



ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

November 21, 2023 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:

Voll, Coyle, Solheim, McCarthy (exits at 7:11PM), Wadle-Leff (enters at 6:03PM)

2. 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.

3. APPROVAL OF MINUTES

- C. October 24, 2023, Minutes

Motion by Solheim/McCarthy to approve October 24, 2023 minutes as presented. Motion carried 4:0 by Voice Vote.

4. REPORTS AND DISCUSSIONS

- D. Treasurer's Report

Lisa-Finance Director to update page 48 to remove Wood Trust from Documents.

- E. September and October Journal Entries

The meeting proceeded to discuss September and October journal entries. There were fewer journal entries than before, indicating an improvement. Questions were raised about late charges and mobile homes, with clarifications provided.

5. OLD BUSINESS

- F. Discussion and Possible Action: FIN-004

Several policy changes were discussed, including budget amendments, capital assets, and purchasing procedures. Specific wordings were scrutinized and adjusted to align with legal requirements, committee structures, and financial oversight goals. After extensive revision, it was determined that the policy would be re-evaluated in the following meeting with forthcoming changes from Lisa-Finance Director.

- G. Discussion and Possible Action: HR-007

The committee questioned the proposal to switch from reimbursements to per diem rates for travel expenses. They decided to revisit the HR-007 policy with more information and possibly craft a comprehensive credit card and reimbursement policy to cover such expenses adequately.

- H. Discussion and Possible Action: GEN-009

There was a detailed discussion on GEN-009, specifically on how items would be added to the agenda. motion by discussion was made and seconded to dissolve GEN-009 and bring the related ordinance 180-3 back for further consideration.

I. Discussion and Possible Action: Village Ordinance 180-3

The clause allowing any two trustees to suggest an agenda item was clarified. The committee agreed to require such items to go through a review process at the subsequent meeting before potentially being added to a future agenda. No action was taken, as more fine-tuning of the ordinance was needed.

6. **NEW BUSINESS**

J. Discussion and Possible Approval: Resolution 2023-013; Wage & Salary Ranges for Non-Union Employees

The committee raised questions about the proposed wage and salary ranges for non-union employees. It was unclear how these new ranges compared with current compensation and how these increases were justified. No action was taken as they needed additional information. They requested revenue reports and context for the wage evaluations. Motion by Voll-Wadle-Leff to take no action motion carried 5:0 by Voice Vote.

K. Discussion and Possible Approval: Municipal Attorney contract renewal with Wolfgram, Gamoke & Hutchinson

A three-year contract renewal with Wolfgram, Gamoke & Hutchinson was examined. Members discussed the specifics, including a decrease in hourly rate and the term's length. Motion by Wadle-Leff/McCarthy to recommend the Village Board approve the three-year contract as presented.

L. Discussion and Possible Action: Contract Renewal; 2024 Marathon County Humane Society Impoundment Services Agreement

The committee deliberated on the contract renewal with Marathon County Humane Society for impoundment services, particularly focusing on non-dog animals. After discussing unclear language regarding financial responsibilities and previous year expenses, it was agreed to delay any action until more details could be provided.

M. Discussion and Possible Action: Budget Amendment #4

An extensive debate was held on the fourth budget amendment, addressing the allocation of funds within departments, overages, low estimates, and reallocation of income. After discussing various line items and the need for adjustments, the committee was in favor of amending the budget as proposed but noted that further clarification was required on attorney fees. Motion and second by discussion to recommend Village Board approve budget amendment four with discussed changes.

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

FIN-004

HR-007

Inventory Policy and Creation

Animal Contract

Ordinance 180-3

FIN-001

8. **NEXT MEETING: December 19, 2023**

9. **ADJOURNMENT**

Motion by Voll/Coyle 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: 11/17/2023 Kronenwetter Municipal Center and www.kronenwetter.org

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

Minutes drafted by: Sarah Fisher-Account Clerk

Approved on: February 20, 2024