



VILLAGE OF WINNECONNE

The Community of Opportunity

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MINUTES

Village Board

Tuesday, August 19th, 2025, 5:30 pm

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

Call to Order

Meeting called to order at 5:31pm.

Roll Call: Olson (present), Bouras (present), Stelzner (present), Janikowski (present via phone), Krings (present), Miller (present), Boucher (present)

Pledge of Allegiance said in unison.

Public Hearing

Motion by Olson, Second by Bouras to open the public hearing to hear public comment on proposed ordinance No. ORD-2025-002 Planned Unit Development (PUD)

Motion passes unanimously by voice vote 7-0-0

First Call: No response.

Second Call: No response.

Third Call: No response.

Motion by Olson, Second by Krings to close the public hearing

Motion passes unanimously by voice vote 7-0-0

Regular Business

Motion by Bouras, Second by Miller to approve consent agenda and payment of bills:

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

Motion passes unanimously by roll call vote: Krings (aye), Miller (aye), Olson (aye), Bouras (aye), Stelzner (aye), Janikowski (aye), Boucher (aye) 7-0-0

Motion by Bouras, Second by Olson to approve July 15th, 2025 Village Board meeting minutes

Motion passes by roll call vote: Krings (aye), Miller (abstain), Olson (aye), Bouras (aye), Stelzner (aye), Janikowski (aye), Boucher (aye) 6-0-1

Motion by Olson, Second by Krings to approve July 30th, 2025 Special Village Board meeting minutes

Motion passes by roll call vote: Krings (aye), Miller (abstain), Olson (aye), Bouras (aye), Stelzner (abstain), Janikowski (aye), Boucher (aye) 5-0-2

Communications

None.

Public Participation

Mr. Jordan Dunham (203 South 1st Ave., Winneconne)

Mr. Dunham is in the process of opening Sovereign State Days Tap House, noting all plumbing is installed and approved by the State; he informed the Board that he is interested in applying for the reserve liquor license. He urged the Board to consider his interest and to take into account that he is actively developing the business and is a current resident.

Ms. Laura Hulbert (110 North Second St., Winneconne)

Ms. Hulbert expressed appreciation for the change in structure in the Village Board minutes. Regarding the proposed amendment to the Personnel and Finance Committee ordinance on the agenda, Ms. Hulbert stated the ordinance was originally established to ensure employment decisions remain with the Village Board rather than solely with Village Administration. She previously spoke against similar changes to the ordinance and urged the Board to consider that amending the ordinance could, in her opinion, decrease the Board's authority in staffing decisions, emphasizing the Board's role in maintaining public trust through employment selections.

Administrator's Report

Staffing Update

- The Village is pleased to welcome Ms. Jessie Gripp as our new full-time Customer Service Representative. Ms. Gripp will begin on August 18, 2025, and will be central to strengthening our resident-facing services and departmental support.

Budget & Finance

- YTD, 51% of the 2025 budget has been consumed, which is slightly under the expected ~55% at this point in the year.
- Staff are working to refine Basis of Estimates (BOEs) as part of the 2026 General Fund budget cycle. A refreshed workbook with tentative figures is underway, ensuring stronger detail and transparency in the budget process.
- Updates on wastewater treatment facility lifecycle planning and related grant opportunities have been incorporated into forward budget discussions.
- September 19th is the Village's targeted board budget workshop.

Process Improvements & Technology

- A new Point-of-Sale (POS) system was installed at the Beach House concession stand at no cost to the Village, improving transaction tracking and eliminating prior discrepancies.
- New laptops have been purchased for staff and Board members, modernizing technology and addressing long-term IT needs.
- Work continues on process improvement initiatives, with emphasis on modernizing workflows and improving service efficiency.

Planning & Development

- The Planning Commission reviewed updates to Ordinance 580-26 on Accessory Buildings, with consensus moving toward a maximum of 1500 sq. ft.
- A Planned Unit Development ordinance was finalized and recommended for Village Board approval.
- Work continues on downtown policy development and economic development strategy, including comparative research on peer communities and opportunities to enhance Winneconne's brand and online presence.

- Discussions remain active on 18 N. Second Street, with a purchase proposal under review to convert the lot into a daycare.
- Ongoing conversations continue regarding waterfront property and dock alignment with the DNR as part of future redevelopment planning.

Public Safety & EMS

- Regional discussions are ongoing regarding EMS services. Town of Algoma is still evaluating cost proposals; Black Wolf and Nekimi are anticipated to stay in the Intergovernmental Agreement (IGA). The facility site and cost remain unresolved.

Looking Ahead

- Focus remains on strengthening fiscal stewardship, advancing development initiatives, and continuing process modernization.
- Staff will continue to prepare detailed budget updates for Board and public review in September, with emphasis on clarity, accountability, and alignment with community priorities

Committee Reports

Beautification – Beautification Committee met to work on sending out thank you notes as well as to continue to plan for the committee brat fry at Piggly Wiggly on Saturday, August 24th.

