



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

Village Board

Tuesday, October 21st, 2025, 5:30 pm

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

Call to Order

Meeting called to order at 5:30pm.

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

Pledge of Allegiance said in unison.

Public Hearing

Public hearing to hear public comment on the amendment to Chapter 580. Zoning, Article III. Zoning General Provisions, §580-26(G). Accessory Buildings amending allowable square footage to 1,500 square feet

1st Call: No comment.

2nd Call: No comment.

3rd Call: No comment.

Regular Business

Motion by Olson, Second by Krings to approve consent agenda and payment of bills:

- September 30, 2025, Treasurer's Report/Budget Comparisons
- September 2025, Check Register

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

Motion by Bouras, Second by Miller to approve September 16th, 2025, Village Board meeting minutes

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

Motion by Miller, Second by Krings to approve September 19th, 2025, Village Board budget workshop meeting minutes

Motion passes by voice vote: 6-0-1 Boucher abstain.

Communications

None.

Public Participation

Mr. Jordan Dunham – 203 South 1st Avenue

Mr. Dunham provided an update on the progress of the Sovereign State Taphouse. He expressed interest in obtaining the Village's last available liquor license, noting that all seven of Winneconne's existing Class B alcohol licenses are currently located on the west side. He raised the question of whether adding another bar on the west side would be

beneficial for the community. Mr. Dunham explained that he chose to build on the east side to bring something new and fresh to that part of the Village. He stated that he is working toward achieving occupancy so that he may qualify for the alcohol license. Upon reviewing the first draft of the purchase offer for the waterfront property, Mr. Dunham observed that the terms outlined were not consistent with what he states had been previously discussed; he expressed concern about not being held to the same standard as others by being required to have an inspection done before being considered for the license. Mr. Dunham concluded by welcoming everyone to visit the Taphouse at any time.

Administrator's Report

Business update

- Two of the three bills that Administrator Fuller and the City Administrator of Omro (Brandon Hennes) supported and provided testimony for in April before the State Senate and Assembly were passed today per a press release from Governor Ever's office.
 - Senate Bill 182 is now Wisconsin Act 35 (includes grants and educational funding for EMS certification and training).
 - Senate Bill 183 is now Wisconsin Act 36 (increases the max reimbursement under Medicaid programs without transport to \$175, also included within expenditure restraint as a consideration).

Operations

Refinement and continued development of internal SOPs and Policies

4th quarter close out

- Budget refinement (both General and Utility)
- Project updates and refresh
- Tax prep
- Audit prep

Key Meetings & Events

- The Village hosted County Executive Gordon Hintz's listening session, where he presented the initial 2026 Winnebago County budget.
- Fall Fest was a success; Administrator Fuller thanked the Chamber and staff that supported the event.

Finance

- The Village is currently operating at 68.38%, compared to last year at the same point, in which the Village was operating at 70.34%.
 - In November, the final general budget will be put forward for review and approval by the Village Board.

Committee Reports

Beautification – The Beautification Committee met to work on holiday preparations, including finalizing the banner order, noting the committee set a goal for the new banners to be installed by Thanksgiving.

Cemetery – The Cemetery Board met on October 6th to review progress on the cemetery digitization project, the Memorial Day preparation checklist, and updates regarding the ownership change of Mueller Funeral Home.

Fire District – The Fire District did not have A Commission meeting in October; the team will be participating in ice rescue safety training in Oshkosh. Reminder that the Chicken Fun Night at the Fin n Feather is upcoming, with tickets available for purchase.

Historic Preservation – Historic Preservation met on September 25th; Trustee Miller stated the committee is still waiting to hear from State on Pioneer Cemetery being denoted as a historical point. The committee is working to find out more information on what is required in the process of designating a historic district. The committee does not intend to meet until January 2026.

Library – This month, the Library Board approved a new disaster policy. The Library Director is currently sourcing new books after one of the library’s vendors declared bankruptcy. The Board also continued its discussions regarding the upcoming budget.

Parks – Premier Community Bank held a Day of Service on October 13th, during which volunteers planted over 300 tulip bulbs at Marble Park near the walking trail. The Pickleball courts at Marble Park are showing surface issues, which Fox Valley Asphalt will repair under warranty in spring 2026. Siding installation on the barn at Lake Winnebago Park is complete, with final punch list items being addressed before final payment. Park facility shutdown and winterization will begin on October 29th. The committee will reconvene on November 4th at 5:30 p.m.

Personnel & Finance – Personnel and Finance met and put forth multiple agenda items for tonight’s meeting to be discussed in detail later in this Board meeting.

