



VILLAGE OF WINNECONNE

The Community of Opportunity

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

www.winneconnewi.gov

MINUTES

PUBLIC WORKS COMMITTEE

Monday September 8th, 2025, 10:30 A.M.

Village Board Room, 30 South First Street

Call to Order at 10:30 a.m. by chair Paul Olson

Roll Call

Chair Paul Olson - Present

Trustee Michael Bouras - Present

Trustee Brian Miller - Present

Village Administrator Logan Fuller - Absent

Director of Public Works Allen Mankiewicz - Present

Approval of Minutes

August 11th, 2025

Motion by Bouras and seconded by Miller and carried by voice vote to approve the August 11th, 2025 minutes as presented

Public Participation

None

Communications

Property owner at 627 7th St. had work done at this address by a contractor, on the weekend of May 4th this property experienced flooding due to a garden hose failing and flooding the area. Property owner wanted the Village to credit his next water bill. The Public works committee deemed that the contractor is the responsible party and should be held accountable for damages. The issue was tabled by the committee at the August meeting because the decision was made that the property owner could bring up this issue again later if the contractor does not cooperate.

E-mail from a Town of Winneconne resident inquiring about the possibility of allowing neighboring towns of the Village of Winneconne to use our compost site at an elevated fee. They suggested using the sticker tracking method. **Follow up action item** – Allen to put together administrative estimate on delivering this package as well as any additional cost the Village would undertake with offering this expanded service.

Allen introduced his public works strategic plan document, and a vision of where Public Works would like to be in the next 5 years along with key performance indicators to measure success.

Operations reports

- Mc Mahon Report – Brad Werner
 - Discussed the re-revised 5-year CIP road and infrastructure plan.
 - Discussed 3 open end punch list items to resolve on the 6th Ave construction project this year

- 205 6th Ave has an upstairs toilet that either needs to be removed or hooked up properly to the stack
 - 222 N 6th Ave. follow up on the time frame they were given by the village to complete their sanitary lateral work.
 - 211 N 6th Ave Speedy clean to complete work on the sanitary lateral.
- MCO Report

Waterworks:

- Ran only Well 1 on the 16th, 17th, and 18th to get our radioactivity sample. Quarterly test. The wells normally alternate cycles every other round, in order to get the reservoir full of just well one water to take a test, well one needed to run consecutively on all cycles.
- Collected our Disinfection Byproducts sample from 6 Admirals Way. Annual test.
- Replaced a cracked coupling on the chlorine feed line for pump 1 on the R.O. This is the second time this has happened right now we are justifying the failures due to chlorines corrosive nature
- Hydrant flushing should be completed mid-September. MCO and Allen would like to increase flushing to twice a year, it is not required but is best management practice
- New water meter installs on going. Have installed roughly 165 so far this year.
- Submitted monthly DNR report.
- Monthly distribution bacteriological samples were safe.
- All Digger's Hotline locates are up to date.

Wastewater:

- Sludge hauled and land applied. Waiting on the report from Waldvogel. Waldvogel is the trucking company that hauls the sludge
- Wasting valve issues. WAS seems to be backflowing into the RAS which in turn feeds back into the selector cell. Both Sable and Dorner (valve company) stopped out to take a look at it. Has been working intermittently since. They both suggest replacement of the plug valve.
- Talked with Lee's, fine screen compactor is completed, just waiting on the guides to get welded on.
- Ferric pump started leaking, took it apart and the components were corroded. Using backup pump right now. Hawkins will be getting us a quote for a new pump. The pump that failed was installed in 2011, and according to MCO was beyond its useful lifecycle.
- Did get the CP1 drain line valve to turn. Line must be clogged, nothing draining. Would like to get a 2 in submersible pump to pump out the clarifier.
- Submitted monthly DNR report.
- Preventative maintenance performed on equipment.
- Weekly visual lift station inspections were completed.

Directors Report – Allen Mankiewicz

Personnel

Previous 30 Days

- Seasonal hires end dates for the year:
 - Collin Ryf – August 22nd
 - Donald Parker – August 21st
 - Kira Corn – August 29th
 - Jacob Lytle – August 21st
- Posting for Public Works Director position has been posted online as of 9/4/2025
- Posting for Field Supervisor was still pending at the time of this report but should be live by Monday 9/8/2025
 - Both posts are on indeed and will be on the Villages website next week.

