



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
PUBLIC WORKS COMMITTEE
October 13th, 2025, 10:30 A.M.
Village Board Room, 30 South First Street**

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

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

September 8th 2025

Motion by Bouras and seconded by Miller, carried by voice vote to approve the minutes for September 8th 2025 as presented.

Public Participation

None

Communications

None

Operations reports

- Mc Mahon Report – Brad Werner
 - Discussed the public comment period as it pertains to the 14th Ave Extension project slated for next year, public comment ends at the end of the month and the permit from the DNR is expected mid-November
 - Brad brought forth a preliminary plan plat for Lot 26 in Wolf Run estates, this road being discussed could possibly be private, considerations are easements for utilities, road width if it stays private, access for emergency vehicles, and trash and recycling pick up locations

- MCO Report – Allen Mankiewicz

Waterworks:

- Collected Well #1 required monitoring samples in the 3rd quarter.
- Finished hydrant flushing on September 30th.
- The water meters were read. Many issues, took an extra week to finalize.
- New water meter installation is ongoing.
- High water bill investigations--5.
- Submitted monthly DNR report.
- Monthly distribution bacteriological samples were safe.
- All Digger's Hotline locates are up to date.

Wastewater:

- September 9- Furgeson fixed private hydrant on S. 5th Ave. Stone stuck in bottom seal.
 - New compactor and gearbox for the fine screen was installed by Lee's. Kept tripping the main breaker. Installed a second new gearbox with more torque, kept tripping. PJ Kortens changed out breaker and does not trip anymore. Fine screen compactor is working properly.
 - Fixed the WAS leak into the aeration chamber.
 - Submitted monthly DNR report.
 - Preventative maintenance performed on equipment.
 - Weekly visual lift station inspections were completed.
- Directors Report – Allen Mankiewicz

Personnel

Previous 30 Days

- Field Supervisor position has been posted
 - We have received approximately 33 applicants
 - Of those 33, we have reached out to 5 applicants for an initial screening
 - We have conducted 3 in person interviews
- 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.

Next 30 Days

- Preparing to send an offer letter to our top candidate for the field supervisor position, pending background check

Equipment

Last 30 Days

- Toe blade on the JCB tractor/backhoe broke, part was ordered and installed by our operators
- Trailer with our crane (used for pulling pumps at lift stations) has unrepairable tires and needs a new electrical operation switch. Tires have been ordered; operators are reviewing all mechanical and tangible aspects of the trailer.
- Snow and Ice Checklist.
- Lawn Mower off season maintenance and cleaning

Finance

- \$268,847 of the Budgeted \$398,752 has been spent. 67.42%

Key Events

Previous 30 Days

Hot Patch is complete all 9 locations are up to date

- Crack Sealing Update
 - 6,253 ft of linear roadway that was scheduled is complete
- Ash Tree Removals Public right of way and parks update
 - Public right of way
 - This week I went door to door with anyone that was not reached via phone

- Fall Fest
 - Public Works Responsibilities
 - Detour of traffic off of 116
 - Barricades and Road Closures for the event
 - Picnic Tables and Garbage cans (count of 45)
 - Parking Large Vehicles for the touch a truck event
 - Assisting with bus route from Marble Park to the Library horseshoe
- Spent a significant amount of time removing garbage and scrap metal from compost, as well as hauling yard waste out of the bin and to the piles in the back

Next 30 Days

- Compost site large item drop off week of November 3rd to the 9th

Next 30 to 120 Days

- Summer Banners are taken down, winter banners and décor will be placed

Stats

Last 30 Days

Traffic Counter arrived

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.

- Traffic Counts at the following locations/areas
 - Compost Site
 - Roads leading to the high school
 - All roads currently listed on the 5-year CIP

SOPs

Last 30 Days

- **Began and created 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 Days

- Develop and implement a street sweeping schedule and triggers that would warrant street sweeping

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
 - Allen presented the updates, this included going door to door for all properties that still have a standing ash tree in their terrace that received a letter notifying them that it needs to be removed **Action Item:** Committee would like to vote on a clear deadline as to when these trees must be down, at the next monthly meeting
- Calypso Residents concerned about Switchgear berm to the east of their properties.
 - The meeting with switchgear was canceled, chair Olson stated there must be action by next meeting
- Present revised public survey questions
 - Updates were presented to the committee, and they will be ready if the questionnaire gets mailed out
- Discuss street projects five-year CIP review
 - Discussion was had on the projected projects for the year 2026 emphasizing the growth and connection plan for 2026 and explaining that the concrete program is still on track for 2027.
- Discuss creation of ordinance for private hydrants – Tabled until more information is gathered and recognized

New Business

- **Consideration and Action** to approve a contractor for our waste disposal services. Bids were presented from Harters, GFL, and Waste Management. GFL and Waste Management had representation at the meeting and were allowed to speak on behalf of their company. The committee discussed waste management's poor customer service over the past several years, oil leaking from trucks, and missed cans during collection. **Motion** by Bouras and seconded by Miller to approve Harters Lakeside Disposal as the new contractor for garbage and recycling collection and carried by voice vote.
- **Consideration and action** to approve McMahon Compliance Alternatives Plan for the WWTF (\$75,000) **Motion** by Bouras and seconded by Miller to approve McMahon Compliance Alternatives Plan for the Wastewater Treatment Facility and carried by voice vote.
- **Consideration and action** to recommend to the Village Board for approval the Federal Requirements Compliance Certification for Project No. 4939-04 as it relates to Wisconsin Department of Natural Resources Safe Drinking Water Loan Program. **Motion** by Miller and seconded by Bouras to approve the federal requirements compliance certificate for project No. 4939-04 and carried by voice vote.
- Discuss compost usage and services offered.

- Allen presented a brief history of the compost site regarding the evolution of the scrap metal bin / allowing residents to dump metal. The committee recommends that the village suspends the acceptance of scrap metal at the compost site due to concerns regarding site management.
- **Consideration and action** to approve the new annual pool filling policy credit format. The calculation remains the same as this policy standardizes and lays out the requirements to allow residents the opportunity to receive pool credit. **Motion** by Miller and seconded by Bouras to approve the new annual pool filling credit format and carried by voice vote.
- Discuss the grandfathered private well permit policy.
- Discuss and review preliminary plat for Lot 26 in the Wolf Run Estates in regard to utilities and infrastructure
 - This was discussed during Brads Report

Confirm next meeting date:

November 10th @ 10:30 a.m.

Adjourn

Motion by Bouras and seconded by Miller to adjourn at 12:01 p.m. and carried by voice vote

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.