



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

May 15, 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
CHAIR David Baker
VICE-CHAIR Guy Fredel
Mary Solheim
Sandi Sorensen
Sean Dumais
Also Present
Trustee Ken Charneski
Trustee Dan Joling
Interim Finance Director-John Jacobs
Director of Public Works- Greg Ulman

2. SELECTION OF A CHAIRPERSON

Motion by Sorensen/ Fredel to nominate Dave Baker as Chair of the Administrative Policy Committee.
Motion carried 5:0 by Roll Call.

3. SELECTION OF A VICE-CHAIRPERSON

Motion by Sorensen/Solheim to nominate Guy Fredel as Vice-Chairperson. Motion carried 5:0 by Roll Call.

4. COMMITTEE DUTIES AND RESPONSIBILITIES REVIEW

- C. Administrative Policy Committee Duties and Responsibilities
President Dave Baker presented the duties and responsibilities of the Administrative Policy Committee, Guy Fredel suggests that APC hold a special committee planning meeting to lay out a plan on topics to cover in future meetings. President Dave Baker stated he would put it on a future agenda.

5. ANNOUNCEMENT OF CLOSED SESSION

6. 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.

7. APPROVAL OF MINUTES

None.

8. REPORTS AND DISCUSSIONS

- D. Finance Director Report

Interim Finance Director John Jacobs discusses his Finance report. He described the format of the report and why he put it together the way he did. He stated that he hopes to have a full comprehensive report at the next APC meeting as well as the report for the full first quarter. He states for our undesignated fund balance it should be maintained at a minimum of 15 percent, in 2023 that did not happen, however, Jacobs states that in 2024 the fund balance did jump up by about 600,000 which is at 16.85 percent meeting the minimum threshold. He went through pre audited numbers and stated that revenue was up quite a bit from the previous years with most of that money coming from state and local aids. He also stated that the Village of spending decreased between 2023 to 2024. John Jacobs discussed Tid funding and stated a few items to look into in the near future.

Guy Fredel discussed the Debt Service Fund with John Jacobs, John stated that the Village was about 1.2 million short in budget planning for the last two years (\$600,000 per year). John states that the year-end audit numbers are looking healthy allowing for a budget surplus for 2024 which will help cover some of the Debt Service Fund deficit. John Jacobs states that the tax levy has potential to be raised without compromising Village services to cover the deficit.

Guy Fredel asks what the Village's Bond rating; John Jacobs discusses this topic with the committee.

9. OLD BUSINESS- DISCUSSION AND POSSIBLE ACTION

E. RFP Village Attorney

Vanderwall Law. S.C. has agreed to take the Village on a short-term basis until we find a permanent Village attorney. President Baker asked for feedback from committee members on the RFP request, he expressed concerns that the Village might be asking too much from the RFP that firms might be discouraged or put off from submitting a proposal. The committee agreed they should keep the prosecution Attorney and just submit for a corporation Attorney. There was long discussion back and forth whether they should include the prosecution Attorney in the RFP as an option for law firms to take on both. It was said that there is no issue with our current Prosecution Attorney, however, it might be more appealing if both were offered. Mary Solheim states that she believes that it could be plausible that the list of requests might be too much to attract Attorney proposal. President Baker states he will redraft the RFP with the discussed changes. Motion by Fredel/Sorensen recommend Village Board approve the Request for Proposals for Village Attorney services with oral modifications made. Motion carried 5:0 by voice vote.

F. Assignment of Administrator Responsibilities

President Baker how he at first had no intention on acting as Administrator but after meeting with staff realized that an interim Administrator was necessary for normal operation of the Village. He discusses his proposal option to extend his Administrator duties; he discussed his findings from the League of Wisconsin Municipalities of the statute that allows a salary to be given to the Village President not to exceed \$15 Thousand a year. He received a verbal affirmation stating that a Village President can indeed act as the Interim Administrator from a representative from League of Wisconsin Municipalities on this subject. President Baker is proposing that he maintain the Interim Administrator position at a rate of \$30.00 dollars and hour for 500 hours for the remainder of the year. Motion by Fredel/Solheim to Recommend the Village Attorney write a letter requesting a written letter from The League of Wisconsin Municipalities confirming the conversation President Baker had with the League Representative. Motion Carried 5:0 by voice vote.

Motion by Fredel/ Solheim to Recommend Village Board upon receipt of written confirmation proceed to hire President Baker as Interim Administrator at the rate of \$30 dollars and hour with a max of \$14750 dollars. Guy Fredel asked that if the League doesn't provide a written response, that a written response from the Village Attorney be provided in its place. Motion carried 5:0 by voice vote.

G. Status Update: Review of Employee Handbook

APC committee recommends President Baker take the topic back to Village Board to ask permission to continue with the handbook revamp. If approved Guy Fredel recommends the committee invite Kelly Coyle back for a presentation on the work that he has done with the handbook so far.

10. NEW BUSINESS- DISCUSSION AND POSSIBLE ACTION

H. Open Position - Planning Technician or Utility Clerk (with internal transfer)

The committee discusses the proper procedures for hiring for positions already defined and funded in the organizational chart vs. internal transfers. Hiring an empty position below a department head falls on the decision of the department head; internal transfers require administrator approval.

- I. Approval of Road Maintenance Bid
Motion by Trustee Sorensen/ Fredel to forward the proposal of the road maintenance bid to the Village Board. Motion amended to recommend Village Board approve the Chip Seal bid in the amount of \$384,174. Motion carried 4:0:1 Sean Dumais abstention.
- J. 2025 Farmers Market Musician Contracts
Motion by Dumais/Solheim to approve contracts as presented. Guy Fredel asks for the Peter Wegner's signature on the same page. Sean Dumais rescinded his motion. Motion by Dumais/ Mary to recommend Village Board approve Farmers market contracts with the discussed changes on Strasman's contract. Motion carried 5:0 by voice vote.
- K. Fringe Life Insurance Benefits
Motion by Dumais/Solheim to postpone until next meeting. Motion carried 5:0 by voice vote.
- L. DNR FFP Grant
Motion by Fredel/ Dumais to Recommend Village Board approve the Fire Chief pursue the DNR Match Grant application in the amount of \$20 Thousand dollars with a match of \$10 Thousand from the village. 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 Review of Administrator Applicants
Motion by Solheim/Fredel to convene into closed session. Motion carried 5:0 by Roll Call.

RECONVENE OPEN SESSION

Consideration of motion to reconvene into open session.

ACTION AFTER CLOSED SESSION

Motion by Fredel/Trustee Sorensen to request President Baker prepare seven questions to interview the three discussed candidates after the first of June. Motion carried 5:0 by voice vote.

11. CONSIDERATION OF ITEMS FOR FUTURE AGENDA

Ordinance for Lack of Administrator, description/pay scale (salary range) for current positions.

12. NEXT MEETING: June 19, 2025

13. ADJOURNMENT

Motion by Dumais/ Solheim to adjourn. Motion carried 5:0 by voice vote at 9:12 PM.

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: 05/09/2025 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