

VILLAGE OF WINNECONNE

Personnel & Finance Committee



PERSONNEL & FINANCE COMMITTEE

JUNE 8TH, 2026

# VILLAGE OF WINNECONNE

Personnel & Finance Committee

## AGENDA

### PERSONNEL FINANCE COMMITTEE

Monday, June 8th, 2026 @ 12:00 pm

Village Board Room, 30 South First Street

---

#### Call to Order

Roll Call – Paul Olson, Mary Kay Krings, Joshua Janikowski

#### Regular Business

Consideration and action to approve May 11th, 2026, Minutes.

#### Communications

#### Public Participation

#### Financials: Treasurer and Administrator

- Review of financial reports
- CDBG Housing Update
- General Fund Reserve Balance

#### Administrator's Report

- Personnel updates
- Operations updates
- Business updates
  - Annexation status
  - TID request update

#### Old Business

#### New Business

Consideration and action to recommend the allocation of General Fund reserves for organizational requests in an amount not to exceed \$601,000.00 to the village board for approval

Consideration and action to approve proposed changes to the grade and step policy as presented.

#### Set next meeting date:

July 13th at 12:00pm

#### Adjourn

# VILLAGE OF WINNECONNE

## Personnel & Finance Committee

Consideration and action to approve May 11<sup>th</sup>, 2026, Minutes

**Draft Meeting Minutes**  
**PERSONNEL FINANCE COMMITTEE**  
**Monday, May 11th, 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 Olson** to approve April 13th, 2026, Minutes.

**Motion passes by voice vote 2-0-1 (Janikowski abstain)**

### **Public Participation**

None.

### **Financials: Treasurer and Administrator**

- Review of financial reports
  - Treasurer Schoenberger reviewed the budget expenses by department as well as the general revenue charts. He also reviewed year to date revenues and expenses.
  - Year to date spending is 29%. The Village Board is at 97% due to the recent issuance of annual payment. Library is at 49%, as they have paid for many of their one-time expenses, which occur in the beginning of the year. The Parks department is now seeing the revenues begin to increase as the parks have opened.
- State Shared Revenue Calculation
  - In 2004, Wisconsin froze the state shared revenue base. It wasn't until Act 12 in 2023 that allowed for growth. Under 2023 Act 12, those allocations now grow annually based on statewide sales tax revenue growth.
    - $\text{New Aid} = \text{Prior Year Aid} \times (1 + \text{Sales Tax Growth Rate})$If sales revenue is increased in the state, all municipalities get that same percentage amount. The Administrator also described why one municipality may have a larger amount of State shared revenue, noting that he will be doing additional research on this to provide further information.
    - Trustee Janikowski further inquired about the costing equation for State shared revenue. Administrator Fuller shared that the costing structure to understand State shared revenue is not yet clear and further investigation must be done.
  - The Village did not qualify for expenditure restraint this year, but will next year.
  - The committee also spoke through possible changes that could affect the Village financially, i.e. major policy changes to State shared revenue and

# VILLAGE OF WINNECONNE

## Personnel & Finance Committee

Department of Natural Resource regulations (in relation to stormwater, flooding, etc.), school enrollment, etc.

- The Administrator also discussed an upcoming meeting with the School Administrator to discuss the new subdivision development.
- 2025 Audit Update
  - Treasurer Schoenberger shared that the final audit has been given to the Village and will be posted online. Additionally, a lead auditor will be present at the Village Board workshop to review the audit.
    - The Treasurer and Administrator shared that all but one deficiency has been removed.
      - The deficiency that remains is the usage of CLA to prepare financials for the Village. However, the Village will continue to use CLA so the deficiency will remain.
- General Fund Reserve Balance
  - General fund reserve balance is currently at 57%, giving the Village the ability to make one-time purchases that the Village would normally need to borrow [for](#).
  - The closures of TID No. 5 and 6 resulted in a \$238,718 increase in that balance, and an additional \$354,540 of interest revenue beyond forecast has been received since 2023. Additional funds received through coming in under budget on expenses and above projections on operating revenues.
    - Department heads have put together a list of departmental requests with Basis of Estimates (BOEs) and explanations of benefits for requests which will be shared at the Board workshop.
      - Trustee Olson inquired as to when decisions would be made regarding any [expenditures](#) in this reserve balance; Administrator Fuller noted that he would like to have sufficient information by the June Board meeting.
- Budget Process Overview
  - Treasurer Schoenberger shared the roadmap to come up with the 2027 budget. BOEs will be submitted by July 1, [2026](#) to the Treasurer. With these explanations and requests, the Treasurer and Administrator can begin the budget creation process. There are areas of the budget that take longer or require outside input (State); the Treasurer shared that he hopes that the Board will see the draft budget in September, with approval in November.

