

VILLAGE OF WINNECONNE
30 S 1st Street, Winneconne, WI 54986

PERSONNEL & FINANCE MEETING MINUTES

April 8, 2024

2:00 p.m.

Personnel & Finance Committee meeting was called to order at 2:00 pm by Trustee Brenda Kubasta, Chair

Roll Call: Trustees Miles Girouard, Steve Foster & Brenda Kubasta were present. Also, present were Trustee Paul Olson, Administrator Fuller, and President Chris Boucher.

Public Participation: None

Communications: None

Approve Minutes: Motion by Trustee Girouard, seconded by Trustee Foster to approve the March 12 and March 19, 2024 minutes, all Ayes.

Old Business:

Financials:

- Various financial reports were discussed, Treasurer Julie Matsche was present to answer questions.
 - Committee discussed Expense Reports and signature approval on any contracts before signed. Department heads need to get the Administrator's approval and the Administrator needs to get the President's approval before signing.
- Administrator Fuller shared information on the following topics:
 - 5-year plan – Yvette from CLA will be here on Wednesday to answer questions and help with capital project planning.
 - Enterprise Funds budgets (Stormwater, Water utility, and Wastewater)
 - Bristol Morgan was present to answer questions on their proposal. A discussion on various topics ensued with them.
 - ARPA update – still waiting on AIT invoice to reconcile balance
- The Fee Committee is waiting until after the April election; it was suggested that each committee review their fees and look at surrounding communities fee structure. All fees should be reviewed before next year's budget is compiled. Administrator Fuller agreed to take on this initiative and provide a spreadsheet of all fees. Fees for wastewater may need a 20% increase next year to cover sewer expenses.
- 2023 deficit reconciliation – Trustee Foster asked that our next P&F meeting we get time with department heads to understand overages.

Old Business:

- 2024 Policy manual was tabled – still waiting until Attorney Wade can attend and provide his insight into changes we might make.

- o Letter of Engagement – President Boucher shared that the letters were presented to the employees and no signature was required.

New Business:

- o Treasurer position – Trustee Girouard made a motion to give Administrator Fuller the ability to negotiate with Kiera Simanovsky for the Treasurer position, Trustee Foster seconded, all ayes.

Follow-up/Next meeting

- o 2023 deficit reconciliation – Trustee Foster asked we get time with department heads to understand overages at our next meeting.

Confirm next meeting date: (Tentative depending on new committee/Chair) Tuesday, May 7th @ 2:00 pm

Meeting Adjourned: Motion by Trustee Girouard, seconded by Trustee Foster to adjourn at 3:26 pm, all Ayes.

Village of Winneconne Approved 5/7/2024

Attest: *Brenda Kubasta*

Brenda Kubasta, Chairperson