



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, June 9, 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)
Also present - Administrator Fuller and Treasurer Schoenberger.

Regular Business

Motion By Bouras, Second by Krings to approve April 9th, 2025 minutes

Motion passes by voice vote 3-0-0

Motion by Bouras, Second by Krings to approve May 12th, 2025 minutes

Motion passes by voice vote 3-0-0

Public Participation

Mr. John Broderick – 200 Twin Harbor Drive

Mr. Broderick provided Personnel and Finance Committee (PFC) an update on the Marble Park Improvement plan, including the involvement of the Winneconne Area Community Foundation to create a partnership between the private and public sector to achieve the plan's 10-year goals. The 10-year plan, which includes 5 phases, is a culmination of planning and community feedback, including a survey with 800 respondents. Phase 1 (est. \$1.2 million) includes new playground equipment and pickleball courts, Phase 2 (est. \$2 million) includes a splash pad, beach house improvements, and shrinking the size of pool, Phase 3 (est. \$6 million) includes a rearchitect of the baseball landscape, replacement and moving of the parking lot, Phase 4 (est. \$1 million) converts the largest baseball diamond to multipurpose field (soccer, ultimate frisbees, football etc.), and Phase 5 (est. \$.5 million) includes another parking area closer to the diamonds and improvement of the dog park. Mr. Broderick shared that the plan is currently in Phase 1, or the "silent fundraising phase", where the Foundation is working to receive 75% of the Phase 1 fund required, currently having received donations totaling approx. \$600,000. Mr. Broderick continues to work with private donors, as well as public sector leadership for funding opportunities, such as the Winnebago County Spirit Fund.

Mr. Broderick requested that the PFC continue to learn about the project, talking to community members about the impact/importance, and asked for their personal support for Phase 1 and 2.

Financials: Mike and Logan

- Review of financial reports
 - Mable Park Funding
 - Original ask from Broderick/Foundation was \$100,000 original investment to the maintenance fund, and \$40,000 year-over-year for the extent of the project.
 - Funds would come from Village Working Capital Fund – the requested amount would significantly decrease the

fund, which limits the Village's ability to have a buffer for any unexpected/catastrophic events.

- Mr. Broderick's request maintains the same with the caveat that the \$100,000 initial investment would be placed into the Foundation's capital/purchasing fund.
- Trustee Krings suggested that the Village waits till the end of each budget year to recognize financial health to commit a yearly amount.
 - PFC expressed interest in reviewing a yearly commitment at the end of year (budget amendment in consideration to Marble Park).
- PFC is interested in the potential to commit \$100,000 initial investment (one time) for the Marble Park Improvement Plan and will recommend to Village Board.
- CIP refresh in July for PFC review
 - Administrator Fuller continues to work with department heads to have quotes/estimates for accurate budget forecast.
- Paid Time Off (PTO) Update
 - Treasurer Schoenberger contacted local municipalities to determine average PTO offerings. The Village maintains an interest in staying competitive with local municipalities.
 - The Village offers straight PTO of 130 hours (average) for all employees, whereas the average of local municipalities is 160 hours.
 - Village has historically had higher PTO offerings, but PTO rates were decreased. Administrator Fuller provided context to what going back to historical PTO policy would mean in terms of financials/marketability/comparability to local municipalities.
 - Most municipalities recognize a cap on max accrual of PTO hours.
 - PFC is agreeable to move PTO back to 6.5 hours to be competitive.
 - PFC discussed limiting/ending Village pay-out of PTO if employee leaves Village employment.
 - Multiple employees will be grandfathered in if policy changes.
 - When working through the budgeting process, Administrator Fuller and Treasurer Schoenberger review expected PTO utilization/payout to estimate the yearly cost for the Village.
 - Administrator Fuller requested that the PFC bring concepts for max accrual/paying out PTO when leaving employment for next PFC meeting.
 - Trustee Bouras inquired if employees are allowed to "donate" PTO; Administrator Fuller noted that the Village doesn't have a current policy on this topic.

Continue Financial Reports:

- Currently at 33% of Operating Budget at end of May, 2025
- Solid Waste and Recycling: 30%
- Water: 32% spending and 12% revenue (water bills to be sent out in June)
- Sewer: 39% spending and 14% revenue
- Stormwater, recognizing all revenue, 21% of expenses, working to keep under 40%

Old Business

- Administrator Fuller update:
 - Village commercial property - Pfefferle
 - Administrator Fuller continues to review contract with Pfefferle for Village commercial property and will provide contract end date.
 - Status of Road Right of Way abandonment
 - Action Appraisers provided the Village with estimated property tax bill for two right of ways.
 - Wage study - PTO update
 - Provided above.
 - Marble Park update - Village support & funding
 - Provided above.

New Business

Motion by Olson, Second by Krings to recommend the Personnel Grade and Step Program Policy to the Village Board for approval.

Motion passes by voice vote 3-0-0

- Administrator Fuller created the Personnel Grade and Step Program Policy to address ways to attract and retain employees by providing compensation transparency.
 - The policy provides employees with a way to review what future compensation will look like based on grade and step level.
 - The policy describes how to go from step to step and/or grade as well as what occurs when an employee reaches the top of the level.
 - Step level wages will be reviewed each year to ensure competitiveness/market corrections; however, the Village does not commit to providing a yearly increase to each employee.

Full Time Customer Service Representative

- Minimal fiscal variance for 2 part-time vs 1 full-time CSR.
- A full-time CSR position could allow for increased office hours.
 - Suggested office hours: 9-4 M-TH and 9-1 Friday w/ appointments available.
- Administrator Fuller to create a job posting for a full-time CSR by end of week, for an estimated start date, with an estimated start last two weeks July.

Set next meeting date:

July 7th at 12:00pm

Adjourn

Motion by Krings, Second by Olson to adjourn the meeting.

Motion passes by voice vote 3-0-0

Meeting adjourned at 1:44pm