizen Committee Member Application*

### 4. APROVAL OF PREVIOUS MEETING MINUTES

#### E. Approval of Minutes from Oct. 30, 2023 Ad Hoc Committee Meeting - Committee Structure

Prepared by Jennifer Poyer

Approved by the Ad Hoc Committee on Committee Structure on January 23, 2024

*Motion by McCarthy/Coyle to approve the October 30, 2023 Ad Hoc Committee Meeting Minutes as presented. Motion carried by voice vote. 6:0.*

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

*Set next meeting date as January 23, 2024.*

**6. ADJOURNMENT**

*Motion by McCarthy/Coyle to adjourn the November 28, 2023 Ad Hoc Committee Meeting.*

*Meeting adjourned at 8:23 p.m.*