



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, July 13th, 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 June 8th, 2026, Minutes.

Motion passes by voice vote 3-0-0

Public Participation

Financials: Treasurer and Administrator

- Review of financial reports
 - The Treasurer reviewed the financial status, noting the high-level department YTD revenues and expenses.
 - Trustee Bouras (public participation) noted that there is an expense anticipated for fire truck maintenance.
 - Trustee Olson inquired about the AI expenses. Treasurer Schoenberger noted that there are two software being used and will inquire about the usage of the second software to see if it's a necessity.
- Budget process update
 - Treasurer Schoenberger reported that all department heads have submitted their initial budget requests. He indicated that the budget development process remains on schedule, with a draft budget expected to be presented to the Personnel and Finance Committee in September. The current timeline continues to target presentation of the final budget to the Village Board for review and adoption at the November Board meeting.
- Departmental wish list update
 - To date, the Village has completed two capital purchases: laptops for the Public Works Department and Police Secretary, and replacement chairs for the Library.
 - Treasurer Schoenberger explained that each department head is required to complete a departmental requisition form for every purchase, even if the expenditure has already been approved by the Village Board. This process ensures that the final quotes received are consistent with the anticipated project costs and approved budget.
 - Trustee Krings inquired about the procurement process for the police garage project, specifically the requirement to obtain three bids. Treasurer Schoenberger clarified that the Village is required to make a good-faith effort to publicly advertise and solicit quotations. However, the Village is not required to delay the project until three quotes are received.
- 2% Fire Dues update
 - Treasurer Schoenberger explained that 2% Fire Dues are restricted to specific allowable uses. He reported that, following a meeting with Chief Allcox, it was determined that the Fire Department budget included an estimated \$31,000 in anticipated 2% Fire Dues; however, the actual amount received exceeds \$50,000.

Because the Village is responsible for approximately 28% of the Fire Department's budget, the applicable budget line item will reflect an overage of over \$7,000. This variance is attributable to a portion of the 2% Fire Dues not being reflected in the original budget.

Administrator's Report

- Personnel updates
 - Regarding the Public Works department, Steve started as the new field supervisor; there is still an open operator position to be filled.
 - There are two open positions in the office: position for full-time CSR and full-time clerk.
- Operations updates
 - Fee review of applicable fees
 - Cemetery fees will be going to the Village Board for approval per Trustee Krings.
- Business updates
 - Annexation status
 - Per Clerk Saray, the annexation was opinioned to be in public interest by the Department of Administration. The next step is to have an ordinance created and passed for the annexation.
 - TID request update
 - Treasurer Schoenberger reported that discussions regarding Shallbetter's Pay-As-You-Go (Pay-Go) request are ongoing. No decisions have been finalized, as the request remains in the early stages of review with Ehlers. He noted that a special meeting may be necessary in late September to meet Department of Revenue (DOR) requirements.

Old Business

None.

New Business

Consideration and action to discuss police department staffing levels.

No action taken, only discussion. See below.

Trustee Olson expressed concerns regarding staffing levels within the Police Department, noting ongoing challenges in maintaining adequate shift coverage. He stated his opinion that the addition of a full-time police officer is necessary to help address these coverage needs.

Treasurer Schoenberger explained that, when evaluating police staffing levels, paid time off (PTO) and the ability to maintain 24/7 coverage must also be considered. He noted that consistently meeting coverage expectations would more likely require the addition of two full-time officers; however, doing so would have significant budgetary implications due to salaries, benefits, and related personnel costs. He further explained that the Village's ability to fund additional positions is currently constrained by levy limits until additional net new construction is realized.

The committee also discussed the operational impacts resulting from the School Resource Officer (SRO) assignment, noting that the position now primarily supports the school district rather than serving as a patrol officer, and inquired if the funding for that position could support a new officer's salary.

Trustee Krings stated that, in her opinion, the Village should prioritize funding an additional police officer. Treasurer Schoenberger responded that, if the committee wished to recommend adding a position within the current budget, corresponding reductions or reallocations would need to be identified elsewhere in the budget.

The committee inquired whether the Working Capital Fund could be used to support the additional position. Treasurer Schoenberger explained that the fund is intended to provide for unforeseen or emergency expenditures, such as unusually severe winter weather, and is not intended to fund ongoing personnel costs. He again asked the committee to identify potential budget reductions if it wished to pursue the additional staffing request.

Trustee Olson suggested that the Village may ultimately need to consider pursuing a referendum to provide the financial capacity necessary to hire additional full-time police officers.

Motion by Janikowski, second by Olson 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 by voice vote 3-0-0

- Discuss DPW operator grade and step progression

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

Motion passes by voice vote 3-0-0

Motion by Janikowski, Second by Krings to approve DPW operator grade and step change as presented.

Motion passes by roll call: Olson (aye), Janikowski (aye), Krings (aye)

Set next meeting date:

August 10th 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 1:20 p.m.