



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

Village Board

Tuesday, June 17th, 2025, 5:30 pm

Village Board Room, 30 S. 1st St., Winneconne

Call to Order

Meeting called to order at 5:30pm by President Boucher.

Roll Call: Olson (present), Bouras (present), Stelzner (present), Janikowski (absent), Krings (present), Miller (present), Boucher (present).

Also present was Administrator Fuller and Attorney Chad Wade.

Pledge of Allegiance said in unison.

Regular Business

Motion by Bouras, second by Olson to approve consent agenda and payment of bills:

- May 31, 2025, Treasurer's Report/Budget Comparisons
- May 2025, Check Register

Motion passes by unanimous voice vote 6-0-0

Motion by Miller, second by Stelzner to approve the amended April 23rd, 2025 Village Board Special Meeting minutes

Motion passes by unanimous voice vote 6-0-0

Motion by Bouras, second by Krings to approve the May 20th, 2025 Village Board meeting minutes

Motion passes by unanimous voice vote 6-0-0

Motion by Krings, second by Bouras to approve the May 23rd, 2025 Village Board Workshop meeting minutes

Motion passes by unanimous voice vote 6-0-0

Communications

Chief Sauriol presented the Oath of Office to Patrol Officers Hayley Ackerman and Noah Brandl; both officers recited the Oath of Office and were pinned during the ceremony. Congratulations and well wishes were given by Chief Sauriol and the Village President and Administrator.

Public Participation

Steve Wiegard – Resident at 218 S. Second Street

Mr. Wiegard commented on the status of advertisement/sale of Waterfront Park, which is currently under contract with realty service NAI Pfefferle. Mr. Wiegard presented interest in the realty marketing of the property, noting that when he looked at the map that Pfefferle utilizes for their advertisement, the property is listed as prime waterfront property, however

the ad does not list waterfront footage. Additionally, Mr. Wiegard commented that he was interested in the preservation of the park for the community.

CLA Presentation

Elizabeth McMasters, Director, Clifton Larson Allen, LLP

- Ms. McMasters presented on the 2024 Village financial audit and provided the below summary and reflections:
 - The audit is a highly vigorous and involved process; Ms. McMasters thanked Administrator Fuller, Treasurer Schoenberger, and Director of Public Works Fluette for their efforts in the audit.
 - The goal of audit is to provide opinion on financials for the Village, ensuring that the Village's financial policies and procedures are adequate, involving a risk-based approach in the review. The audit reviews all levels of transactions (no value threshold) for not only accuracy but adherence to internal policy. A large part of the audit process is developing an understanding of the internal control structure for Village.
 - CLA noted two findings:
 - Preparation of Annual Financial Reports
 - Adjustments to Financial Records
 - Overall, CLA did not identify any compliance issues, noting the Village is operating within the requirements of State statutes. The compliance summary reflected no change in opinion compared to last year's review.
 - Governance communication
 - Accounting policy – CLA worked with worked with Treasurer Schoenberger regarding policy/statements for compensated absence, sick time, etc.
 - Uncorrected “misstatements” – no findings.
 - Corrected misstatements
 - Finding for material adjustments – discrepancy was noted that cost was recognized in incorrect year (needed to be recognized in subsequent years); the discrepancy was summarized as an issue of timing of when the transaction was recorded.
 - Per Ms. McMasters, the list of errors CLA has noted has greatly decreased since previous year audits.
 - Per Ms. McMasters, the Village is on correct path for creating financial policies, forward-looking plans, and maintaining financial health.
 - Ms. McMasters provided a summary of the previous years of financial audits stating that the biggest takeaway is that, previously, events/decisions on horizon were coming up too fast for the Village to adequately handle – some decisions weren't thought through thoroughly (when to utilize debt, leveraging grant options, etc.). Ms. McMasters reflected to her on-site visits, stating the Village is willing to take feedback from CLA, works to be proactive instead of reactive, and continues to make efforts to improve internal controls. Overall, the Village's position, according to Ms. McMasters lends itself to afford flexibility and options around financial planning.

Administrator's Report

Business update:

- Administrator Fuller continues to work with GOEDC for a refresh of available grants for various sizes of businesses.
- The East Central Economic Development team and Administrator Fuller are continuing to collaborate on grants for various topics, which are helping shape or enhance the Village's economic development strategy.
- Brazee ACE Hardware is hosting a soft opening in the upcoming weeks with a grand opening expected in July or early August.

Operations:

- The Customer Service Representative (CSR) full-time position has been posted externally with 95 applicants within a week of the listing; Administrator Fuller has begun the initial interviews and will provide updates as the process progresses.
- An ongoing focus on process improvements and refinements continues within each department.

Key Meetings & Events:

- Last week's County IDB meeting focused on expanding economic development partnerships.
- The Community Leadership Exchange covered topics of CIP, infrastructure selections, and an overview of government finance as well as the Village's budgeting process. The event had many residents in attendance, including Trustee Olson and Trustee Stelzner.

Finance:

- The Village is currently operating at 35.89% of the budget, compared to 37.23% last year at the same time.
- The 2026 annual budget process will commence in mid to late July, incorporating reviews of the five-year CIP, wage study, and all fund sources. Basis of Estimate (BOE) and support activities are underway.

