



# JOINT ADMINISTRATIVE POLICY COMMITTEE & UTILITY COMMITTEE MEETING MINUTES

April 16, 2024 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 APC

Present: Chris Voll, Kelly Coyle, Mary Solheim, Jordyn Wadle-Leff, Terry Lewis-Birkett

C. Roll Call UC

Present: Alex Vedvik, Craig Mortensen, Jim Buck, Bob Peterson (Arrived 5:38PM)

Absent: Sean Dumais

## 2. ANNOUNCEMENT OF CLOSED SESSION

## 3. 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.

Bernie Kramer, 2150 E State HWY 153 Peplin. Bernie discussed the topic of new ambulance service stating that Kronenwetter is already in a good place with Riverside Ambulance Service. He mentioned costs, efficacy and staffing.

Fey Buchberger 824 W Nelson Rd. diverted time to Bernie Kramer.

## 4. NEW BUSINESS

D. Discussion & Action: Budget Amendment #3 Safe Water Drinking Loan

Lisa Kerstner -Treasurer discusses that we need \$43,000 to finish of the safe water drinking loan, she stated that there was \$45,000 left in the GIS budget that was not needed. She recommends that the money is moved out of capital funds to cover the cost. Motion by Vedvik/Mortenson to recommend APC and Village Board approve the budget amendment #3 safe water drinking loan pulling funds from GIS budget. Motion Passes 4:0 by Roll Call.

Motion by Coyle/Solheim that APC approves and recommends Village Board approve the budget amendment #3 safe water drinking loan pulling funds from GIS budget. Motion passes 5:0 by Roll Call.

E. Discussion & Action - Budget Amendment #3 Lift Station Maintenance

Leonard Ludi- Administrator discusses the difficulties with failing pumps in the Village this year so far. He is asking for an increase in the budget by 30,000 dollars. He discussed where the funds might come from. Vedvik states that he doesn't mind pulling money from other items thinking there will be more repairs later in the year. Utility Committee states that extra money should be given for future repairs recommending that the budget amendment be raised to 50,000 dollars.

Motion by Mortenson/Vedvik to recommend APC and Village Board approve Budget Amendment #3 Lift Station Maintenance increasing the amount to 50,000 dollars with 9,000 coming from line-item savings and the remainder 41,000 coming from the GIS sewer budget. Motion passes 4:0 by Roll Call

Motion by Coyle/Voll to recommend Village Board approve Budget Amendment #3 Lift Station Maintenance increasing the amount to 50,000 dollars with 9,000 coming from line-item savings and the remainder 41,000 coming from the GIS sewer budget. Motion passes 5:0 by roll Call

**5. Adjournment of Utility Committee**

Motion by Mortenson/Buck to adjourn the Utility Committee. Motion passes 4:0 by Voice Vote.

**6. APPROVAL OF MINUTES**

F. Approve: APC minutes February 20, 2024

Motion by Coyle/Solheim to approve minutes as presented. Motion passes 5:0 by Voice Vote.

**7. REPORTS AND DISCUSSIONS**

G. Administrator's Status Report

Leonard Ludi- Administrator discusses what he is working on and items that have been completed. No questions by APC.

H. Treasurer's Report

Lisa Kerstner-Treasurer discusses the treasurers' report. No questions from APC

I. Journals

No questions from APC

**8. OLD BUSINESS**

J. Discussion & Possible Action: Committee member compensation

Motion by Wadle-Leff/ Coyle recommend Village Board review and recommend an increase from \$25 to \$40-\$50 dollars. Motion passes 5:0 by Voice Vote.

K. Discussion & Possible Action: Employee Handbook Review Section 3.13 Health Insurance Opt-Out Policy (HR-014).

Table until next month's meeting.

L. Discussion & Possible Action: Organization Chart

Change "Vacant" to "\*approved position for future growth". Motion by Coyle/Wadle-Leff to recommend Village Board approve new format of Organizational chart with noted changes. Motion passes 4:0 by Voice Vote.

M. Discussion & Possible Action: Proposed Village Hiring Policy & Procedure Change

Leonard Ludi- Administrator discusses his purposed change to the hiring process/procedure. APC asked that language be added and brought back to next meeting.

