



# ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

May 19, 2026 at 5:30 PM

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

---

## 1. CALL MEETING TO ORDER

Clerk Jennifer Poyer called the May 19, 2026 Administrative Policy Committee to order at 5:30 p.m.

### A. Pledge of Allegiance

*Those in attendance were invited to stand and recite the Pledge of Allegiance.*

### B. Roll Call

*PRESENT: President Joling, Mary Solheim, Guy Fredel, Chris Kluz*

*ABSENT: Trustee Jessica Stowell*

*STAFF: Finance Director John Jacobs, Fire Chief Theresa O'Brien, Police Chief Terry*

*McHugh, Administrator James Davel, Account Clerk Samantha Heis, Clerk Jennifer Poyer*

## 2. SELECTION OF A CHAIRPERSON

*President Joling/Mary Solheim nominated Trustee Stowell to serve as the committee chairperson. Trustee Stowell elected by acclamation.*

## 3. SELECTION OF A VICE-CHAIRPERSON

*President Joling/Chris Kluz nominated Mary Solheim to serve as the committee vice-chairperson. Mary Solheim elected by acclamation.*

## 4. COMMITTEE DUTIES AND RESPONSIBILITIES

### C. Administrative Policy Committee Responsibilities

*Administrator Davel reviewed the APC Committee responsibilities. He said members should understand what the Village priorities are. He said the short staff impacts the Village. He spoke toward utilizing grants; fundraising efforts for parks; and TID 1 issue and exit 185 issue.*

## 5. PUBLIC COMMENT

*Bernie Kramer-2150 East State Hwy 153, Peplin, WI 54455 – Kramer said Kronenwetter is “different.” He commented on the two audits and the Village’s budgeting. He talked about failed projects in neighboring communities. He said Kronenwetter is one of the fastest growing communities in WI. We have a unique community development because it is based on residential areas.*

## 6. APPROVAL OF MINUTES- DISCUSSION AND POSSIBLE ACTION

### D. April 21, 2026 Administrative Policy Committee Meeting Minutes

*Motion by Joling/Kluz to approve the Administrative Policy Committee Meeting Minutes from April 21, 2026. Motion carried by voice vote. 4:0.*

## 7. REPORTS AND DISCUSSIONS

### E. Finance Director Report

*Finance Director John Jacobs presented his report. He said the 2024 Audit draft is in his hands for review and will appear on the June 8 VB Meeting. He said the 2025 Audit is underway; state report has been completed; CIP review in June; water report due June 1; and RFP bids for the revaluation will be provided to the VB on June 22, 2026. Jacobs answered a question from the committee regarding the challenges of the Village finances since he has*

taken on the role. He said he has resolved all the errors he has encountered. Committee members thanked Jacobs for his efforts.

**8. NEW BUSINESS- DISCUSSION AND POSSIBLE ACTION**

**F. Fire Department DNR Grant Opportunity**

Motion by Fredel/Kluz to recommend the Village Board authorize the fire department apply for the grant and provide a \$10,000 match. Motion carried by roll call vote. 4:0.

Fire Chief O'Brien presented information on this agenda item. She says the fire department usually receives this grant each year. It is a 50/50 cost share grant. She requested \$10,000 for a possible \$20,000 grant. She said the money would likely be spent on the communication portion of her department. She answered questions from committee members regarding the need for the grant; possible purchases; budgeted money; and the timeline.

**G. Police Policy Contract for Service, CSI Policy Group**

Motion by Joling/Kluz to accept the contract with CSI Info LLC and KPD for policy reviews and update for \$2500 initially and \$500 annually. Motion carried by roll call vote. 4:0.

Police Chief McHugh presented this agenda item. He said the police department requires standardization of the department's policies. The proposed contract would make the process easier to accomplish. He answered questions regarding the process and costs.

**H. Municipal Court Fee Increase**

Motion by Fredel/Joling on the recommendation of Administrator Davel and Chief McHugh, the increase in court fees of \$10 be forwarded to the Village Board, from \$38 to \$48. Motion carried by roll call vote. 4:0.

Police Chief McHugh reviewed Police Clerk Dianne Drew's report regarding the increase with the committee.

**I. HR-005-Wage Adjustment Chart**

Motion by Solheim/Kluz to approve taking to the board the adjustments of the policy and any adjustments with the budget and doing evaluation in October. Motion carried by voice vote. 4:0.

Administrator Davel presented his suggested adjustments to HR-005 including evaluations completed for all employees during one set time of the year; raises budgeted during budget season; and making the process more efficient. He answered questions from the committee regarding a timeline for the Village with this process.

**J. RFP Draft for Assessment and Revaluation Services**

Finance Director Jacobs presented and reviewed the necessity and process for a revaluation. He reviewed the proposed timeline and asked for feedback regarding the proposed RFP. He answered questions from the committee members regarding the process and requirement.

**K. Developing a Plan to Promote Development Within the Village of Kronenwetter**

Guy Fredel introduced and explained this agenda item. He said he would like to see the Village develop a plan for community development. Committee members discussed the benefits this plan would be. President Joling said the Village Board is set to discuss their priorities during their next meeting. He said he would share the outcome with the committee members.

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

President Joling told the committee members to contact Trustee Stowell with any items they would like to place on the agenda.

**10. NEXT MEETING:** Monday, June 15, 2026 at 5 p.m. with one-hour time limit.

**11. ADJOURNMENT**

Motion by Kluz/Joling to adjourn. Motion carried by voice vote. 4:0.

Meeting adjourned at 7:13 p.m.