# 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


**Meeting Minutes**
**PERSONNEL FINANCE COMMITTEE**
**Monday, June 8th, 2026 @ 12:00 pm**
**Village Board Room, 30 South First Street**

---

**Call to Order**
**Meeting called to order at 12:00pm.**
**Roll Call –** Paul Olson (present), Mary Kay Krings (present), Joshua Janikowski (present)

**Regular Business**
**Motion by Krings, Second by Janikowski** to approve May 11th, 2026, Minutes.
**Motion passes by voice vote 3-0-0**

**Communications**
Treasurer Schoenberger shared a memo by Chief Sauriol describing a grant award for $5,000 covering the purchase of laptops; the charge will be appear on the police equipment line, but the grant will cover the expenses.

**Public Participation**
None.

**Financials: Treasurer and Administrator**
**Review of Financial Reports**
Treasurer Schoenberger reviewed the financial graphs included in the packet, noting that they have been updated to improve readability. The bar graphs display year-to-date revenues and expenditures, as well as departmental breakdowns.

- Treasurer Schoenberger reported that the Village is currently at 69.75% of budgeted revenues and 38.3% of budgeted expenditures.
    - Trustee Olson inquired about the Library expenditure line, noting that it exceeds 50% despite the year being only approximately halfway complete. Treasurer Schoenberger explained that the Library made several large, one-time purchases earlier in the year.

**CDBG Housing Update**
Administrator Fuller provided an overview of the Community Development Block Grant (CDBG) program, which assists homeowners with property improvements while adhering to income and financial eligibility requirements. As an example, the program may provide assistance for repairs such as roof replacement. The assistance is structured as a low-interest loan, with a lien placed on the property to ensure repayment upon the sale of the home.

- The Wisconsin Department of Administration has raised concerns about discrepancies in past RLF reports. A March 31, 2021 bank statement submitted to the state showed a balance of $79,930.87 for the program. No RLF report was submitted in 2022, and the state filed a report on the Village's behalf showing a balance of

$0.01. In 2023, the correct balance of $32,325.95 was reported, and reporting and accounting records have been accurate since that time. CLA reviewed the issue and confirmed that the bank statements previously provided were inaccurate because they included balances from multiple funds. It was also found that no transactions had occurred in the account during the previous five years. It should also be noted that the 2021 audit included a $71,068 adjusting entry to Fund 291, and in February 2022 the Village Board approved to void historic transactions from 2012 to 2020 to reconcile account balances.

The DOA is now attempting to reconcile the discrepancy between the 2021 reported balance and the actual fund balance, resulting in an unresolved difference of approximately $47,000.

- Trustee Krings inquired why the Village could not request information from the bank regarding the missing funds. Treasurer Schoenberger responded that the funds are currently held in the Local Government Investment Pool (LGIP). He further explained that the account referenced by the DOA as containing the funds has since been closed.
- Administrator Fuller noted that staff are continuing to review and research the matter and that no action is being requested of the committee at this time. Additional investigation is needed as the Administrator and Treasurer work to better understand the situation. Trustee Krings asked for CLA's position on the matter, and Treasurer Schoenberger stated that CLA's opinion is that an incorrect amount was reported to the DOA.

**General Fund Reserve Balance**

Treasurer Schoenberger reported that the General Fund reserve balance is currently at 57%, compared to the target reserve level of 35%, resulting in approximately $601,000 above the target reserve amount.

**Administrator's Report**

- **Personnel updates**
  - At the Public Works committee, it was discussed that the field supervisor position was posted for 2 weeks. There were 12 applicants. Two interviews were held. An offer is expected to be made this week to the best candidate.
  - The operator position was reopened last week; there were 10 applicants.
  - Mid-year evals are being held this week for the department heads.
- **Operations updates**
  - This morning, the Administrator was at the County legislative meeting and discussed State transportation aid; this group meets quarterly and the Administrator offered for the group to take any legislative questions to the group.
- **Business updates**
  - **Annexation status**
    - Confirmed with the Village attorney that the petitioner must submit to the Department of Administrator. From there, the DOA will give an opinion within 20 days of the submittal. As of the status currently, the PFC will review in July.
  - **TID request update**

- Switchgear submitted a TID request; the Village does have a signed developer's agreement. The TID request form has been sent to Ehlers for an initial review. Ehlers will now review the request and ensure that it aligns with market standards.

**<u>Old Business</u>**
None.

**<u>New Business</u>**
**Motion by Janikowski, Second by Krings** to recommend the allocation of General Fund reserves for organizational requests contingent on inputs from Public Works department in an amount not to exceed $601,000.00 to the Village Board for approval
**Motion passes by voice vote 3-0-0**

Administrator Fuller explained that the Treasurer collected all capital requests submitted by department heads, along with the supporting rationale for each request. A scoring matrix was then developed to evaluate and prioritize the requests based on a variety of factors. Each request was assigned a priority level of Critical, High, or Low. The committee reviewed the categories and discussed the items included within each priority grouping, noting that Critical items represent the highest funding priority.

The committee also discussed the criteria used to determine priority rankings, which included considerations such as safety, regulatory compliance, operational impact, community benefit, strategic alignment, and cost-effectiveness. The PFC reviewed the Capital Request Evaluation Workbook and conducted a discussion of several key requests, including the boiler replacement, environmental impact study, full valuation assessment costs, remediation efforts, meeting recording system, and police garage project. During the review, it was discovered that the PDF version of the priority rankings contained an error. While the underlying scores and values were accurate, the chart displaying the rankings was incorrect. Administrator Fuller advised the committee that the corrected chart would be redistributed to the Public Finance Committee later in the week.

The group ultimately approved the recommendation to the Village Board, however, contingent on additional input from the Public Works department, which may affect the funding of certain items including the ice rink and pool inflatables.

**Motion by Krings, Second by Janikowski** to approve proposed changes to the grade and step policy as presented.
**Motion passes by voice vote 3-0-0**

Administrator Fuller stated that the proposed changes resulted from discussions and observations regarding recent staffing transitions within the Public Works Department. He noted that because the Village and County participate in the same retirement system, employees may choose to leave Village employment for County positions without losing retirement benefits. To help improve employee retention and encourage longer-term commitment, Administrator Fuller recommended a reduction to a one-year waiting period before employees become eligible for the grade program progression.

**Step Progression Criteria**

Standard Step Advancement

- Employees will advance one step annually, provided they:
    - ~~Have completed at least two years of service.~~
    - Meet or exceed performance expectations in their evaluation.
    - Are approved by their department head, administrator, and personnel finance committee.

**Set next meeting date**:
July 13th at 12:00pm

**Adjourn**
**Motion by Janikowski, Second by Krings** to adjourn the meeting.
**Motion passes by voice vote 3-0-0**
Meeting adjourned at 1:09pm.