### **Administrator's Report**

- Personnel updates
  - More information will be discussed further [into](#) the meeting, partially in closed session.
- Operations updates
  - Administrator Fuller noted that [operations](#) updates would be further shared further in the meeting.
- Board Workshop high level overview
  - Administrator Fuller shared a general overview of the Board workshop, specifically regarding the goals and initiatives. The idea of this exercise is

# VILLAGE OF WINNECONNE

## Personnel & Finance Committee

to ensure that Village actions are aligned behind the goals of the trustees. The trustees will provide the goals for the direction of the Village and the department heads, and the Administrator will action based on the short term and long-term goals.

### **Old Business**

None.

### **New Business**

**Motion by Janikowski, Second by Krings** 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

- Discuss lead operator pilot program compensation and benefits

**Motion passes by voice vote 3-0-0**

**Motion by Janikowski, Second by Krings** to move into open session.

**Motion passes by voice vote 3-0-0**

**Motion by Krings, Second by Janikowski** to approve lead operator stipend as presented.

**Motion passes by voice vote 3-0-0**

### **Set next meeting date:**

June 8th at 12:00pm

### **Adjourn**

**Motion by Krings, Second by Janikowski** to adjourn the meeting.

**Motion passes by voice vote 3-0-0**

Meeting adjourned at 1:15pm.

# VILLAGE OF WINNECONNE

Personnel & Finance Committee

## Communications



### *Village of Winneconne Police Department*

P.O. Box 488, 30 S. First Street, Winneconne, WI  
54986

(920)582-9944 Fax (920)582-0313

[www.winneconnewi.gov](http://www.winneconnewi.gov)

*"A Community of Opportunity"*



Ben Sauriol  
Chief of Police

Kyle Sorensen  
Lieutenant

Ben Honer  
PSLO

Austin Withem  
Patrol Officer

Brandon Shew  
Patrol Officer

Katelyn Boerst  
Patrol Officer

Noah Brandl  
Patrol Officer

Andrew Lohman  
Patrol Officer

Cordell Jacobson  
Patrol Officer

Lisa Hall  
Administrative Assistant

To: Administrator Fuller, Personnel and Finance Committee & Mike Shoenberger  
Village Treasure

From: Chief Sauriol

Date: 06-02-26

RE: Laptop purchase/Grant

---

This letter is to inform you the Winneconne PD won an equipment grant through Wisconsin DOJ. This will allow us to purchase a new laptop and CAD license. The grant is in the amount of \$5000. The equipment must be purchased then we will be reimbursed upon receipt of payment. Please see the following breakdown.

- \$3912.00 Panasonic FZ-55 semi rugged Toughbook.
- \$1271.00 Motorola CAD license:
- Note: \$839: Motorola requires a 5-year maintenance fee that is billed each year starting after the first-year warranty is expired.

The grant will pay for all but, \$183. Given we have to account for payments going out, account 101-14-52100-810 (equipment outlay) will show an expenditure of \$5,183 but the \$5000 will be reimbursed to the village.

If you have any questions, please contact me.