Plan Commission – The Planning Commission discussed the Village’s economic development strategy; some members suggested outsourcing portions of the strategy to consultants, which the Commission will provide updates on as appropriate; the Commission also put forward two items on the agenda tonight.

Public Safety – Chief Sauriol stated he received a grant from the State for a PBT (Portable Breath Tester). Fall Fest was successful thanks in part to planning efforts between the Village and the Chamber; at the event debrief, there were discussion about implementing a different parking strategy. During the PSC meeting, the committee discussed e-bike concerns, including ordinance review to enhance safety and ways to provide education. In the coming weeks, an active shooter simulation using paint guns will be conducted at the elementary school, with plans to hold three to four simulations throughout the year. Additionally, the police department plans to attend the career fair at the high school.

Public Works- Leaf collection begins this week, with flyers available at Village Hall and on Facebook. Fall Fest received positive feedback, and Public Works reported no issues. Due to ongoing misuse, the committee recommended discontinuing scrap metal acceptance at the compost site. Large item drop-off is scheduled for November 3–9. The committee voted to recommend Harter’s as the preferred waste disposal provider, with contract details still being finalized to allow greater flexibility. The next meeting is November 10 at 10:30 a.m.

Old Business

None.

New Business

Motion by Olson, Second by Krings to introduce RES-2025-006 declaring intent to reimburse expenditures from proceeds of borrowing for 14th Ave Street project

Passing this resolution allows the Village to reimburse expenditures from proceeds of borrowing for 14th Ave Street project. Last year's 8th Avenue project was discussed which prompted the need to pass a resolution to prevent a situation in which invoices are being paid before the borrowing process had begun.

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

Motion by Bouras, Second by Olson to adopt Wis. Stat. Chapter SPS 327 Camping Units under Chapter 245 Building Construction at the direction of the Department of Safety and Professional Services

Clerk Saray stated that Ms. Strey from the Department of Safety and Professional Services reached out to the Village advising that in order to delegate municipal inspection services to AJ Inspection Services, the adoption of SPS 327 into the municipal code must be completed.

Motion passes by voice vote: 7-0-0

Motion by Janikowski, Second by Olson to amend Chapter 580. Zoning, Article III. Zoning General Provisions, §580-26(G). Accessory Buildings to read allowable square footage as 1,500 square feet

This ordinance amendment recommendation comes from the Planning Commission; the Commission spent extensive time reviewing the amendment to the ordinance including considerations of similarly sized/local municipalities; the public hearing for the zoning ordinance was published as a Class 2 notice with the public hearing demonstrating no public comment.

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

Motion by Janikowski, Second by Olson to approve the issuance of a Mobile Food Vendor Permit to Katie Harter of Dahl Haus LLC. DBA Kat's Kafe

Clerk Saray stated that Ms. Harter submitted the application for a Mobile Food permit this month; Ms. Harter submitted satisfactory proof of all elements of the application including but not limited to insurance, health inspections, and agreement from the land owner. Ms. Harter also paid the applicable fee of \$500. Trustee Stelzner inquired about conducting a review of the fee. Per Attorney Wade, Ms. Harter would need to pay the currently approved fee, however, would not be expected to pay additional/difference if the fee is changed upon review for the permit year. Trustee Stelzner stated she believes the fee was not appropriately tied to administrative costs and asked for a review at next month's Board meeting.

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

Motion by Bouras, Second by Miller to approve the Federal Requirements Compliance Certification for Project No. 4939-04 as it relates to Wisconsin Department of Natural Resources Safe Drinking Water Loan Program

Per Treasurer Schoenberger, the Village took out a safe drinking loan to complete the Reverse Osmosis (RO) project (DNR Project No. 4939-04). This item, the Federal Requirements Compliance Certification, verifies that the Village certifies that, for all expenditures made for construction of DNR Project No. 4939-04, the Village has met the prevailing wage rate requirements of the Davis-Bacon Act. Signing of this compliance document also further certifies that, after taking into account any national or project-specific waivers approved by the U.S. Environmental Protection Agency, DNR Project No. 4939-04 has met the requirements for the use of American Iron and Steel mandated under EPA's Drinking Water State Revolving Fund Program.

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

Motion by Olson, Second by Bouras to approve McMahon Compliance Alternatives Plan for the WWTF (\$75,000)

The Wastewater Treatment Facility was last updated in 2010. Discussions with McMahon revealed that much of the facility was not addressed during that update, and with a typical lifespan of approximately 20 years, the Village is now about 15 years into the cycle. Developing a new plan will allow the Village to budget responsibly and take a proactive rather than reactive approach to future improvements. The planning process is expected to take over a year, with an initial draft anticipated in December 2025 and the final plan to be completed in 2026.

