



# **SPECIAL ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES**

**March 27, 2025 at 5:30 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

Meeting Convened at 5:46 PM due to quorum need.

PRESENT

Kelly Coyle

Chris Voll

Mary Solheim

ABSENT

Jordyn Wadle-Leff

Terry Lewis-Birkett

## **2. PUBLIC COMMENT**

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

## **3. APPROVAL OF MINUTES**

C. APC March 20, 2025

Motion by Coyle/ Solheim to approve minutes as presented. Motion carried 3:0 by voice vote.

## **4. REPORTS AND DISCUSSIONS**

D. Interim Finance Director Report

John Jacobs- Interim finance Director, discusses what the finance department has been focusing on over the last few weeks. He explains that they are getting ready for audit and pushing through to get caught up on the last 6 months.

## **5. OLD BUSINESS**

E. Revision of Ordinance 180-3; Village Board Meetings

Motion by Coyle/ Voll to Recommend Village Board approve Ordinance 180-3 as presented. 3:0 by voice vote.

F. Addition of Decorum guidelines: Code of Conduct

Motion by Voll/Coyle Recommend Village Board Approve Code of Conduct as amended. Motion Carried 3:0 by Voice Vote.

G. Village Employee Handbook Review

Trustee Coyle discusses how many municipalities are veering away from an employee handbook and adopting a Personnel policies and procedures manual. Trustee Coyle states that he would like to continue to work on this over the next few weeks. He also states that many municipalities are also

veering away from printing physical manuals/handbooks and instead publishing them online. This saves money and also allows for easier editing/ distribution. Discussion of Special meeting was had for further discussion of this topic. Public Works Representative Stu Discussed boot allowances as well as special stipends he asked for a look at those as they have been the same as 2010. Trustee Coyle stated that he would look at the allowances and bring back a recommendation.

H. TDS 2025 Sponsorship Contract

APC asking to add an addendum under section 6 to make this a 12-month agreement to be renewed every year. President Voll is going to discuss this with the attorney on contract language. He will then either bring it back to APC or push to the Village Board.

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

Handbook and TDS contract

**7. NEXT MEETING: April 17, 2025**

April 9th or 10th for Special meeting.

**8. ADJOURNMENT**

Motion by Voll/Solheim to adjourn. Motion carried 3:0 by voice vote.

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

**Posted: 03/24/2025 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)**

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

Minutes prepared by: Account clerk- Sarah Fisher