



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

September 23, 2025 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
 - PRESENT
 - CHAIRPERSON David Baker
 - VICE-CHAIR Guy Fredel
 - Sandi Sorensen
 - Sean Dumais
 - ABSENT
 - Mary Solheim-Excused

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- DISCUSSION AND POSSIBLE ACTION

- C. September 16, 2025
 - Motion by Fredel/Sorensen to approve minutes as presented. Motion carried 4:0 by voice vote.*

4. REPORTS AND DISCUSSIONS

- D. Finance Director Report
 - Finance director discusses August financial summaries; he stated that we are running 115% revenues as compared to last year. We are currently running at 103% for this time of the year vs. last year, he did however state that some of the road maintenance was completed earlier this year which is why it's a little higher at this point.*

- E. August 2025 Financials

5. OLD BUSINESS- DISCUSSION AND POSSIBLE ACTION

- F. Complaint Procedure Review
 - Motion by Sorensen/Fredel to recommend village board approve the complaint procedure updates as presented. Motion carried 4:0 by voice vote.*
- G. HR-005 -Policy Review and 2025 Wage Adjustment Chart
 - President Baker and Committee member Dumais to work on HR-005 and 2025 Wage Adjustment chart and bring back to next month's meeting.*

6. NEW BUSINESS- DISCUSSION AND POSSIBLE ACTION

- H. FIN-003 Review

Discussion was had on current policy and ordinances and how they pertain to current practices. Audit findings from previous years were mentioned. discrepancies in policy were mentioned. President Baker suggests that this topic be brought back to future November meeting.

- I. Quadient Lease for Village Mail Machine
*Motion by Dumais/Sorensen to recommend Village Board approve contract with Quadient Lease
Motion carried 4:0 by roll call.*
- J. 2026 Dog License Fee Increase
Motion by Fredel/Sorensen to direct staff to determine a set of rates to cover our cost and fees according to applicable statute and bring back to APC. Motion carried 4:0 by voice vote.
- K. Development of Code of Conduct
Motion by Dumais/Sorensen to send the drafted ordinance to Village Board with the stated changes to section 5.1 for review with predigest that the committee does not recommend having a code of conduct. . 4:0
- L. 2026 Marathon County Recycling Agreement
Motion by Dumais/Sorensen to recommend Village Board approve the Recycling Agreement with Marathon County for 2026. Motion carried 4:0 by voice vote.

7. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Fire Department ambulance, org chart

8. NEXT MEETING: October 21, 2025

October 14, 2025-Budget

9. ADJOURNMENT

Motion by Sorensen/Dumais 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: 09/19/2025 Kronenwetter Municipal Center and 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: Sarah Fisher-Account Clerk