



**** REVISED** ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES**

July 18, 2023 at 5:30 PM

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

1. CALL MEETING TO ORDER

- A. Pledge of Allegiance
- B. Roll Call

Others Present: Finance Director, Interim Administrator, Attorney

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.

NONE

3. APPROVAL OF MINUTES

4. REPORTS AND DISCUSSIONS

- C. Treasurer's Report
Finance Director discusses report.
- D. Check Register
- E. Journal Entries

5. OLD BUSINESS

- F. Discussion & Possible Approval: Revision of Human Resource Policy HR-003
Motion by McCarthy/Coyle to recommend the board approve HR-003 as amended by Attorney with the addition of adding purpose section to policy. Motion carried 4:0 By Voice Vote.
- G. Discussion & Possible Approval: Revision of Finance Policy FIN-003
Action: Send Policy back to staff for further review.
- H. Discussion: To Provide Direction on Possible Revision of Finance Policy FIN-004
Discussion: Policy needs to be rewritten based on statutes. Staff to work with Attorney and bring back to future meeting.
- I. Discussion & Possible Approval: Revision of Finance Policy FIN-005
Motion by McCarthy/Voll to recommend the board approve FIN-005 as amended. Motion Carried 4:0 by voice vote.
- J. Discussion & Possible Action: Hire an outside company to mail out tax bills.
Motion by McCarthy/Coyle to recommend the board approve ABT for tax mailing. Motion carried 4:0 by Voice Vote.
- K. Discussion: Update on RFP for Administrator search
Kim Manley discusses that the deadline for the RFP is July 31, 2023. There will be another update at next APC meeting. She also discussed that the Job Posting on the Village website also ends on July 31, 2023.

- L. Discussion & Action: Process for Hiring Administrator and Director of Public Works
Kim Manley gives brief description of candidates that the Village has received. Applications will be reviewed by APC at the beginning of August. 2023.

6. NEW BUSINESS

- M. Discussion & Possible Approval: Resolution 2023-007; Designating Public Depositories and withdrawal signatures.
Kim Manley and The Village Attorney discusses the resolution and the need for an ordinance. Village Attorney also discusses the deposit resolution. Motion by Coyle/McCarthy to recommend to the board that they approve the resolution as presented. Motion carried 4:0 by Voice Vote.
- N. Discussion: Village Board Room Sound Upgrade
Voll discusses that Arrow had brought three upgrade options to the board to decide which direction the Village wanted to go; at that time no decision was made. Voll discusses some of the possible changes and asks for the item to be brought back to future meeting to be finalized.

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

- O. Special Joint Meeting with Utility Committee on 07/24/23 Clean Water Fund Loan Amount Recommendation to Village Board
Compensation for the Police Chief as acting interim Administrator. On September agenda non-union employee's compensation.

8. NEXT MEETING:

9. ADJOURNMENT

Motion by Voll/Coyle to Adjourn at 7:25 PM. Motion carried 4:0 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: 07/13/2023 Kronenwetter Municipal Center and www.kronenwetter.org

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