Committee Reports

Beautification: Beautification Committee met on June 12th, and will next meet on July 10th at 5:30pm. Currently, the committee is working on preparing for Sovereign State Days and their August 23rd brat barn fundraiser.

Cemetery: The Cemetery Board discussed creating a social media post for cemetery ordinance reminders, reviewed the successful Memorial Day ceremony, and continued to discuss cemetery digitization. The next meeting is scheduled for September 8th.

Fire District: Hose and ladder testing was completed; some hose failures were notated, all ladders passed testing. Preparations for the July 4th celebration are continuing. The next commission is Monday July 14th at 6:30.

Historic Preservation- The Committee met on May 29th and finalized the plan for the Pioneer Cemetery sign dedication; the dedication recognized a large attendance, including many local and state representatives, such as Congressman Glen Grothman. Trustee Miller reported the cemetery looked excellent and thanked Public Works for their effort.

Library: Summer reading program continues into the second week. Average circulation in non-summer months is around 4,000 (on average); halfway through June, the library is already recording circulation of 3,378. The library is experiencing a high "people count", assisting 200+ a day with the help of staff and eight high school volunteers. The summer

lunch program is running smoothly, thanks in great part to the Village Pub, Fin N Feather, and Woodeye's support. A special community mural project will begin soon with the painting of Holiday Florist's wall.

Parks – Parks Committee met on June 5th. The turf restoration at Lake Winneconne Park is completed, fundraising continues for the Marble Park Plan phase 1, and phase 1 for the barn project will be completed by the end of July, including French doors and new siding. Marble Park beach house is open for the season. The committee will meet next on August 14th.

Personnel & Finance – PFC reviewed the Personnel and Grade policy and recommended its approval to the Board. Additionally, PFC continued to review the MOU for the Marble Park Improvement plan and different ways to support funding.

Plan Commission –The Planning Commission review the proposed Planned Unit Development (PUD) ordinance; the ordinance would allow a case-by-case approach to review, so that the Village can approve beneficial projects. The Commission also discussed possible changes to the Accessory Building ordinance, as well as downtown/commercial district ordinances.

Public Safety – Chief Sauriol is working with Trustee Bouras on fundraising ideas. Chief Sauriol entered a request the Department of Defense for ammo for practice when the firing range is completed. Chief Sauriol is working Chief Allcox on dates for joint EMS/police training session. Additionally, work on the mooring ordinance to ensure clarity continues.

Public Works – The Committee met on May 12th and discussed the mechanical failure in wastewater treatment, which resulted in the separation functionality sustaining damage, causing the Village to manually move waste by hand. DPW Director Flurette noted that construction is on track for 6th Ave. project. The 6th Ave. lift station is in need of replacement as it is the oldest station in the Village. The small storm drain on 5th Ave. is installed; Public Works received two calls that the drain is working well. The Public Works Committee will not be meeting in July- the next meeting is scheduled for August 11th.

Old Business

None.

New Business

Motion by Olson, second by Bouras to approve the Operator licenses as presented for the licensing year July 1, 2025 through June 30, 2027

All applicants have completed the necessary operator license application, including payment of fee and successful background check.

Motion passes by unanimous voice vote 6-0-0

Motion by Bouras, second by Olson to table the approval of a Special Event Vending Permit for Sovereign State Days for July 17th through July 20th, 2025

Upon further review and examination of §469-9 Special event vending permit, this permit will not be applicable for the 2025 Sovereign State Days event. Therefore, the Board made a motion to table the item without vote.

Motion passes by unanimous voice vote 6-0-0

Motion by Krings, second by Miller to approve extending noise restrictions for Sovereign State Days until 1:00am on Saturday, July 19th and Sunday, July 20th, 2025

Motion passes by unanimous voice vote 6-0-0

Motion by Krings, second by Olson to approve a Temporary Class “B” picnic license for the Sovereign State Days for Thursday, July 17th to Sunday, July 20th, 2025

Motion passes by unanimous voice vote 6-0-0

Motion by Bouras, Second by Olson to approve the Personnel Grade and Step Program Policy

The Personnel Grade and Step Program Policy allows predictability and transparency in compensation; the policy was reviewed and recommended for Village Board approval by the Personnel and Finance Committee. Approval of the policy does not require any amendment to the personnel handbook.

Motion passes by roll call vote: Stelzner (aye), Krings (aye), Miller (aye), Olson (aye), Bouras (aye), Boucher (aye) 6-0-0

Motion by Olson, second by Bouras to approve the site plan for the St. Mary’s Parish Center

The site plan, which shows the addition of a link between existing church and hall, went through the Planning Commission for first review and recommendation to the Board. The Village engineers reviewed the plan and have noted no concerns from an engineering perspective. Steve Borsechnik, AIA LEED AP Senior Architect, at Gries Architectural Group, Inc. was present to answer any questions regarding the site plan.

Motion passes by unanimous voice vote 6-0-0

Confirm next meeting

Tuesday, July 15, 2025, 5:30 pm – Village Hall Board Room

Adjourn

Motion by Bouras, second by Olson to adjourn the meeting.

Motion passes by unanimous voice vote 6-0-0

The meeting adjourned at 6:33pm.