



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

Minutes

Village Board

Tuesday, May 20, 2025, 5:30 pm

Village Board Room, 30 S. 1st St., Winneconne

Call to Order

Meeting called to order at 5:31pm.

Roll Call: Olson, Bouras, Stelzner, Janikowski, Krings, Miller, Boucher – All present.

Also present: Administrator Fuller and Attorney James Kalny.

Pledge of Allegiance said in unison.

Open Public Hearing

Hear public comment on Resolution 0415 – 6th Avenue and Adams Street Resurfacing: Resolution by the Village Board of the Village of Winneconne adopting the final resolution declaring intent to exercise special assessment powers under section 66.0703, Wisconsin statutes, for street resurfacing on 6th Avenue (Main Street to Twin Harbor Drive) and Adams Street (Second to Third Street), Winneconne, Wisconsin.

1st call: No public comment.

2nd call: No public comment.

3rd call : No public comment.

Motion by Olson, second by Bouras to close the public hearing.

Motion passes by roll call vote: Bouras (aye), Stelzner (aye), Janikowski (aye), Krings (aye), Miller (aye), Olson (aye), Boucher(aye) 7-0-0

Regular Business

Motion by Olson, Second by Bouras to approve to approve consent agenda and payment of bills:

- April 30, 2025, Treasurer's Report/Budget Comparisons
- April 2025, Check Register

Motion passes by voice vote: 7-0-0

Motion by Bouras, Second by Olson to approve March 31st, 2025 Village Board Minutes

Motion passes by voice vote: 7-0-0

Motion by Bouras, Second by Olson to approve April 15th, 2025 Village Board Minutes

Motion passes by voice vote: 7-0-0

Motion By Olson, Second By Miller to approve April 23rd, 2025 Village Board Special Meeting Minutes

Motion passes by voice vote: 7-0-0

Communications

Mr. Tim Fitzgerald reached out to the Village regarding recording management and current policy. Written policy for State standard for maintaining recordings has been created.

Public Participation

Katie Harter of Kat's Kafe (resides at 6375 Dowling Road, Omro, business at 140 W. Main Street) – Regarding the proposed ordinance for Mobile Food Vendors, Ms. Harter stated that the proposed fee for mobile food vendors was too high, noting that other municipalities in the area have lower fees, and that the value of her coffee trailer should be taken into consideration in the fee. Additionally, she encouraged the Board to review the proposed hours in the ordinance, as the proposed hours would be difficult for her business that benefits from early commuters, school traffic, etc. Ms. Harter shared her disagreement with having to list the Village as an additional insured entity, as well as location requirements within the proposed ordinance.

Karen Foster (307 S. 1st Street) – Ms. Foster attended the Village's first Collaboration Meeting on May 15th, 2025 and stated the meeting was well presented and provided excellent information. Ms. Foster encouraged all Board members and residents to attend the next meeting (date TBD).

Jill Verich (resides in Town of Winneconne, business at 140 West Main Street) – As a representative of Mr. Andy Beiser, Ms. Verich expressed concern about the situation regarding Kat's Kafe, stating that she believes Katie is going through an undue, complex process. Ms. Verich requested that the Board reviews the proposed fee, stating that the cost should be tied to the administrative costs incurred in facilitating the licensing; she also encouraged the Board to review the proposed hours in the ordinance. Ms. Verich expressed that she is not aware of any brick-and-mortar storefront that would be feasible for Ms. Harter to rent/buy.

Administrator's Report

- **Business Update**
 - Wolf Run Estates continues to progress, with plans for multi-family development behind Klein Ford reviewed at the latest Planning Commission meeting. Renderings and drawings are expected by summer's end, with board review in early fall and construction starting no later than next spring.
 - Precision Plumbing's one-acre parcel, sold in March, is on track to break ground this year, with updates to follow.
 - Future land use discussions for the waterfront property in front of Village Hall are scheduled for the July Planning Commission meeting, where initial concepts will be presented.
- **Operations Update**
 - Village Hall will be closed in observance of Memorial Day (5/26/2025).
 - Over 10 policies and procedures have been developed as part of this year's initiatives.
 - The week of May 5th was National Clerk's week, and the week of May 12th was Police Appreciation week.
- **Key Meetings & Events**
 - Last week's County IDB meeting focused on expanding economic development partnerships.
 - Trustee Miller attended the EMS meeting, hosted by the Oshkosh City Manager and new Fire Chief.
 - Administrator Fuller and Michael Schoenberger participated in a housing market forecast with NAI Pfefferle.

