

**VILLAGE OF WINNECONNE**  
**30 S 1<sup>st</sup> Street, Winneconne, WI 54986**

**PERSONNEL & FINANCE MEETING MINUTES**

**January 8, 2024**

**2:00 p.m.**

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P&F Committee meeting was called to order at 2:00 pm by Brenda Kubasta, Chair

**Roll Call:** Miles Girouard, Steve Foster & Brenda Kubasta were present. Also, present were Mike Bouras, Paul Olson

**Public Participation:** None

**Communications:** None

**Approve Minutes:** Motion by Miles Girouard, seconded by Steve Foster to approve the December 11, 2023 minutes, all Ayes.

**Old Business:**

- Policy manual – Redline draft was provided, this will be discussed at the next P&F meeting

**Financials:**

- Village Treasurer provided the committee copies of checkbook entries and credit cards statements to date, a full report was not available due to end-of year, holidays and taxes
- ARPA funds were discussed, and an updated spreadsheet will be provided as soon as invoices and details are available. Fire Department asked for an advance on the \$15K previously approved by the board; committee agreed to provide the funds and receive payment confirmation after purchase.
- Committee discussed AIT quote – A Motion by Miles Girouard, seconded by Steve Foster to approve sending this invoice to the full board for approval, all Ayes. This will be allocated to the relevant department budgets. Possibly looking at ARPA funds to pay this invoice.
- This was an FYI for the committee - E-Code 360 is \$995 per year

**Motion by Steve Foster, seconded by Miles Girouard, all ayes to go into a Recess until Jim Macy arrives.**

**Motion by Miles Girouard, seconded by Steve Foster, all ayes to return to the Committee meeting in session**

**Motion by Miles Girouard to enter into closed session pursuant to Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of public employees.** Steve Foster seconded, All Ayes

- Jim Macy joined the meeting, and a discussion was had in regard to Employment Contracts vs. Employment Agreements vs Employee Offer letters.

**Motion by Miles Girouard to “Return to open session”** seconded by Steve Foster, all AYEs

- **Follow-up/Next meeting**

- Look at Fees (Board to select a committee)
  - Sanitation fees
  - Utility fees
  - Stormwater fees
  - Court fees
  - Ordinance violation fees
- Discuss having 2 signatures on any contracts over \$5K
- Discuss remaining ARPA funds

**Confirm next meeting date:** February 15th @ 2:00 pm

**Meeting Adjourned:** Motion by Miles Girouard, seconded by Steve Foster at 4:00 pm, all Ayes

Village of Winneconne Approved 2/15/2024

Attest: *Brenda Kubasta*

Brenda Kubasta, Chairperson