



# VILLAGE BOARD MEETING MINUTES

August 14, 2023 at 6:00 PM

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

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## 1. CALL MEETING TO ORDER

President Chris Voll calls the meeting to order at 6:00 PM.

### A. Pledge of Allegiance

Those in attendance cited the pledge of allegiance.

### B. Roll Call

PRESENT

Village President Chris Voll

Trustee Ken Charneski

Trustee Tim Shaw

Trustee Sean Dumais

Trustee Alex Vedvik

Trustee Chris Eiden

Trustee Kelly Coyle

STAFF PRESENT

Director of Community Development; Pete Wegner, Finance Director; Lisa Kerstner, Interim Administrator; Kim Manley, Village Clerk; Bobbi Birk-LaBarge, Village Attorney Lee Turonie, Fire Chief; Theresa O'Brien

## 2. ANNOUNCEMENT OF CLOSED SESSION

President Voll announced the Village Board would be convening into closed session later pursuant to Wis. Stat. §19.85(1)(g).

## 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, WI; Kramer mentions he attended a CLIPP meeting the week prior and was unaware of plans for an ice-skating rink. He has lots of questions in regard to the establishment of the rink. He believes more research should be done to see how practical putting an ice rink in is.

Guy Fredel - 2240 Ruby Drive Kronenwetter WI; is here as an attorney for James Harris. Fredel speaks in regard to two court of appeals decisions for regulations on placements of cell phone towers.

James Harris - 1833 Creek Road Kronenwetter, WI; Harris speaks in regard to a Village of Kronenwetter public hearing held prior. During that hearing he was able to speak to state his case. Harris passed out an informational packet, which he believes, is a set of standards that must be met to approve a conditional use permit. Harris states people at the meeting didn't focus on the standards of the meeting. Harris is appealing a prior decision made by the Village of Kronenwetter's planning commission.

#### 4. REPORTS FROM STAFF AND VENDORS

C. Police Chief Report

Interim Administrator Kim Manley explains Police Chief McHugh is on vacation.

D. Fire Chief Report

Fire Chief Theresa O'Brien asks for questions. Trustee Charneski asks why the Run for the Fallen is cancelled. O'Brien explains the Fire Department had always had a very little part on planning and those that do coordinate the event chose not to move forward with the planning of the event for 2023.

O'Brien has email communications backing her lack of communication from the contributors. O'Brien explains the monies raised have never gone towards the Village of Kronenwetter's Fire Department. Trustee Vedvik questions that statement. O'Brien believes the majority of monies raised were being sent to the east coast to the fallen fire fighters division.

E. Community Development Director Report

Community Development Director Pete Wegner asks for questions and adds the village held their last Movie Under the Stars last Thursday August 10, 2023. Staff suggests hosting the event one month later and placing garbage cans out to dispose of trash.

Community Development Director Wegner explains the damage to the leaking roof of the municipal center may have been caused by hail damage. The Village has an insurance adjustor coming out on August 15, 2023.

F. Finance Director Lift Station Assessment & Sewer Capacity Study Update from RPS

Finance Director Lisa Kerstner states at a prior UC meeting Robert Roth had presented a presentation on the lift station. Roth included a condition report that correlates with his map. The August 01, 2023, meeting is more detailed. Trustee Vedvik explains only two of the village's lift stations have permanent backup generators. Lift station 8 is undersized and the feeder pipe to lift station 4 is undersized. The packet includes an initial assessment and is not the final study. Vedvik believes we need to come up with a long-term plan for upgrades. An assessment of costs is coming in the future.

G. Finance Director Water and Treatment Plant Update from Becher & Hoppe

Finance Director Lisa Kerstner explains Becher & Hoppe have a tentative date to start the new water & sewer treatment plant project the end of August and finishing up September 2024.

#### 5. NEW BUSINESS

H. Discussion & Possible Action: TADI (Traffic Analysis & Design, Inc.) Proposal for Kowalski Road Interchange Evaluation

Trustee Charneski explains the study would check the traffic flow at Maple Ridge and where old 51 meets I-39 and evaluates how much the interchange would alleviate and problems they have there. The blue area on the map included in the packet is the old idea and the black area is the new idea.

