



VILLAGE OF WINNECONNE

The Community of Opportunity

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Minutes

PERSONNEL FINANCE COMMITTEE

Monday, August 11th, 2025 @ 12:00 pm

Village Board Room, 30 South First Street

Call to Order

Meeting called to order at 12:06pm.

Roll Call: Paul Olson (present), Michael Bouras (present), Mary Kay Krings (present via phone)

Also present were Administrator Fuller and Treasurer Schoenberger.

Regular Business

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

Motion passes by voice vote: 3-0-0

Public Participation

None.

Financials: Treasurer and Administrator

Review of financial reports by Treasurer Schoenberger

- 48% of general budget currently consumed YTD (expected to be at 55% by 7 months through year)
- The beach house had a Point-of-Sale system (POS) installed; previously, the beach staff were utilizing a spreadsheet and manually tallying the concession sales. The use of this system will improve accuracy and increase efficiency in processing transactions.
- New laptops have been purchased for Administrator Fuller, Treasurer Schoenberger, and Clerk Saray, as well as for the Village Board. This was a purchase that was known as necessary last year, however purchasing the laptops through the previous IT provider was not cost conducive; the Village was considering changing IT providers but was not certain on the new subcontractor, so instead of suggesting a cost that was not certain, the budget line will instead reflect a higher cost than initially budgeted for.
- The Village is reviewing the waste treatment facility lifecycle, including understanding where the facility is in its expected lifecycle, the remaining years of service and where the renovation will fit into the budgeting cycle, as well as grants that can be utilized for the project.
- PFC briefly discussed parcels that are considered Town of Winneconne, yet are utilizing Village utilities; Treasurer Schoenberger to look further into the parcels. In addition, it was suggested that MCO may be able to supply a list of Town properties that have Village utilities for review.

Administrator's Report

- Village commercial property - Pfefferle
 - Pfefferle contract – The contract with Pfefferle expires September 8th, 2025 per Administrator Fuller.

- 18 N. Second Street Parking Lot – Mr. Brooks has approached the Village with interest in purchasing the parking lot with intentions to convert the parking lot into a playground area for the daycare. The Village has not received any other interest in the purchase of the lot, and as such is considering the sale of the lot to Mr. Brooks.
- Waterfront property – Discussion with interested party continues, including working through a conversation regarding docks (dedicated docks for condos/restaurant), which involves the WI DNR permission. Per Administrator Fuller, the discussions are moving towards an offer.
- Status of Road Right of Way abandonment
 - There are two primary Wisconsin statutes governing the abandonment of public rights-of-way or land: Wis. Stat. §§ 66.1003 and 66.1005. The process can be initiated in one of two ways: by petition from abutting property owners, or by initiative of the governing body. When initiated by the governing body:
 - A resolution must first be introduced.
 - A public hearing must be scheduled no sooner than 40 days after the resolution is introduced.
 - Notice of the hearing must meet Class 3 Notice requirements (i.e., published for three consecutive weeks).
- EMS Update
 - As of this PFC meeting, the Town of Algoma had not yet gotten prices for Oshkosh EMS support. The towns of Black Wolf and Nekimi are expected to join the IGA. In reviewing possible locations for the ambulance facility, the old Gold Cross facility was reviewed, however ultimately would not work for what is necessary for the facility, so the group continues to evaluate possible facility locations. The possibility of adding an addition to Fire Station 28 in the Village will be discussed at the upcoming Fire Commission meeting.
- 2026 general fund budget update
 - The budget creation cycle has begun and is progressing with Basis of Estimates (BOEs) coming due from department heads on Friday. In collaboration with Administrator Fuller and Treasurer Schoenberger, department heads are refreshing numbers and adding additional context to their department BOEs. PFC should expect to see a draft budget with tentative numbers within the next two meetings.
- Business update
 - Full time Customer Service Representative position
 - The Village concluded the interviewing process, reviewing almost 300 applicants; the Village is pleased to welcome Jessie Gripp as the full-time CSR starting on August 18th, 2025. Clerk Saray is creating an onboarding plan to ensure an efficient and successful onboarding.
 - GoEDC WEDC grant initiatives
 - Administrator Fuller briefly described the grants available for consideration; further updates to be expected.
 - Administrator Fuller continues to work with department heads on the focused implementation of process improvement initiatives.

Old Business

None.

New Business

Motion by Bouras, Second by Krings to approve the restructure of Paid Time Off (PTO) to a max accumulation of 200 hours, paid out only after completing two years of service, with the following PTO structure as outlined below.

Treasurer Schoenberger presented findings from the PTO wage study, which involved reaching out to neighboring municipalities to compare paid time off practices. Most municipalities use a banked system that separates sick, personal, and vacation time, whereas the Village currently offers a flat PTO structure. It was noted that many communities pay out vacation time when employees leave on good terms, while some only pay out PTO upon retirement or offer partial payouts. PFC reviewed the potential financial impacts using an average hourly wage of approximately \$30 an hour and examined the estimated costs under various payout scenarios. Trustee Krings raised concerns that offering payouts might discourage employees from using their PTO, additionally stating she is not inclined to support payouts when employees leave, unless retiring. She also highlighted the potential issue of employees banking PTO at a lower pay rate and later receiving higher payouts as their pay increases. Treasurer Schoenberger noted that with improved budgeting practices, the Village can better forecast retirements and plan for the associated financial impact.

The PFC was presented with three options:

1. Keep policy as employee handbook currently outlines.
2. Keep the current PTO policy with the below amendments:
 - Increase PTO hours earned with a maximum accumulation of 5 weeks.
 - This places the Village between current and prior plans but remains below the exposure of other communities.
3. Increase PTO hours earned and maximum accumulation to match market averages.

Trustee Krings expressed support for PTO payouts only if they are stipulated with a minimum tenure requirement. PFC was in support of adding a time-of-service requirement to receive PTO payouts.

Completed Service	PTO Hours/Pay Period	Max Accumulation
0 - 4.99 Years	8.0	200
5 - 9.99 Years	9.5	200
10 - 14.99 Years	11.0	200
15+ Years	12.5	200

Motion passes by voice vote 3-0-0

Motion by Bouras, Second by Krings to review and amend ordinance Chapter 19 Article XII. Personnel and Finance Committee

The proposed changes to the Personnel and Finance Committee ordinance included amending the ordinance to read that the most qualified trustees will serve on the committee, rather than the most senior; the village president shall determine what trustees are most qualified for service on the committee. Additionally, a revision was added to clarify that trustees will receive no additional compensation for their service to the committee. A final revision updates the ordinance so that committee oversight will be limited to appointed positions held by full-time staff; other personnel matters remain under administrator and department head authority. The change aims to streamline the hiring process and maintain an efficient pace. For positions not explicitly required by ordinance or statute to receive an affirmative board vote, department head recommendations will stand, with final approval of hires granted by the Village Administrator. Trustee Krings suggested that PFC move to amend the ordinance to reflect that the president will appoint the Chair.

Motion passes by voice vote: 3-0-0

Motion by Krings, Second by Bouras 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

- All Department Heads midyear evaluations
- Police Union Contract

No action was taken in the closed session.

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

Motion passes by voice vote 3-0-0

Set next meeting date:

September 8th 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 2:55pm.