



# ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

June 20, 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

Staff Present: Interim Administrator Dan Mahoney, Finance Director Lisa Kerstner, Police Chief Terry McHugh

## 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. Discussion & Possible Action: 2023 Purchase of Used Asphalt Roller & New Trailer  
Motion by McCarthy/Wadle-leff to recommend the board approve the purchase of Asphalt Roller and trailer not to exceed \$16,000 for the roller and trailer \$7,000 with trade and to contact insurance for a claim for the roller. Motion carried 5:0 by voice vote.
- D. Discussion & Possible Action: Firefighter Job Description  
Motion by McCarthy/Coyle to recommend the board approve the Firefighter Job description as presented. Motion carried 5:0 by voice vote.
- E.  
Motion by McCarthy/Coyle to recommend the Village Board adopt the commercial crime insurance policy as presented. Motion carried 5:0 by voice vote.
- F. Review & Discussion: Duties and Responsibilities of Administrative Policy Committee  
Dan Mahoney reviews APC duties and responsibilities power point with APC members.
- G. Discussion & Possible Action: Updating of Current Background Check Waiver  
Motion by Wadle-Leff/Solheim to have Attorney review then brought back to APC to review before going to Village board. Motion carried 5:0 by voice vote.
- H. Discussion & Possible Action: Selection of (2) members to Serve on Ad Hoc Committee for Discussion of Current Committee Structure  
Motion by Voll/Wadle-Leff to nominate McCarthy/Coyle to serve on Ad Hoc committee. Motion carried 5:0 By voice vote.
- I. Discussion & Possible Action: Interim Administrator Contract Approval  
Motion by Wadle-leff/McCarthy to recommend the Village Board hire Kim Manley as Interim Administrator. Motion carried 5:0 by voice vote.
- J. Discussion and Possible Action: Review of Previous Job Postings for Village Administrator  
Instruct Communications Specialist to post as is.
- K. Discussion and Possible Action: Review of Previous Job Postings for Director of Public Works

Instruct Communications Specialist to post as is.

- L. Hiring of Recruitment Firm for Director of Public Works  
No Action

#### **4. OLD BUSINESS**

- M. Discussion & Possible Action: Hiring of Recruitment Firm for Village Administrator  
Motion by Voll/McCarthy to submit RFP to five recruiting firms. Motion carried 5:0 by voice vote.
- N. Review, Discussion & Possible Action: GEN-007  
Motion by Wadle-leff/Solheim to recommend Village Board approves changes as presented.
- O. Review, Discussion & Possible Action: FIN-003  
Bring back to next APC meeting.
- P. Review, Discussion & Possible Action: FIN-004  
Bring back to next APC meeting.
- Q. Review, Discussion & Possible Action: FIN-005
- R. Review, Discussion & Possible Action: HR-001  
Motion by Voll/Coyle to recommend the board not eliminate HR-001. Motion carried 5:0 by voice vote.
- S. Review, Discussion & Possible Action: HR-003  
Motion by Coyle/McCarthy to recommend the Board to keep this policy with recommended changes from the Attorney. Motion carried 5:0 by voice vote.
- T. Discussion & Possible Action: Approval of Committee Onboarding Checklist  
Motion by McCarthy/Coyle to recommend the board approve onboarding checklist with stated changes. Motion carried 5:0 by voice vote.

#### **5. REPORTS AND DISCUSSIONS**

- U. May Check Register
- V. May Journal Entries
- W. Treasurers Report

#### **6. APPROVAL OF MINUTES**

- X. APC April 05, 2023, Minutes  
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.
- Y. APC April 18, 2023, Minutes  
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.
- Z. APC April 28, 2023, Minutes  
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.
- AA. APC May 16, 2023, Minutes  
Motion by McCarthy/Voll to recommend the board approve Minutes as presented. Motion carried 4:0 by voice vote.

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

Staff flow between committee to staff back to committee; GEN-007 Enforcement of paperless devices/device tracking

#### **8. NEXT MEETING: July 18, 2023**

#### **9. ADJOURNMENT**

Motion by Voll/Solheim to adjourn. 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: 06/15/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)  
Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald