



# ADMINISTRATIVE POLICY COMMITTEE MEETING MINUTES

June 20, 2024 at 5:30 PM

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

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## 1. CALL MEETING TO ORDER

*Committee Vice-chairperson Mary Solheim called the meeting to order at 5:30 p.m.*

### A. Pledge of Allegiance

*Those in attendance recited the Pledge of Allegiance.*

### B. Roll Call

**PRESENT:** *Trustee Kelly Coyle (phone), Mary Solheim, Jordyn Wadle-Leff*

**ABSENT/EXCUSED:** *President Chris Voll, Terry Lewis-Birkett*

**STAFF:** *Administrator Peter Kampfer, Finance Director Lisa Kerstner (phone), Jennifer Poyer*

## 2. PUBLIC COMMENT

*No public comment.*

## 3. STAFF REPORTS

C. Village Administrator Report

D. Treasurer's Report & Journals

## 4. NEW BUSINESS

### E. Discussion & Action: Budget Amendment #5

*Discussed the use of the suggested funds and their being moved from Land and Undesignated Funds. Motion by Coyle/Wadle-Leff to approve Budget Amendment #5 (\$116,530 for engineering, pulling it from Land; \$60,000 for legal, pulling it from Undesignated) and send it to the Board for consideration. Motion carried by voice vote. 3:0.*

### F. Discussion & Possible Action: FIN-004 Review of contracts

*Item 4F. tabled until July 8, 2024 APC Meeting.*

### G. Discussion: Increase of Employee Assistance Program Fees

*Discussed the possibility of going to market for a less expensive EAP option and looking into the cost of 6 sessions versus 8 sessions as presented by Ascension Wisconsin.*

### H. Discussion & Action: Garth Engelbright Farmers Market Musician Contract

*Motion by Wadle-Leff/Coyle to ratify the decision to execute the signature on the Garth Engelbright Farmers Market Musician Contract and to move to the board for further action. Motion carried by voice vote. 3:0.*

### I. Discussion & Action: Steve Strasman Farmers Market Musician Contract

*Motion by Wadle-Leff/Solheim to ratify the decision to execute the signature on the Steve Strasman Farmers Market Musician Contract and to move to the board for further action. Motion carried by voice vote. 3:0.*

### J. Discussion & Action: Justin Zopel Farmers Market Musician Contract

*Motion by Wadle-Leff/Coyle to ratify the decision to execute the signature on the Justin Zopel Farmers Market Musician Contract and to move to the board for further action. Motion carried by voice vote. 3:0.*

**K. Discussion & Action: Dan LeJeunesse Farmers Market Musician Contract**

*Motion by Wadle-Leff to ratify the decision to execute the signature on the Dan LeJeunesse Farmers Market Musician Contract and to move to the board for further action. Motion carried by voice vote. 3:0.*

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

*FIN-004, public works director interviews*

**6. NEXT MEETING: July 18, 2024**

**7. ADJOURNMENT**

*Motion by Wadle-Leff/Coyle to adjourn the June 20, 2024 APC Meeting. Motion carried by voice vote. 3:0. Meeting adjourned at 5:53 p.m.*