TADI is to evaluate the design and if everything is good, they will advise the village of the next steps. Guy Fredel believes there is a problem with some congestion on Hwy XX. The Kowalski interchange would alleviate that congestion. The TADI representatives working on this study for the village is well respected and gives the Kowalski Interchange the best chance of approval.

Motion made by Trustee Charneski, Seconded by Trustee Shaw to approve the contract to Traffic Analysis & Design, Inc. not to exceed \$30,487.00 for the Kowalski Interchange engineering services.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion carries 7:0 by roll call vote.

I. Discussion & Possible Action: Water & Sewer Rate Study

Finance Director Lisa Kerstner explains the Village is not eligible for a water SRC increase based on 2022 PSC results. Our projected eligibility is in 2024. After the filtration project begins, we can look at starting with the water rate increases.

Our sewer rate increase is currently recommended at 8% or \$20.00/year; it is \$.27/per thousand rate increase. Increase to start October 1, 2023.

Motion made by Trustee Charneski, Seconded by Trustee Coyle to approve resolution 2023-009 and to start the sewer rate increase on October 01, 2023.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion passes 7:0 by roll call vote.

- J. Discuss and Consider Resolution 2023-010 Declaring Official Intent to Reimburse Expenditure from Proceeds from Borrowing (CWF)

Interim Administrator Manley explains the intent to reimburse utility before loan is complete.

Motion by Trustee Vedvik; Seconded by Trustee Coyle to approve Resolution 2023-010.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion passes 7:0 by roll call vote.

- K. Discussion & Possible Action: Choose Date for Village of Kronenwetter Tour of Weston RICE Plant  
A possible Notice of Quorum will be needed. The Village Board chooses Friday October 13, 2023, to tour the RICE plant.

## 6. OLD BUSINESS

- L. Discussion & Possible Approval: Resolution 2023-007; Public Depositories

Interim Administrator Manley states APC chose to pass Resolution 2023-007 Public Depositories on to the Village Board and are asking for the Village Board to approve. All of the banks noted are listed on the Department of Financial Institutions website. They do have reporting requirements by the State of Wisconsin. Staff has reviewed the banks for credit worthiness. Trustee Charneski questions some business practices of certain banks and states that is reflected in the banks audit reports. Charneski questions staff signatures for withdrawals. Interim Administrator Manley explains the withdrawals are never taken out in cash.

Motion made by Trustee Coyle, Seconded by Trustee Vedvik to approve Resolution 2023-007, Public Depositories.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion carries 7:0 by roll call vote.

- M. Discussion & Possible Approval: Policy FIN-003 Accounts Payable

Interim Administrator Manley explains the language in this policy was cleaned up. Any duplicate language was removed. APC recommends approving the policy as submitted. Trustee Charneski turns to page 44 and questions receipts of vendor invoices and if the account clerk is also the Deputy Clerk. Trustee Charneski wants to assure there are internal controls with checks and balances.

Motion made by Trustee Vedvik, Seconded by Trustee Eiden to delay action until the next Village Board meeting.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion carries 7:0 by voice vote.

- N. Discussion & Possible Approval: Policy FIN-005 Investment Policy

Attorney Turonie states there were conflicts with other resolutions that were fixed. The policy directs what the finance director invests in. This policy is similar to what the village had but it is just cleaned up. Trustee Charneski questions page 52 under the heading "standard of care" under the first paragraph, refers to written procedures. It refers to investment officers acting in accordance to written procedures. Charneski wants to know if we have written procedures in place for this. Manley explains the prudent man rule is the object to maintain the principal in any type of investment that does not create risk.

The prudent man rule is a standard for fiduciaries, such as trustees, investment managers, or treasurers, who are responsible for managing other people's money. The rule requires them to act with the same skill and care as a person of ordinary prudence and intelligence would use in managing his or her own affairs or investments. The rule also prohibits speculative or risky investments that are not suitable for fiduciary purposes.

Motion made by Trustee Vedvik, Seconded by Trustee Coyle to approve FIN-005; Investment policy as presented.