Next 30 Days

- Seasonal hires end dates for the year:
 - Corey Wasinger – week of September 29th, Corey may still fill in as needed for grass cutting dependent on the weather, but his scheduled hours will be over the last week of September.
- We will be reviewing applications for Public Works Director and Field Supervisor

Next 30 to 120 Days

Interview applicants for Field Supervisor and Public Works Director

Equipment

Last 30 Days

- Ordered a new “wand” and installed on the tar kettle

Next 30 Days

- Snow and Ice Checklist

Next 30 Days +

- Lawn Mower off season maintenance and cleaning

Finance

- \$253,373 of the budgeted \$498,752 has been spent, 59.03%

Key Events

Previous 30 Days

- Hot Patch watermain breaks, catch basin repairs, road cut outs etc.
- Crack Sealing Update
- 6th Ave Construction Project
 - Paving is complete
 - Barricades have been removed
 - Catch Basin silt covers have been removed
- Ash Tree Removals Public right of way and parks update
 - Public right of way
 - Tried to make contact vis phone with all the properties that still have standing ash trees

- This week we will be going door to door with anyone that was not reached via phone
- Parks Update
 - Estimates are coming in 75% complete, need more clarification from one bidder
 - Compare estimates with line item in the budget for tree and shrub removal
 - Begin in house removals as soon as crack sealing operations are complete

Next 30 Days

- Fall Fest
- Finish scheduled crack sealing streets for 2025

Next 30 to 120 Days

- Summer Banners are taken down, winter banners and décor will be placed
- Compost site large item drop off week of November 3rd to the 9th

Stats

Last 30 Days

None

Next 30 Days

The Village will be conducting traffic counts as part of its ongoing data analysis efforts to identify roadways with the highest traffic volumes. This information will play a critical role in guiding the prioritization of projects within the Village's five-year Capital Improvement Plan, ensuring that resources are allocated to the areas of greatest need and impact.

Next 30 to 120 Days

None

SOPs

Last 30 Days

- Crack Sealing SOP and schedule has been created and adopted.

Next 30 Days

- **Create and implement a complete property book.**
 The development of a comprehensive property book for the Village of Winneconne will establish a clear and accurate inventory of municipal assets, providing a foundation for effective asset management. This initiative is essential for supporting strategic planning efforts, such as implementing a fleet management program or drafting standard operating procedures (SOPs). Without a complete understanding of the quantity and condition of assets

under the Village's responsibility, it is challenging to make informed decisions or allocate resources efficiently.

Next 30 to 90 Days

- Complete Property Book and Refine our Fleet Management Plan
- From the development of the property book will spawn policies and procedures

Old Business

- Ash tree update
 - This subject was covered in the directors' report, every property owner that has an ash tree they are responsible for was contacted or attempted to be contacted via phone, the next step is to go door to door. An update will be provided at Octobers monthly meeting.
- Calypso Residents concerned about long grass on the berm to the east of their properties.
 - **Action Item:** Allen to follow up and schedule a meeting with switchgear to address concerns in regards to berm maintenance along the western border of property.

New Business

- Discussion to review and discuss proposed public survey questions 1,3, and 4
 - Changes to the phrasing and verbiage of each question where brought forth, revised questions will be presented at the October meeting.
- Discussion street Projects five-year CIP Review
 - This was covered and discussed in McMahon report
- Discuss creation of ordinance for private hydrants
 - Draft was brought to the committee, more clarification on other municipalities ordinances and development of administration cost, if any exists.

Confirm next meeting date:

October 6th @ 10:30 a.m.

Adjourn

Motion by Bouras and second by Miller, carried by voice vote to adjourn at 11:50 p.m.

The Winneconne Municipal Center is accessible to the physically disadvantaged. If special accommodations are necessary, please contact the Village Hall at 920-582-4381 and we will make every effort to accommodate the requests.

As defined under Wisconsin State Statute 19.82 a quorum of the Winneconne Village Board members may be present for informational purposes, but no Village Board action will be taken.