



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South First Street - P.O. Box 488 - Winneconne, Wisconsin 54986-0488 - 920-582-4381

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Minutes

PERSONNEL FINANCE COMMITTEE

Monday, October 13th, 2025 @ 12:00 pm

Village Board Room, 30 South First Street

Call to Order

Meeting called to order at 12:13pm.

Roll Call – Paul Olson (present), Michael Bouras (present), Mary Kay Krings (present)

Also present were Administrator Fuller and Treasurer Schoenberger.

Regular Business

Motion By Bouras, Second by Krings to approve September 8th, 2025, Minutes.

Motion passes by voice vote 3-0-0

Public Participation

None.

Financials: Treasurer and Administrator

- Treasurer Schoenberger led a discussion regarding a discrepancy in the budget lines for wages versus benefits. It was noted that although the overall dollar amounts are accurate, benefit expenses had been recorded under wages. This accounting issue has been addressed and is not expected to recur in the future.
- An update on healthcare was provided: new healthcare packets have been received, and open enrollment will begin shortly. The increase in healthcare costs from 2025 to 2026 is projected to be approximately 2.5%, which is lower than the historical average for annual increases.
- The committee reviewed budget charts included in the meeting packet and discussed the current operating budget; refer to the packet online for actual figures and detailed information.
 - It was noted that Fire and EMS expenditures appear low because the Village has not yet issued the one-time payment for the EMS contract.
 - Trustee Krings inquired about the 2% fire dues.
 - Treasurer Schoenberger explained that communication will be necessary regarding the fire department budget and its anticipated increase. He clarified that the 2% dues are a restricted fund and must be spent in accordance with specific stipulations. Treasurer Schoenberger will follow up with Chief Allcox to address and clarify any discrepancies related to this matter.
- A line item of note: the 23% allocation under Culture and Recreation reflects the rental payment for the library, which was expensed in September.
- Administrator Fuller reported that the Village is now working with a full year of actual utility rates, which will allow for more accurate budgeting moving forward. Previous projections were based heavily on third/fourth quarter estimates, which led to misalignment in projections. With accurate data, future projections will be clearer and more precise.

- Treasurer Schoenberger emphasized the importance of comparing this year’s budget to the previous year’s to help the PFC better understand the Village’s financial position and benchmark performance.
 - Current spending is closely aligned with the same period last year and remains within the budgeted amount.
- Administrator Fuller briefly addressed budgetary considerations related to the SWEMS agreement, noting that there are still unknowns—such as allocations for new construction or facility improvements—that will need to be evaluated as the contract evolves.
 - Regarding the current budget, once the EMS contract payment is issued to Oshkosh, the Fire and EMS budget will reflect full expenditures.
 - Going forward, next year’s budget will include monthly payments to Lifestar via the SWEMS agreement.

Administrator’s Report

Village commercial property

- Administrator Fuller noted that further discussion would take place in closed session regarding the ongoing negotiations related to the commercial property across the street.
 - The discussion involves clarifying key stipulations in the current offer, including ensuring that the Village retains the ability to maintain considerations associated with the proposed plan.

Business update

- Infrastructure & CIP
 - Administrator Fuller provided the PFC with an overview of the Village’s evolving Capital Improvement Plan (CIP). He outlined the long-term vision for infrastructure development, explaining how and why the Village strategically borrows funds and how it prioritizes the replacement of high-risk assets. The discussion emphasized the importance of sustainability, the enhancement of Village services, and aligning infrastructure planning with economic development goals. Consideration was also given to the timeline for implementing a long-term vision, and how planning for infrastructure improvements contributes to creating an environment that attracts and supports new businesses.
 - The CIP planning process is informed by input from Public Works, financial staff, engineering assessments, and other key sources.
 - Trustee Krings noted that having a long-range outlook enhances the Village’s ability to solicit quotes for projects and budget more effectively.
- Budget
 - 2026 General Budget Updates were presented and included the following key points:
 - EMS Facility Costs: Discussion included anticipated expenses related to EMS facilities. Trustee Bouras spoke briefly on SWEMS meeting; refer to meeting minutes for SWEMS board for detailed discussions.

