



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, December 8th, 2025 @ 12:00 pm

Village Board Room, 30 South First Street

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 November 10th, 2025, Minutes.

Motion passes by voice vote: 3-0-0

Public Participation

None.

Financials: Treasurer and Administrator

- Review of financial reports
 - Current year-to-date expenditures are at 77% of budget.
 - Two of the largest outstanding expenses are for the Oshkosh ambulance service contractual expense for the year and the transfer out for fleet management.
 - Trustee Olson inquired about the anticipated expenditures on vehicle replacements for the Department of Public Works. Administrator Fuller responded by explaining that since Director Mankiewicz took over, he is actively reassessing needs of the department in terms of fleet management.
- Update on 2025 Property Taxes
 - Treasurer Schoenberger gave overview of tax roll process going through all three steps.
 - Treasurer Schoenberger summarize the tax preparation process in the following way: the tax roll process begins with entering special charges on each affected parcel, which may include delinquent water bills, special assessments, stormwater charges, and garbage or compost fees. Workhorse is used to transfer applicable water bills and special assessments to taxes receivable, while McMahon provides the calculations for stormwater charges. Next, the levy and mill rate are calculated using forms provided by the Department of Revenue and the school district to complete Forms PC-202 and SL-202M, with the information entered into Ascent, the county's property tax system, and verified against adopted budget and public hearing documents. Finally, tax proofs and final tax information received from the county are reviewed and approved, after which the County prints the tax bills and the Village prepares them for mailing to residents.

- According to Treasurer Schoenberger, the Village is ready to approve the tax bills when the County sends them for Village approval.
 - Treasurer Schoenberger described tax insert which will be in all tax bills so that residents can be more informed by what their taxes are being used.
- PFC requested to have an agenda item added to review Board member salaries.

Administrator's Report

- End of year closeout activities
 - Performance evaluations
 - The Administrator is currently working on employee reviews. There will be a closed session on Village Board's meeting to review all department head reviews, as well as the Administrator's review.
 - Administrator Fuller noted that he emailed the review templates and standards to the Village Board ahead of the performance evaluations.
 - Internal audits
 - Administrator Fuller is currently working on internal audits for every department. The internal audits were prompted by various reasons, including, but not limited to, additional review necessary for part time employee hours.
 - The first year of internal audits will be focused on financials and where improvements can be made in terms of controls.
 - At the end of this year, as a way to start out the new year, Administrator Fullers intends to sit with all department heads to create a "report card". The report cards will incorporate KPIs (key performance indicators).
 - Example: number of watermain breaks.
 - Policy and process improvement review
 - Administrator Fuller noted that a binder of all new internal policies is available for public review at the Customer Service Representative's desk.
 - Trustee Krings inquired about possibility to add a copy to the website.
- Harter's Lakeside Disposal contract
 - A copy of the signed contract is available. Service will begin soon as Director Mankiewicz leads the transition between Harter's and Waste Management.
- Village of Winneconne Informational Guide
 - Clerk Saray shared a brief update of the Informational Guide, a tool to help residents understand Village offerings and important contacts; the guide is currently being refined and is expected to be completed in the quarter.

Old Business

None

New Business

Motion by Krings, Second by Bouras to recommend RES-2025-009 2025 Budget Amendment for approval by the Village Board

Treasurer Schoenberger noted that this resolution is in support of the \$100,000 Marble Park Phase One MOU as approved by the Village Board. In order to cut the check, the budget amendment will need to be passed. After approving the budget amendment at the Village Board level, the Village must post the amendment for public review within 15 days of its passing.

Motion passes by voice vote: 3-0-0

Set next meeting date:

January 12th 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 12:53pm.