

**VILLAGE OF WINNECONNE**  
**30 S 1<sup>st</sup> Street, Winneconne, WI 54986**

**PERSONNEL & FINANCE MEETING MINUTES**

**February 15, 2024**

**2:05 p.m.**

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P&F Committee meeting was called to order at 2:05 pm by Trustee Brenda Kubasta, Chair

**Roll Call:** Trustees Miles Girouard, Steve Foster & Brenda Kubasta were present. Also, present were Trustee Mike Bouras, Trustee Paul Olson, President Boucher, Attorney Chad Wade, Administrator Fuller, Treasurer Julie Matsche

**Public Participation:** None

**Communications:** None

**Approve Minutes:** Motion by Trustee Foster, seconded by Trustee Girouard to approve the January 8, 2024 minutes, all Ayes.

**Old Business:**

**Financials:**

- Financials were reviewed
- Motion by Trustee Girouard, seconded by Trustee Foster to approve revised budget and bring it to the full board for approval, all Ayes.
- Update on ARPA funds to date were provided by Trustee Kubasta
- Administrator Fuller shared update on Fortified Bank safety deposit
- Motion by Trustee Foster, seconded by Trustee Girouard to approve CLA Consulting Letter quote and bring it to the full board for approval, all Ayes.

**Old Business:**

- Discussed and reviewed 2024 Policy manual with Attorney Wade. The committee asked Attorney Wade to provide all changes per his recommendation and any questions bring back to our next P&F meeting.
- This included revising our Grievance policy and adding truck verbiage to the Policy manual.

**Motion by Trustee Foster, seconded by Trustee Girouard to enter into closed session pursuant to Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of public employees, All Ayes**

- Update was provided from President Boucher on Letter of Engagements and agreed to send to the full board for approval.
- Discussed Treasurer position and how we wanted to move forward with the open position as of May.

**Motion by Trustee Girouard to move back into Open Session, seconded by Trustee Foster, all Ayes.**

**New Business:**

- Motion by Trustee Foster to send to the full board to reinstate verbiage to the consent agenda "approval to pay bills". Seconded by Trustee Girouard, all Ayes.
- Motion by Trustee Foster to send to the full board to approve the Fire Commission recommendation to appoint Assistant Chief Kevin Allcox to the position of Fire Chief effective June 1, 2024, seconded by Trustee Girouard, all Ayes.
- **Follow-up/Next meeting**
  - Policy manual
  - Fees committee update
  - Discuss having 2 signatures on any contracts over \$5K

**Confirm next meeting date:** Tuesday, March 12th @ 2:00 pm

**Meeting Adjourned:** Motion by Trustee Foster, seconded by Trustee Girouard, at 3:40 pm, all Ayes

Village of Winneconne Approved 3/12/2024

Attest: *Brenda Kubasta*

Brenda Kubasta, Chairperson