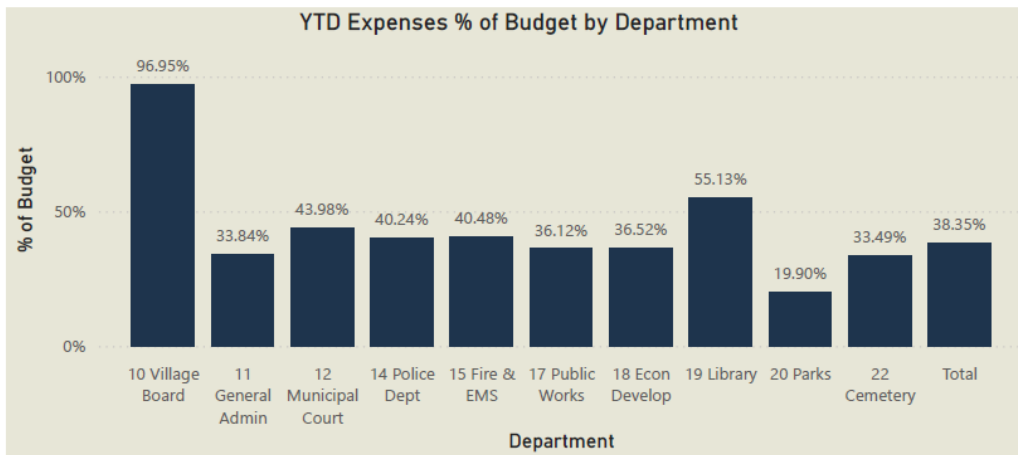
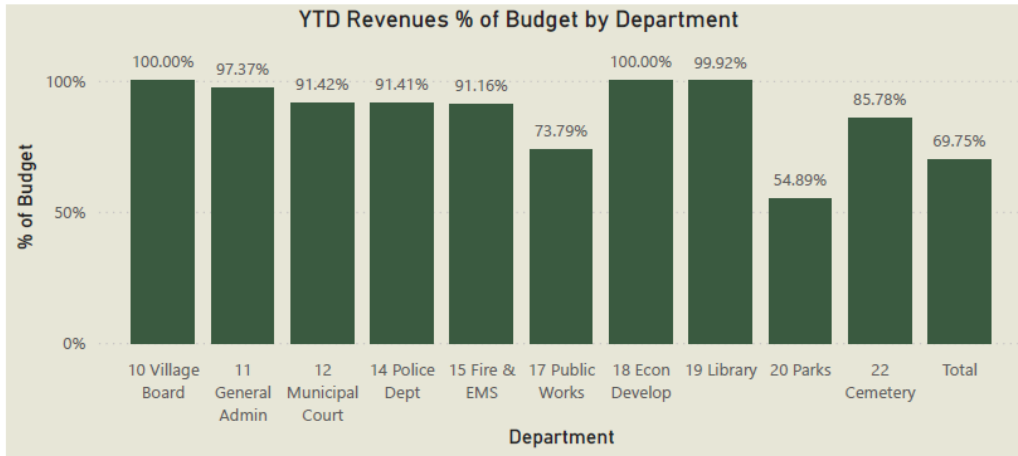
Thank you,

  
Ben Sauriol  
Chief of Police

# VILLAGE OF WINNECONNE

## Personnel & Finance Committee

### Financial reports



Department	2026 Actual	2026 Budget	% of Budget
10 Village Board	16,291.84	16,291.84	100.00%
11 General Admin	561,076.87	576,209.36	97.37%
12 Municipal Court	32,102.42	35,113.61	91.42%
14 Police Dept	724,261.35	792,326.48	91.41%
15 Fire & EMS	154,610.94	169,610.94	91.16%
17 Public Works	333,088.34	451,399.01	73.79%
18 Econ Develop	49,233.71	49,233.71	100.00%
19 Library	314,047.26	314,284.61	99.92%
20 Parks	128,087.96	233,363.86	54.89%
22 Cemetery	39,603.07	46,168.07	85.78%
Total	1,883,145.83	2,699,769.49	69.75%

Department	2026 Actual	2026 Budget	% of Budget
10 Village Board	15,794.78	16,291.84	96.95%
11 General Admin	200,299.85	591,977.36	33.84%
12 Municipal Court	15,443.88	35,113.61	43.98%
14 Police Dept	318,851.89	792,326.48	40.24%
15 Fire & EMS	68,664.95	169,610.94	40.48%
17 Public Works	163,047.54	451,399.01	36.12%
18 Econ Develop	17,977.93	49,233.71	36.52%
19 Library	173,249.52	314,284.61	55.13%
20 Parks	46,443.47	233,363.86	19.90%
22 Cemetery	15,463.40	46,168.07	33.49%
Total	1,035,237.21	2,699,769.49	38.35%

# VILLAGE OF WINNECONNE

## Personnel & Finance Committee

### CDBG Housing Program (Revolving Loan Fund)

- 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**.

### General Fund Reserve Balance

- General fund reserve balance is currently at 57%, giving us the ability to make one-time purchases that we would normally need to borrow for.

