



# REVISED - ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

August 15, 2023 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: Voll, Coyle, Wadle-leff, McCarthy, Solheim

Staff Present: Kim Manley-Interim Administrator, Lisa Kerstner-Finance Director, Bobbi Birk-Labarge-Village Clerk

## 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.

## 4. REPORTS AND DISCUSSIONS

- C. Treasurer's Report

Finance Director Lisa Kerstner states that due to the changeover in accounting systems she will have two months of treasurer's reports at the September meeting.

## 5. OLD BUSINESS

- D. Discuss and consider suggested changes to the FIN-004 Purchasing Policy.  
APC directed staff to send FIN-004 for rewrite to include state statute references.
- E. Discussion and Possible Action: RFP review of head-hunting firms  
no action

## 6. NEW BUSINESS

- F. Discuss and consider the License Agreement with American Society of Composers, Authors & Publishers.  
Motion by Coyle/Voll to recommend the board approve the ASCAP license fee. Motion carried 5:0 by voice vote.
- G. Discussion and Possible Approval: Update Village of Kronenwetter Fee Schedule for Public Records Reproduction Fees  
Motion by Wadle-leff/McCarthy to recommend the Board approve the updated fee schedule for open records requests. Motion carried 5:0 by voice vote.  
APC directed staff to make a budget line item for open records revenue.
- H. Archive Social; Purchase of New Software Program for Social Media Open Records Request Compliance  
Motion by Coyle/Solheim to recommend the Board approve Archive Social subscription. Motion carried 4:1 by voice vote.
- I. Discussion and Possible Approval: Extension of Technical Service Proposal; DG Municipal Services

Motion by Wadle-leff/McCarthy to recommend the Board approve Duane Gau's contract extension as presented. Motion carried 5:0 by voice vote.

J. Discussion & Possible Approval: Ordinance 62.3; Payment of Claims

Motion by McCarthy/Coyle to recommend the Board approve ordinance 62.3 with statues attached for reference. Motion carried 5: by voice vote.

**7. APPROVAL OF MINUTES**

K. June 20, 2023, Minutes

Motion by McCarthy/Coyle recommend the Board approve minutes as amended. Motion carried 5:0 by voice vote.

L. July 18, 2023, Minutes

Motion by Coyle/Voll recommend the Board approve minutes as amended. Motion carried 5:0 by voice vote.

M. August 8, 2023-Special APC Minutes

Motion by Coyle/McCarthy recommend the Board approve minutes as amended. Motion carried 5:0 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 Hiring of interim Administrator; Union negotiations 2024.

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 Hiring of Administrator & Director of Public Works & Utilities; Union negotiations 2024.

Motion by Wadle-leff/Solheim to convene into closed session. Motion carried 5:0 by roll call.

**RECONVENE OPEN SESSION**

Consideration of motion to reconvene into open session.

Motion by Solheim/Wadle-leff to reconvene into open session. Motion carried 5:0 by roll call.

**DISCUSSION AND ACTION:**

Discussion and possible action on the hiring of Village Administrator, and Director of Public Works and Utilities & recommendation on Union negotiations for 2024

Motion by Wadle-leff/McCarthy to recommend the board approve sending Village Administrator resumes to third party service. Motion carried 5:0 by voice vote.

Voll directs staff to continue Union negotiations.

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

Update fee schedule, Finance policies

**9. NEXT MEETING: September 19, 2023**

**10. ADJOURNMENT**

Motion by Voll/McCarthy to adjourn at 7:47 PM. Motion carried 5:0 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: 08/14/2023 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)**

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

Minutes drafted by: Sarah Fisher- Account Clerk