



SPECIAL VILLAGE BOARD MEETING MINUTES

April 17, 2025 at 6:00 PM

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

1. CALL MEETING TO ORDER

Village President David Baker called the April 17, 2025 Village Board Meeting to order at 6 p.m.

A. Pledge of Allegiance

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

B. Roll Call

PRESENT: Village President David Baker, Trustee Ken Charneski, Trustee Aaron Myszka, Trustee Craig Mortensen, Trustee Sandi Sorensen, Trustee Dan Joling, Trustee Jessica Stowell

STAFF: Police Chief Terry McHugh, Community Development Director Peter Wegner, Public Works Lead Brad Jacobson and Clerk Jennifer Poyer

2. PUBLIC COMMENT

Bernie Kramer, 2150 Highway 153, Peplin, WI 54455-Kramer spoke to the Village's financial situation, general obligation bonds and 2024 spending. He said, "We got ourselves into this." He added that there has been no recent growth and no population increase.

Kelly Coyle, 641 River Oaks Trail, Kronenwetter, WI 54455 – Clerk Jennifer Poyer read the attached public comment document from Coyle.

Motion by Charneski/Mortensen to bypass the prohibition in 14.20 of the Village Ordinances (attached to minutes) to allow the board to take action on agenda items 3D, 3E, 3F and 3G. Motion carried by roll call vote. 7:0.

3. NEW BUSINESS

C. Removal of Interim Administrator Title from Village President

Village President David Baker will not be acting as interim administrator.

D. Assignment of Functions and Duties of Administrator During Absence of an Administrator

Motion by Charneski/Sorensen to approve making the Village president responsible for duties listed in Ordinance 115-11 as marked on the document prepared by Village President Baker, but to revisit the assignments at the April 28, 2025 Village Board Meeting. Motion carried by roll call vote. 7:0.

Discussed Village President Baker's meeting with staff; staff's desire for an administrator; possible administrator applicants; the division of duties; duties assigned to administrator in handbook and policies; the need to approve administrative powers; possibility to table the item; and the desire to revisit the assigned duties document during a future board meeting.

E. RFP For Village Attorney Services

Motion by Sorensen/Joling to accept and give Village President Baker authorization to prepare an RFP for Village attorney services and contact attorneys, with the stipulation the RFP will be reviewed by the Administrative Policy Committee prior to attorney contact. Motion carried by roll call vote. 7:0.

Discussed the messaging of the Village's recent board and leadership change; APC's review of the RFP prior to board approval; relationship between Baker and current Village attorney; and the possibility of including prosecution in RFP.

F. Interim Attorney Services by Contract

Motion by Charneski/Sorensen to approve the short-term agreement with Vanderwaal Law. Motion carried by roll call vote. 5:2. Voting yea – Baker, Charneski, Mortensen, Sorensen, Joling; Voting nay – Myszka, Stowell.

Discussed VanderWaal's rate (\$280, \$250); Lee Turonie's rate (\$200); importance of chemistry between president and attorney; value of information at higher rate; possibility of keeping Turonie until RFP process is completed; termination of Dempsey contract; possible conflict of having two Village attorneys; and the billing process.

G. Budget Amendment #3: Adjustment to 2025 Debt Service Fund Budget and Other Fund Budgets

No action taken.

Village President Baker said he talked with Interim Finance Director John Jacobs and would like to give him more time to get good numbers for 2024. This item will be discussed at the June 9, 2025 Village Board Meeting.

4. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

5. ADJOURNMENT

Motion by Charneski/Myszka to adjourn the April 17, 2025 Village Board Meeting. Motion carried by voice vote. 7:0.

Meeting adjourned at 6:51 p.m.

Jennifer Poyer

From: Kelly Coyle <kkcoyle7@gmail.com>
Sent: Thursday, April 17, 2025 3:40 PM
To: Jennifer Poyer
Subject: [External] April 17, 2025, Special Village Board Meeting Public Comment
Attachments: _14_20.__Administrative_policy_committee_APC_.docx

Hi Jennifer,

I am submitting the following for public comment at tonight's Village Board meeting:

Kelly Coyle
641 River Oaks Trail, Kronenwetter, WI 54455

Mr. President,

It appears that proper posting requirements for tonight's meeting were not met. While the agenda was posted 72 hours prior to the meeting, the packet materials were not published until earlier today, thus violating the 24 hour minimum requirement that such materials be given. While there is a "good cause" exception to this rule, that only applies to items of an emergent nature. Forgetting to notice or negligence is not a good cause. (Wisc. Stat. 19.84)

Given the late hour of the packet materials being published, it stands to reason to question whether action can be taken on any of the agenda items at tonight's meeting.

Furthermore, Agenda items in Section 3, Items D, E, F and G must be sent to APC prior to any Village Board consideration and action, per Village Ordinance 14.20, paragraph G. I have attached a copy for reference.

Being in a hurry to make changes is not a suitable reason to openly violate Wisconsin Open Meeting Laws and Kronenwetter Village Ordinances. **Learn from this and do better going forward!**

§ 14-20. Administrative policy committee (APC).

- A. *Composition.* The administrative policy committee shall consist of five members. Two members shall be village trustees. Three members shall be citizen members. Three members of the administrative policy committee shall constitute a quorum.
- B. *Appointment.* The village president appoints members to the administrative policy committee, with consultation and confirmation by the village board.
- C. *Organization.* The administrative policy committee shall select a chairperson and vice chairperson annually as described in §§ 14-10 and 14-11.
- D. *Recordkeeping.* The administrative policy committee shall keep a written record of its proceedings to include all actions taken, a copy of which shall be filed with the village clerk.
- E. *Meetings.* The APC shall meet quarterly or more often as determined by the committee, chairperson, village board, or administrator.
- F. *Duties to be verbally enumerated.* It shall be the responsibility of the village administrator to see to it that the duties in subsection G, below, shall be verbally enumerated and reviewed by the committee through discussion annually at the May committee meeting after the chairperson and the vice chairperson are selected. In the absence of the village administrator, this duty shall fall to the village clerk.
- G. *Duties.* The administrative policy committee is composed of sworn public officials assigned the responsibility of providing recommendations to the village board, and/or recommendations or memos to other committees on issues regarding administration, finances, and human resources for the short-term and long-term good of the village and its citizens. The village board recognizes and respects the fundamental importance of our committee structure and the weight of the citizen-member responsibilities as well as the value of well-considered and researched committee recommendations. Therefore, it is determined that the performance of these itemized duties shall not in any way be obstructed, curtailed, or bypassed by anyone either directly or by omission, except as deemed necessary by a majority vote of the village board. This committee's duties shall be liberally construed to include review, research, and recommendations regarding the following:
 - (1) Personnel policies;
 - (2) Staffing levels and changes to position descriptions and wage scales;
 - (3) Changes to policies of the village as they relate to personnel or financial matters;
 - (4) Proposed annual budgets for presentation to the village board;
 - (5) The monitoring of revenues and expenditures through regular reports, including the annual audit;
 - (6) Acquisition or disposition of village-owned property;
 - (7) Operational and capital budgets of all the departments of the village, including the village water utility and the village sewer utility;
 - (8) Grant applications;
 - (9) Financial review of capital projects and contracted services as defined in village policy FIN-004;
 - (10) Recruitment process for the village administrator or a department head position when a vacancy occurs in any of those positions;
 - (11) Review of internal financial controls and auditor's recommendations; and
 - (12) Any other matter the village board or administrator may refer.

(Ord. No. 10-04, 4-12-2010; Ord. No. 19-02, 2-12-2019; Ord. No. 21-08, 8-24-2021)