Cemetery – Cemetery Board did not meet in August; the Board will meet in October.

Fire District – The Fire District received a new air boat, which is currently being stored; full training will not commence until ice is present, and the training is expected to be in partnership with Oshkosh. The Husky will stay in service until the new boat has all volunteers trained. The old firetruck was approved to be used in a movie; Chief Allcox recently received a call that the movie producers will moving forward and would like to utilize the truck. Monday, September 8th at 7pm is the next Fire Commission meeting at Station 28 and the 2026 budget will be reviewed.

Historic Preservation – Historic Preservation Committee did not meet in July.

Library – The Library Board met, however most of the meeting was in closed session; if interested in further details, refer to the Library Board meeting minutes after approval or reach out to Library Director Amanda O’Neal.

Parks – Fundraising for Phase One of the Marble Park development is ongoing. The Beach House will close for the season on August 21. The committee reviewed plans for removing remaining ash trees in Village-managed parks and cemeteries. Northeast Asphalt has completed work on the seawall project, adding and leveling asphalt millings from the end of the concrete sidewalk to the park's eastern boundary. An electric boat wash station for Lake Winneconne Park has been ordered and is set for pickup this Friday. The next committee meeting is scheduled for September 11th at 5 p.m.

Personnel & Finance – PFC met and reviewed financial reports, including an update on new computers for the Trustees to allow for more functionality and improved usability; the PFC put forward items for Village Board review, including the PFC amendment to the committee ordinance as well as PTO updates, which will be presented when the employee handbook is updated.

Plan Commission – The Planning Commission met on August 18th; the Commission welcomed a guest speaker on economic development strategies. In addition, the Commission reviewed and approved a CSM, as noted on the agenda for the Village Board, as well as passed an amendment to ordinance 580-26 Accessory Buildings as it relates to sections F&G.

Public Safety – Chief Sauriol shared that National Night Out went well and thanked Public Works and the Library for their support, as well as great appreciation for ThedaStar for their appearance at the event. Chief Sauriol is requesting feedback on the event as he continues to look for ways to further improve the event for next year. The training firing range is nearing completion.

SWEMS Board (EMS)– Per Trustee Bouras, the SWEMS Board met to discuss the following: formal commitments to a service provider have not yet been made at this time, and pricing has yet to be established. Several facility options are currently under consideration. One possibility is the Dollar General storefront in Omro, while the old Gold Cross building has been deemed too difficult to repurpose. A storage unit within the Village is also being looked into as a potential temporary solution. Trustee Bouras stated that constructing a new building to fulfill the requirement is being considered. In the interim, the City of Omro Fire Department has offered space to house an ambulance for a period of six months to one year. While this arrangement would not include housing for staff, it provides a window of time to plan and establish operations. Of note, the Village is currently included in the Intergovernmental Agreement (IGA), but this inclusion is not binding until a formal service agreement is signed. Additionally, the zoning classification (time to service) that the Village will fall under has not yet been confirmed. Financial details remain uncertain, as the Village does not have actual cost figures at this time, making it difficult to determine what facility-related expenses will be incurred; additionally, if not all municipalities that are currently listed in the IGA chose to remain in the agreement before a service provider is chosen, the cost structure will be impacted. As an alternative, the Village may still consider contracting with Waushara. While there would be no facility costs under this option, the agreement has a different per capita rate. SWEMS is currently meeting twice a month to continue working through these matters.

Public Works – The Public Works Committee met on Monday, August 11th. Paving on Adams Street was completed, and crews were applying the binder layer on N. 6th Avenue as of the 19th afternoon. Grading and hydroseeding were finished last week as part of landscape restoration. The committee also reviewed a draft of the five-year Capital Improvement Plan with McMahon Engineering. A well inspection was successfully completed, and the village received confirmation from the Wisconsin DNR of compliance with the gross alpha radiation mandate. The next meeting is scheduled for September 8th at 10:30am.

Old Business

None.

New Business

Motion by Bouras, Second by Olson to rescind the motion approving the Planned Unit Development (PUD) ordinance No. ORD-2025-002 on July 15th, 2025

The Planned Unit Development (PUD) ordinance was approved by the Village Board on July 15th, 2025. A public hearing for the zoning amendment was inadvertently missed and was rectified by the proper noticing as a Class 2 Notice for the public hearing at the August Village Board meeting. Note, the ordinance reference number listed is for internal tracking and will receive a properly sequenced ordinance number once reviewed by the Village code provider.

Motion by Krings, Second by Miller to approve the Planned Unit Development (PUD) ordinance No. ORD-2025-002

The Planned Unit Development (PUD) zoning process is intended to provide a flexible land use and design regulation tool that allows for creativity in development and efficient use of land while preserving community character, protecting natural features, and promoting public benefits not achievable through conventional zoning. The process includes detailed planning, review by the Planning Commission, and final approval by the Village Board.