2026 Operating Budget	2,699,769.49	
1/1/26 GF Reserve	1,546,847.07	57%
Target Reserve	944,919.32	35%
Funds Available	<u>\$ 601,927.75</u>	

### Administrator's Report

- Personnel updates
- Operations updates
- Business updates
  - Annexation Status
  - TID request update

# VILLAGE OF WINNECONNE

## Personnel & Finance Committee

### New Business

Consideration and action to recommend the allocation of General Fund reserves for organizational requests in an amount not to exceed \$601,000.00 to the village board for approval

## VILLAGE OF WINNECONNE: PRIORITY REQUESTS

### BOARD REVIEW SUMMARY



These priority requests reflect community needs and support the Village Board's strategic goals through smart investments in safety, infrastructure, services, and growth.

#### PRIORITY REQUESTS BY DEPARTMENT



#### CRITICAL PRIORITY

Essential for safety, compliance, and community well-being

DEPARTMENT	REQUEST	COST	WEIGHTED SCORE	RANK
General	Assessment	\$70,000	500	1
Police	Rifle Bags	\$600	440	2
General	Boiler	\$95,000	420	3
Police	Plastic Training Guns	\$1,385	420	3
General	Remediation	\$56,000	405	5
General	Environ Impact Study	\$20,000	400	6

#### HOW THESE PRIORITIES SUPPORT THE BOARD'S GOALS



#### SAFE & SECURE COMMUNITY

Investments in public safety equipment, facilities, and critical systems help protect residents, support first responders, and ensure safe operations.

Examples: Rifle Bags, Training Guns, Police Garage, Boiler



#### RELIABLE INFRASTRUCTURE

Upgrading vehicles, equipment, and facilities ensures the Village can maintain streets, buildings, and public spaces effectively.

Examples: PW Truck, Pool Inflatables, Recording System, Office Furniture



#### HIGH PRIORITY

Important investments that improve services and operations

DEPARTMENT	REQUEST	COST	WEIGHTED SCORE	RANK
Library	Chairs for Community Room	\$3,000	370	7
Public Works	PW Truck - One Ton	\$95,000	355	8
General	Recording System Meetings	\$5,000	345	9
Public Works	Laptop for Allen	\$1,500	345	9
Police	Computer - PD Clerk	\$1,200	345	9
General	Office Furniture/Equipment	\$12,000	315	12
Public Works	Pool Inflatables	\$28,330	310	13
Public Works	Pool Inflatables	\$18,380	310	13



#### ENGAGED & SERVED COMMUNITY

Resources that enhance services, amenities, and communication help meet resident needs and improve quality of life.

Examples: Community Room Chairs, Pool Inflatables, Public Technology



#### LOW PRIORITY

Lower immediate impact or limited strategic alignment

DEPARTMENT	REQUEST	COST	WEIGHTED SCORE	RANK
Police	Police Garage	\$150,000	0	16
Police	NetMotion VPN Computer 4	\$12,720	0	16
Police	Police Radios 2	\$22,656	0	16
Police	Ballistic Shields 3	\$5,600	0	16
Public Works	Ice Rink	\$2,500	90	15



#### FISCAL RESPONSIBILITY

Prioritizing high-impact needs ensures responsible use of limited resources and supports long-term sustainability.

Examples: Assessments, Impact Study, Strategic Investments

#### PRIORITY LEGEND

	<b>CRITICAL</b>	Immediate need; high impact on safety, compliance, or operations
	<b>HIGH</b>	Important for service delivery, efficiency, and community benefits
	<b>LOW</b>	Lower impact or can be deferred based on available resources

#### AT-A-GLANCE SUMMARY

	Critical Priority Requests	6
	High Priority Requests	8
	Low Priority Requests	6
<b>TOTAL REQUESTS</b>		<b>20</b>

Note: "—" indicates cost not provided.

#### HOW THIS SUPPORTS THE BOARD'S GOALS



#### FOCUSED DECISIONS

Clear prioritization helps the Board focus on what matters most for the community.



#### STRATEGIC ALIGNMENT

Requests are evaluated based on how well they support the Board's goals and initiatives.



#### EFFICIENT USE OF RESOURCES

Investments are targeted to maximize impact and ensure long-term value.



#### STRONGER COMMUNITY OUTCOMES

Smart investments today lead to a safer, more resilient, and more vibrant Winneconne.

# VILLAGE OF WINNECONNE

## Personnel & Finance Committee

**Consideration and action** to approve proposed changes to the grade and step policy as presented.

### **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**