- Police Union Negotiations: An offer was submitted to the Police Union approximately two weeks ago; negotiations are ongoing.
- State Shared Revenue: The Village experienced a reduction of approximately \$40,000 in state shared revenue.
 - Treasurer Schoenberger discussed the decrease stating that in utilizing a previously prepared budget workbook, operating capital was inadvertently omitted and in rectifying the budget projections, the Village was expecting to see a decrease in shared revenues. The Village made a conscious decision to move forward with the budget as prepared, accepting the revenue shortfall in order to maintain a balanced and compliant budget.
- Senior Center – Payments expected to end in 2027
 - As part of a Tax Increment District (TID) agreement, the Village entered into a lease agreement for a designated community room at the Highlands Senior Center. Although the contract was signed in 2011, the first payment was not made until 2013. The lease obligation extends for 15 years, concluding in 2027.
- Transportation Aid
 - State transportation aid was reduced by \$20,000, due to decreased average spending over recent years.
- Fees update
 - Clerk Saray is currently leading a project to consolidate all municipal fees into a single, comprehensive document.
 - As part of this effort, the entire fee schedule—currently comprising over 190 line items—is being reviewed for accuracy, consistency, and alignment with actual staff time and other operational considerations.
 - Clerk Saray is collaborating with department heads to ensure that each fee is evaluated by the department responsible for its administration.
 - The PFC was presented with a list of fees that included proposed adjustments; other committees will also be provided with fee change proposals prior to submission for final approval by the Village Board.
 - The PFC expressed its support for the proposed changes.
- Website update (Clerk)
 - Clerk Saray provided the PFC with an update on the website redesign project. The Village is redesigning its website to modernize its appearance, improve navigation, and enhance mobile accessibility. Key additions include online forms with payment options and real-time booking for Village facilities. The project will also align with branding goals, incorporate feedback through a

design questionnaire, and use analytics to improve user experience over time. The project is expected to conclude in early 2026; PFC will continue to receive updates as necessary.

Old Business

None.

New Business

Motion By Bouras, Second by Krings to approve changes to the Personnel Policy Handbook

The Personnel Policy Handbook underwent a full revision last year. Since that time, several items have arisen through the Police and Fire Commission (PFC) that necessitate additional updates. These proposed changes have been incorporated and are now being presented to the Village Board for review and approval.

Proposed Changes:

Page 10 – Payroll records are to be kept by the Treasurer. (The clerk does not play a roll in the payroll process other than if she were ever needed to fill in for my absence.)

Page 11 – Remove the strike through comments requiring committee approval. (The Board approved that PFC and Board participation only need to be required for appointed positions.)

Page 14 – Remove the breakdown by meal. (We discussed this last year but never changed it. We would like it left at \$75/day without timing restrictions.)

Page 14 – We need to add that an employee “with at least two years of service” is eligible for PTO payout. (This was a stipulation by PFC to approve the new PTO schedule.)

Page 19 – Replace the existing charts with the new PTO schedule as approved by PFC.

Page 22 – Move Good Friday above Memorial Day to keep the holiday list in chronological order.

Pages 35-37 – Remove treasurer from all highlighted areas that mention Clerk/Treasurer. (These roles have been separated since the original handbook was passed and should reflect that these actions are done by the Clerk.)

Motion passes by voice vote 3-0-0

Motion By Bouras, Second by Krings to recommend to the Village Board for approval the Federal Requirements Compliance Certification for Project No. 4939-04 as it relates to Wisconsin Department of Natural Resources Safe Drinking Water Loan Program

As part of the loan closing process for the Reverse Osmosis (RO) Project, Board approval is required for a formal certification letter to be signed on Village letterhead. The certification affirms that the Village of Winneconne has complied with the prevailing wage requirements under the Davis-Bacon Act for all expenditures related to DNR Project No. 4939-04, and that the project also meets the American Iron and Steel requirements in accordance with the EPA’s Drinking Water State Revolving Fund Program, accounting for any applicable national or project-specific waivers.

Motion passes by voice vote 3-0-0

Motion By Bouras, Second by Krings to recommend to the Village Board for approval RES-2025-006 declaring intent to reimburse expenditures from proceeds of borrowing for 14th Ave Street project

This process was brought to attention during the 8th Avenue borrowing last year. While the Village had intended to borrow funds for various projects, the necessary approval was not obtained from the Village Board prior to borrowing. As a result, Ehlers advised that failure to secure Board approval in advance could jeopardize the Village's ability to obtain tax-exempt financing. To ensure compliance going forward, a resolution must be passed by the Village Board prior to initiating any borrowing.

Motion passes by voice vote 3-0-0

Motion By Bouras, Second by Krings to approve McMahon Compliance Alternatives Plan for the WWTF (\$75,000)

Per Trustee Olson, this item was discussed in detail at the Public Works Committee. The Village is required to complete a DNR-approved Compliance Alternatives Plan to evaluate the current condition of the wastewater treatment facility, identify necessary improvements, and prioritize those repairs. This is a necessary step to receive any grant funding for the WWTF improvement plan.

Motion passes by voice vote 3-0-0

Motion By Bouras, Second by Krings to move into closed session pursuant to Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, or performance evaluation data of public employees

Motion passes by voice vote 3-0-0

- Update on DPW progress & job posting of FS, DPW reflections

Continue in closed session under Wisconsin State Statute 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

- Update on the offer related to Village owned property

Motion By Bouras, Second by Krings to move into open session.

Motion passes by voice vote 3-0-0

Set next meeting date:

November 10th at 12:00pm

Adjourn

Motion By Bouras, Second by Krings to adjourn the meeting

Motion passes by voice vote 3-0-0

Meeting adjourned 2:15pm.