Voting Yea: Village President Voll, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle

Voting Nay: Trustee Charneski. Motion passes 6:1 by roll call vote.

O. Discussion & Possible Action: Policy HR-003 Education, Training & Conferences

Attorney Turonie explains this policy was eliminated but brought back to keep with amendments. It is better to have something in writing than to have nothing to meet ethics codes. Trustee Vedvik believes having a policy for training and reimbursing employees will eliminate favoritism or grievances.

Motion made by Trustee Vedvik, Seconded by Trustee Eiden to approve the revision as recommend by APC to HR-003

Voting Yea: Village President Voll, Trustee Shaw, Trustee Vedvik, Trustee Eiden, Trustee Coyle

Voting Nay: Trustee Charneski, Trustee Dumais. Motion passes 5:2 by roll call vote.

**7. CONSENT AGENDA**

Motion made by Trustee Eiden, Seconded by Trustee Shaw to approve the consent agenda as presented.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion carries 7:0 by roll call vote.

P. Farmer's Market Musician Contracts - Kenneth Maciaz, Anthony Heis

Q. Operator's (Bartender's) License - Mary Meyerhoff, Mary Brown, Kaelin Kolb

R. Approval of July 10, 2023 Village Board Meeting Minutes

S. Approval of July 24, 2023 Village Board Meeting Minutes

**8. PREVIOUS MEETING MINUTES FROM COMMISSIONS AND COMMITTEES**

President Voll thanks the commissions and committees for submitting their minutes.

T. Approval of July 5, CLIPP Committee Meeting Minutes

U. Approval of June 5, CLIPP Committee Meeting Minutes

V. Utility Committee Meeting Minutes from July 06, 2023

**9. CLOSED SESSION**

W. Consideration of motion to convene into CLOSED SESSION pursuant to Wis. Stat. §19.85(1)(g), in order to confer with legal counsel for the Village who is rendering oral or written advice concerning strategy to be adopted by the Village with respect to litigation in which it is or is likely to become involved; Review Process for Conditional Use Permit and Notice of Claim and 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; hiring of the Director of Public Works & Utilities and Village Administrator Hiring Process.

Motion made by Trustee Vedvik, Seconded by Trustee Eiden to move into closed session at 8:21 PM.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Eiden, Trustee Coyle. Trustee Vedvik stepped out at 8:21 PM. Motion passes 6:0.

Closed session begins at 8:24 PM.

Motion by Trustee Shaw; Seconded by Trustee Eiden to move out of closed session.

Motion carries 7:0 by roll call vote. Open session begins at 10:18 pm.

**10. RECONVENE OPEN SESSION**

Open session begins at 10:18 PM

**11. ACTION AFTER CLOSED SESSION:**

Discuss process for conditional use permit process and discuss and consider directive to Administrator on notice of claim and recommendation to accept motion from the Administrative Policy Committee and the hiring of a Director of Public Works and Utilities candidate recommendations.

Conditional Use Permit- No motion made.

Notice of Claim-No motion made.

Director of Public Works & Utilities-Trustee Vedvik moves to amend to include offer as discussed in closed session.

Hiring of Village Administrator-Refer back to APC.

Motion made by Trustee Coyle, Seconded by Trustee Eiden.

Voting Yea: Village President Voll, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle

Voting Nay: Trustee Charneski

Voting Abstaining: Trustee Shaw. Motion carried 5:1 with one abstention.

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

X. Policy on village announcements - Trustee Eiden

Ordinance for fundraising monies - Attorney Turonie

Police for appointment of committees - Trustee Shaw

**13. ADJOURNMENT**

Motion made by Trustee Shaw, Seconded by Trustee Coyle to adjourn the meeting.

Voting Yea: Village President Voll, Trustee Charneski, Trustee Shaw, Trustee Dumais, Trustee Vedvik, Trustee Eiden, Trustee Coyle. Motion carries 7:0 by voice vote.

Meeting adjourned at 10:24 PM

Minutes by: Clerk Bobbi Birk-LaBarge

Minutes Approved by: Village Board on September 25, 2023