Motion passes unanimously by roll call vote: Krings (aye), Miller (aye), Olson (aye), Bouras (aye), Stelzner (aye), Janikowski (aye), Boucher (aye) 7-0-0

Motion by Olson, Second by Bouras to approve the CSM for parcels 1910725 and 1910737 as requested by the property owner Wayne Rudisill

Planning Commission reviewed the CSM to move lot lines 20 feet, noting that both lots are still conforming lots per ordinance; additionally, the CSM was completed by the Village engineering subcontractor. As such, the Planning Commission approved the CSM for Village Board approval.

Motion passes unanimously by roll call vote: Krings (aye), Miller (aye), Olson (aye), Bouras (aye), Stelzner (aye), Janikowski (aye), Boucher (aye) 7-0-0

Motion by Olson, Second by Krings to approve the sale of 18 North Second Street contingent on sellers' agreement and \$5,000 purchase price as well as any applicable fees and appraisals

Mr. Steve Brooks (224 W Main Street – The Learning Center Daycare, LLC) was present to speak to the Village Board. According to Mr. Brooks, he approached the Village President about a year ago to discuss the potential opportunity to expand the Learning Center. The Planning Commission approved the sale of the lot, contingent upon all associated fees being paid through a seller's agreement. Mr. Brooks confirmed that he is planning to expand the daycare facility and stated that there will still be adequate parking available for employees. Additionally, Off the Wolf has expressed no interest in purchasing the lot. Currently, the Village holds the responsibility for the property's maintenance; historically, the Village Police Department has had to monitor parking in the area to ensure proper use.

An estimate by Action Appraisers valued the parking lot at \$7,500, while a realty service provided a cost of listing the property at nearly half that amount. Mr. Brooks will be responsible for covering the cost of the appraisal. According to Mr. Brooks, the Village Board had previously promised to have the lot re-asphalted and he has been maintaining the property himself, including snow removal. Acquiring the lot will support the Learning Center's plans for expansion and would allow improvements to the parking lot to coincide with other exterior updates. Trustee Miller raised concerns regarding traffic, but Mr. Brooks explained that the path of traffic is safe. A question was raised by Mr. Brooks about painting a crosswalk, with Chief Sauriol noting he would review the relevant ordinance and follow up with Mr. Brooks.

Motion passes unanimously by roll call vote: Krings (aye), Miller (aye), Olson (aye), Bouras (aye), Stelzner (aye), Janikowski (aye), Boucher (aye) 7-0-0

Motion by Olson , Second by Krings to review and approve amendments to ordinance Chapter 19 Article XII. Personnel and Finance Committee

Discussion opened by emphasizing the importance of appointing trustees to committees based on relevant experience or expertise. For example, if a trustee holds a financial degree, it would be logical for the Village to utilize that trustee's skills in finance-related matters. It was noted that some of these proposed amendments had been previously approved by the

Board but were never formally published. Each of the changes was reviewed during the meeting, including the process for determining who will serve as committee chair. One specific amendment discussed was the proposed change to Section 19-51, which pertains to hiring practices within the Personnel and Finance Committee (PFC). The change would remove the requirement for the PFC to review all full-time employee hires, limiting their involvement to appointed department heads only. The rationale for this amendment is to streamline the process and ensure an efficient hiring process. The assumption is that if the Board has confidence in the leadership through the appointed department and administrator, it should also be confident in their hiring decisions for their teams. Trustee Miller raised concerns about the termination process for full-time employees, specifically questioning whether department heads have the authority to unilaterally terminate staff. Administrator Fuller clarified that department heads are required to report any employee issues to him and must also develop performance improvement plans when employees are not meeting expectations. He further explained that the employee handbook outlines a clear escalation process for disciplinary action and termination. Regarding the qualifications for trustees serving on committees, Trustee Miller asked how “most qualified” would be determined. Administrator Fuller responded that the Village President would make those determinations at their discretion, taking into account the needs and focus areas of each committee.

Motion passes by roll call vote: Krings (aye), Miller (aye), Olson (aye), Bouras (aye), Stelzner (aye), Janikowski (no), Boucher (aye) 6-1-0

Motion by Olson, 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 unanimously by roll call vote: Krings (aye), Miller (aye), Olson (aye), Bouras (aye), Stelzner (aye), Janikowski (aye), Boucher (aye) 7-0-0

- Midyear evaluations for all department heads
- Police Union contract discussions
- Consideration of potential termination, hiring, and promotion actions

Motion by Bouras, Second by Olson to move into open session

Motion passes unanimously by roll call vote: Krings (aye), Miller (aye), Olson (aye), Bouras (aye), Stelzner (aye), Janikowski (aye), Boucher (aye) 7-0-0

Confirm next meeting

Tuesday, September 16th, 2025, 5:30 pm – Village Hall Board Room

Adjourn

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

Motion passes unanimously by voice vote: 7-0-0

Meeting adjourned at 7:28pm.