Trustee Olson noted that completing this plan is necessary for the Village to qualify for grant funding. Administrator Fuller added that expanding the Capital Improvement Plan (CIP) from five to ten years, ensures that by 2026, when the report is received, the Village will have clear estimates for necessary repairs and replacements. Funding for the project will come from the wastewater utility.

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

Motion by Bouras, Second by Krings to approve a fill permit for Melberg Ingersoll, LLC at 200 Ingersoll Road

The fill permit was reviewed and approved by the Planning Commission, which included the amount of fill to be brought in and schematics of its placement; Planning noted no concerns and recommended the permit approval to the Village Board.

Motion passes by voice vote: 7-0-0

Motion by Olson, Second by Bouras to review and approve expansion rendering & plans for Multi-Conveyor LLC (25 Industrial Drive)

Expansion renderings and plans for Multi-Conveyor, LLC were reviewed by McMahon Engineering, who provided comments and outlined additional requirements for the project. Administrator Fuller noted that two additional documents are expected from Multi-Conveyor, LLC to meet the engineering requirements. The Planning Commission reviewed the expansion plans for the facility located at 25 Industrial Drive and expressed no concerns, recommending approval of the expansion plans by the Village Board.

Motion passes by voice vote: 7-0-0

Motion by Krings, Second by Bouras to approve Harter's Lakeside Disposal as waste management provider

DPW Mankiewicz described a brief background on the service quality of the previous waste management provider; additionally, he shared reflections regarding Harter's Lakeside Disposal from area municipalities. The reflections were overwhelmingly positive, noting excellent customer service.

Administrator Fuller reported that the contract has not yet been signed, as additional revisions are needed. He noted that certain sections are too general regarding remedies and should include clearer definitions of what constitutes a service failure, such as delayed pickups or damaged containers. He also noted that further clarification on renewal terms would be included in the contract.

Motion passes by voice vote: 7-0-0

Motion by Bouras, Second by Krings to approve changes to the Personnel Policy Handbook

The Personnel Policy Handbook changes were reviewed by the Personnel and Finance Committee and were put forward for Village Board approval. The summary of changes are as follows: the proposed updates clarify that payroll records will be maintained by the Treasurer, and committee approval requirements will be removed for positions not requiring appointment. The meal reimbursement policy will be simplified to a flat \$75 per day with no timing restrictions. Eligibility for PTO payout will be limited to employees with at least two years of service, as required by the PFC as a stipulation of increasing paid time off. The holiday list will be reordered to reflect chronological order, and references to "Clerk/Treasurer" will be updated to reflect the separation of those roles. Additionally, the PTO schedule has been updated to reflect the PFC recommended and approved amounts. Trustee Olson inquired about PTO payouts if an employee was let go; Administrator Fuller confirmed that the employee would not be eligible for the payout.

Motion passes by voice vote: 7-0-0

Motion by Bouras, Second by Janikowski 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 and Wisconsin State Statute 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The items for closed session discussion are:

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

- Review performance of Interim DPW Director
- Police Union WPPA contract collective bargaining strategy
- Village negotiations to sell Village owned property

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

Motion passes by voice vote: 7-0-0

Motion by Janikowski, Second by Olson to appoint Director of Public Works

Following discussion in closed session, Mr. Allen Mankiewicz was appointed as the Director of Public Works.

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

Motion by Bouras, Second by Miller to approve Resolution RES-2025-0007 to amend Resolution 4.1-2025 Appointing Village Officials

- Allen Mankiewicz as the Zoning Administrator
- Lieutenant Kyle Sorensen as the Village Weed Commissioner

Administrator Fuller stated the Zoning Administrator role requires the ability to physically inspect properties, and as such, aligns better with the typical work of the Public Works Director. At next month's Board meeting, proposed ordinance updates will include an action item to change the Village Administrator role ordinance from "act as" to "serve as Zoning Administrator or delegate with Board approval." This change allows any administrator to assume the role as needed or delegate the responsibility as appropriate. It was noted that it is inconsistent for the Public Works Director to serve as Weed Commissioner without the authority to issue citations.

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

Confirm next meeting

Tuesday, November 18th, 2025, 5:30 pm – Village Hall Board Room

Adjourn

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

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

Meeting adjourned at 7:59pm.