N. Discussion and Possible Action: Onboarding Process/Materials for Village Board and Committee Members

APC tabled topic until next meeting

**9. NEW BUSINESS**

O. Discussion & Action: Appointment of APC Vice Chair

Kelly Coyle nominates Mary Solheim as Vice Chair with Jordyn Wadle-Leff Seconding the nomination.

Motion by Coyle/Lewis-Birket to close nominations and appoint Mary Solheim as Vice Chair of APC.

Motion passes 4:0 by Voice Vote

P. Discussion & Possible Action: 2024 Road Maintenance Bid Packet Award

Leonard Ludi- Administrator and Brad Jacobson- PW Crew Lead discuss RFP bid packets and their recommendation to APC.

Motion by Coyle/Wadle-Leff to recommend Village Board approve Fahner Road Bid. Motion passes 5:0 by Voice Vote.

Q. Discussion & Possible Action: Future Ambulance Service in the Village

Theresa O'Brien discusses proposal for Future Ambulance Service in the Village and the determination from APC is to hold a special APC meeting on April 30, 2024, at 5:30 PM to discuss the proposal in depth.

R. Discussion & Possible Action: Sending Engine 2 (old Fire truck) to surplus auction.

Motion by Voll/ Coyle to add Engine 2 (old Fire Truck) to surplus online auction. Motion passes 5:0 by Voice Vote.

S. Discussion & Action: Municipal Building Summer Hours

Motion by Solheim/Lewis-Birkett recommend Village Board approve Municipal summer hours as presented starting the Tuesday after Memorial Day ending the Friday before Labor Day. Motion passes 3:1 by Voice Vote

- T. Discussion & Approval: Petting Zoo contract with Kraft's Kuddly Kritters for Movie Under the Stars  
Motion by Wadle-Leff/ Coyle to take no action. Motion passes 4:0 by Voice Vote.
- U. Discussion & Possible Action: TDS Event Sponsorship Agreement  
Motion by Coyle/ Wadle-Leff to recommend Village Board approve TDS Sponsorship. Motion passes 4:0 by Voice Vote
- V. Discussion & Possible Action: Adopting 2025 Capital Improvement Plan Process  
Leonard Ludi- Administrator discusses the idea of a capital improvement plan (CIP) he discusses what that would look like. Motion by Coyle/Solheim to recommend Village Board approve the adoption of a 2025 CIP plan process. Motion passes 4:0 by Voice Vote
- W. Discussion & Possible Action: Visitors Log  
Motion by Coyle/ Wadle-Leff to move forward with the implementation of a Visitors Log. Motion passes 4:0 by Voice Vote
- X. Discussion & Possible Action: Adoption of Wage-Scale Budget Range (HR-005).  
APC agreed to Table  
Motion by Voll/Solheim to table to next regular meeting. Motion passes 4:0 by Voice Vote
- Y. Discussion & Possible Action: Award of the Railroad Accessibility Assessment Study  
Motion by Solheim/ Wadle-Leff to direct staff to put Railroad Accessibility Assessment Study into the CIP process for 2024. Motion passes 4:0 by Voice Vote.
- Z. Discussion & Action Department Head Employee Handbook Review  
APC recommends that Hadbook review be put into a separate meeting at a later date. Motion by Coyle/Lewis-Birket to direct Village Administrator to continue with review and legal review then bring back to later meeting. Motion passes 4:0 by Voice Vote

Motion by Lewis-Birket/Solheim to take a 10 min break. Motion passes 4:0 by Voice Vote. Jordyn Wadle-Leff Exits 8:30 PM

Motion by Lewis-Birket/ Coyle to reconvene into open session. Motion passes 3:0 by Voice Vote

#### **CLOSED SESSION**

Consideration of motion to convene into closed session pursuant to Wis. Stat. 19.85 (1)( c ) for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – to wit Employee Evaluation Lisa Kerstner

Evaluation Lisa Kerstner

Motion by Coyle/Lewis-Birkett to convened into closed session. Motion passes 3:0 by Roll Call

#### **RECONVENE OPEN SESSION**

Consideration of motion to reconvene into open session.

#### **ACTION AFTER CLOSED SESSION**

No Action Required

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

#### **11. NEXT MEETING: May 21, 2024**

#### **12. ADJOURNMENT**

Motion by Voll/Coyle to adjourn. Motion passes 4:0 by Voice Vote at 9:12PM

***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: 04/12/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)**

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