



# 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, November 10th, 2025 @ 12:00 pm

Village Board Room, 30 South First Street

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#### Call to Order

Meeting called to order at 12:00pm.

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

#### Regular Business

**Motion by Bouras, Second by Krings** to approve October 13th, 2025, Minutes.

**Motion passes by voice vote: 3-0-0**

#### Public Participation

None.

#### Financials: Treasurer and Administrator

Review of financial reports

- Per Treasurer Schoenberger, the Village budget is currently overall 72% as of the PFC meeting.
  - o The Village just received the Oshkosh ambulance bill so that line item will show 100% by next PFC meeting.
    - Per Trustee Bouras, Lifestar is going to pay Oshkosh for overlap of services. Currently, Oshkosh bills the Village for a yearly bill.
  - o Treasurer Schoenberger provided the PFC with a report of all line items that exceeded 100%. Additionally, the report was broken down by category and department. Some line items that went over 100% were:
    - Wage/Fringe – The reasoning for this overage was that two months of the year had payroll expenditures for two clerks during the training period; additionally, the Village hired for the full-time CSR position. Two part-time CSRs were employed for the beginning of the year.
    - Outside Services – According to Treasurer Schoenberger, there are expenses under this code that are reimbursable expenses. The expense line item will show high, however the revenue associated with them will “wash” the line item out. Heating and AC repairs attributed to this expense overage. CSMs and wetland delineation for sale of Village land were also cost consideration in this line.
    - IT support – With switching IT service providers to AIT, there were startup costs associated with change; additionally, new laptops for the Administrator, Treasurer, and Clerk were purchased to ensure work functionality and capability; the Village made a calculated decision to wait to purchase the laptops until after the IT provider change so that there was more predictability with the costing and the purchase cost would be more reasonable. Per

Treasurer Schoenberger, he expects next year's budget alignment to be closer to prediction as these are one time costs.

- Insurance – Treasurer Schoenberger noted that the way the premiums are set up, the expense runs from March to March, instead of from January to December; by the time the contract was decided for 2025, the budget was already passed. In June, the Village had a meeting with the insurance provider to get actuals so that the budget line item will be more accurate.
- Public Works
  - Admin. Wages – The Village moved the current Public Works Director from hourly to salary, so he no longer completes timecard to indicate wages going to other lines (street maintenance, etc.). All wages for the Director will show to General Admin. Additionally, there were 150 hours included into admin. wages for seasonal employees over the winter months.
  - Parks – The dumpster service was not included in 2025, updated in 2026 by adding the service charge to the Basis of Estimate
  - Police department – This line includes towing expenses, which will get reimbursed when the owner pays for the tow bill. Additionally, the police department bought tasers in 2023 that were supposed to be purchased with ARPA funds and paid for at the time, however those funds were not used to complete the purchase, thus the purchase price had to be covered by the general fund.
  - Economic Development – This line includes the payment for wetland delineation and CSM(s) not forecasted for the year.
  - Cemetery Overages – The misc. expense line includes the cost of grave cover, which then will be reimbursed. Per Treasurer Schoenberger, there will be a line added to 2026 budget to add transparency.
  - Municipal Court – This line is over due to travel and lodging associated with conferences that the Judge attended that were not anticipated.

#### **Remaining Large Expenses**

- EMS Contract – \$75,000 to be paid for yearly bill.
- Earmarked Funds – fleet management.
- Four remaining payrolls.
- Comp-time – to be paid out at the end of the year.
- Fourth quarter insurance bill.

#### **Lines Under Anticipated Expenses**

- Working Capital – working capital has allowed for a buffer for unbudgeted expense, which has not utilized.
- Seasonal Expenses – dependent on the weather.
- Public Works Training – initially scheduled for Public Works to go out of state for training.
- Public Works – improved policies and greater predictability.
- Postage – still have tax and water bills to send out this year.

- Library – the Library Director was able to get restricted donations to cover audiobooks savings of \$10,000.

This is not an exhaustive list of every line item under budget. Refer to packet for full list.

### **Administrator’s Report**

- Village commercial property
  - Waterfront Land – Per Administrator Fuller, the Village should have an updated offer soon. The offer will be up for the Board to discuss and understand if they want to accept the offer or if additional asks need to be included in the offer.
  - Land across bridge – Administrator Fuller met with GOEDC regarding this opportunity. Developer would want to start in Spring 2026.
- Business update
  - Infrastructure & CIP
    - CIP listed in packet.
      - Projects next year are expected to be paid for in cash from debt proceeds, proceeds from land sales, etc. Paying for a year in cash gives the Village a year of reprieve from taking on additional debt.
  - Public hearing budget presentation review
    - Administrator Fuller presented the presentation for the public hearing for PFCs review.
      - The Administrator spoke through about how the changing of Board members restarts the understanding of where the Board wants the Village to go and how they want the budget to be focused on.
      - The Committee reviewed high level financial operations, including goals and initiatives.
      - Comparison between 2024 and 2026.
        - Expense – between 2024 and 2026, roughly an \$80,000 expense increase, mainly because of EMS expenditures.
      - General budget – 56% of total expense is to wage and fringe, which is a common amount for most municipalities.
      - Spoke through trends with the PFC. In 2020, over budget by 5% and took in 12% less revenue. COVID years had an effect.
- Fund Balance
  - General Fund Reserve – Removing the remaining anticipated expenses to such as the Marble Park MOU, the fund can cover 42% of budgeted expenses, or that the Village could operate for 1/3 of the year with this balance. The “gold standard” in 35%.
    - Krings inquiry on how much balance can sit in this fund. Treasurer Schoenberger and Administrator Fuller explained the balance of liquidity vs not holding on to funds without reason.

### **Old Business**

None.

### **New Business**

**Motion by Bouras, Second by Krings** to recommend the proposed 2026 budget for approval by the Village Board

**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)(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.

**Motion passes by voice vote 3-0-0**

- Police Union WPPA contract collective bargaining

**Motion by Krings, Second by Bouras** to move into open session

**Motion passes by voice vote 3-0-0**

### **Set next meeting date:**

December 8<sup>th</sup> at 12:00pm

### **Adjourn**

**Motion by Bouras, Second by Krings** to adjourn the meeting.

**Motion passes by voice vote 3-0-0**

Meeting adjourned at 1:30pm.