



# ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

July 22, 2025 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
  - PRESENT
  - CHAIRPERSON David Baker
  - VICE-CHAIR Guy Fredel
  - Mary Solheim
  - Sandi Sorensen
  - 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.

None.

**4. APPROVAL OF MINUTES- DISCUSSION AND POSSIBLE ACTION**

- C. March 27, 2025
- D. April 9, 2025
- E. April 23, 2025
- F. June 19, 2025
- G. June 24, 2025

*Motion by Solheim/Sorensen to approve all minutes as presented. Motion carried 4:0 by voice vote.*

**5. REPORTS AND DISCUSSIONS**

**H. Interim Finance Director Report**

*Interim Finance Director discusses financials focusing on Water Utility Fund and Debt service funds. He then answered questions by committee members*

**I. Interim Finance Director 2023 TID Report Errors**

*Discussed this with previous item*

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

**J. FIN-004 Policy Review**

*President Baker discusses the Debt service financial budgeting errors in previous years and states that he is proposing a minimal budget increase over the next two years to help fund the errors made by previous finance directors. He is also proposed a FIN-004 review/rewrite to include cost centers within*

*the budget allowing departments to spend and move money around where needed within their approve budget. After review and discussion a motion was made.*

*Motion by Sorensen/Fredel to Bring FIN-004 to the board for consideration omitting the written questions President Baker has written on the document. Motion carried 4:0 by voice vote*

**K. Roth Professional Services Invoice and Ordinance Review**

*President Baker discusses Roth Professional Services invoices, he was looking for guidance for payment. Roth falls under an approved service contract.*

**L. 2026 Budget Guidelines and Expectations**

*President Baker presented his proposed rough budget with a rough increase of 3% per year for the next two years. He discusses that he will then send it to department heads for their inputs. Interim Finance Director speaks on total levy for 2026-2030.*

*Motion by Fredel/Baker to present Budget Levies with removing line item #2 to Village Board. Motion carried 4:0 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 Interim Finance Director Employment options and to wit Review of Administrator Candidate Applications

Motion by Solheim/Sorensen to go into closed session. Motion carried 4:0 by Roll Call

**RECONVENE OPEN SESSION**

**Consideration of motion to reconvene into open session.**

*Motion by Sorensen/Solheim to reconvene into open session. Motion carried 4:0*

**ACTION AFTER CLOSED SESSION**

*Motion by Fredel/Sorensen to Recommend Village Board hire John Jacobs as a W2 employee. Motion carried 4:0 by voice vote*

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

*none.*

**8. NEXT MEETING: August 19, 2025**

**9. ADJOURNMENT**

*Motion by Solheim/Sorensen 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: 07/17/2025 Kronenwetter Municipal Center and [www.kronenwetter.org](http://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 Drafted By: Sarah Fisher-Account Clerk