- Administrator Fuller attended the GOEDC 10-year anniversary with the Board meeting on the following day.
 - Administrator Fuller led the quarterly WCMA meeting, sharing updates and gaining insights from peers.
 - The first collaboration meeting was held on May 15th, covering CIP, General Fund budgeting, and infrastructure planning.
 - The Board workshop is scheduled for Friday, May 23rd with the agenda available online.
- **Finance Update**
 - The Village is currently operating at 30% of the budget, remaining well below the 42% target projected by the end of May—consistent with the same point last year.
 - The wage study update was presented to PFC and will serve as a key reference in the budget process.
 - The final 2024 audit from CLA has been received, with their findings scheduled for presentation at the board workshop later this week.
 - The 2026 annual budget process will commence in mid to late July, incorporating reviews of the five-year CIP, wage study, and all fund sources. BOE and support activities are underway.

Committee Reports

Beautification – Working with the Albright family for the bridge lighting ceremony on May 22nd, including creating a schedule for colors/patterns for events/holidays, training on the functionality of lights and researching restrictions on colors due to being on water way; Trustee Stelzner inquired about Joann Loy’s seat on the committee – Joann was inadvertently removed and will be added back to the committee list.

Cemetery – April 1st was cemetery cleanup day; preparation for Memorial Day continues including putting up flags and completing landscaping. The Cemetery Board has been discussing digitization of cemetery information, status of graves on hold, and options to purchase a duplicate cemetery map. Next meeting is June 2nd at 12:00pm.

Fire District – Met on May 12th; Trustee Bouras commented on the good effort on the open house. Ed provided updates on National Fire Protection Association (NFPA) tire replacement requirements (all tires of fire trucks must be replaced every 7 years). Annual hose testing will be conducted on June 7th, with last year’s testing was done at Fox Valley Technical College – this year’s testing will be at home base.

Historic Preservation – Met on May 28th and finalized efforts for cemetery dedication – June 7th at 2:00pm; invitations mailed for event to Board/donors. Next meeting will be May 29th.

Library – Did not meet in May. Staff is preparing for summer reading program.

Parks - Village landscape contractor is working on the restoration for the seawall and paving project this week at LWP. Fundraising for Marble Park master plan, Phase one is continuing. Oshkosh Area Community Foundation is working with the Village to find ways to fund our outdated comprehensive 5-year outdoor recreation plan. The Reworld company had a crew volunteer at Marble Park for Earth Day on April 22nd – thank you to the crew for the generous donation of time and energy.

Personnel & Finance- PFC reviewed draft wage study. Additionally, a draft Fund Balance Policy was presented. If interested in more information regarding municipal accounting/budget, consider attending the next Collaboration Meeting (date TBD).

Plan Commission- The Commission reviewed downtown ordinances (commercial district), discussed interest in allowing the sale of a parking lot, and conferred regarding establishing a Planned Unit Development “PUD” ordinance. Additionally, the Commission drafted the proposed Mobile Food Vendor ordinance.

Public Safety- Did not win T-Mobile Hometown grant, however, will reapply for grant. New PT Officer Hayley Ackerman has started and continues to train. Established 2 new parking zone to address safety concerns. PD is looking for fundraising ideas for operating/equipment cost – suggests a police vs firefighter soccer game.

Public Works- Met May 12th, and provided the following updates - work on 6th Ave commences, storm sewer on 5th Ave to prevent flooding issues, tracking 2,092 safe days, CMAR report received (resolution and report in packet), confirmed still on track for Ben, who will be graduating soon and planning to work full-time with Village. Additionally, long term plan to update wastewater plant (last updated 15 years ago) was discussed; State recommends updating every 20 years– Village is determining what needs to be updated/capacity in the next 5 years.

Old Business

None.

New Business

Motion By Bouras , Second By Olson to approve CMAR Resolution 5.1-2025 for 2025 Report for Wastewater Treatment Facility – Village received all “A’s” and one “B” – will work towards achieving all “A’s” for future reviews.

Motion passes by voice vote: 7-0-0

Motion By Krings , Second By Miller to approve the Alcohol licenses as presented for the licensing year July 1, 2025 through June 30, 2026
Alcohol license applicants in packet and as published.

Motion passes by voice vote: 7-0-0

Motion By Krings, Second By Miller to approve the Cigarette, Tobacco and E-Vaping licenses as presented for the licensing year July 1, 2025 through June 30, 2026

Motion passes by roll call vote: Bouras (aye), Stelzner (aye), Janikowski (aye), Krings (aye), Miller (aye), Olson (aye), Boucher (aye) – 7-0-0

Motion By Olson , Second By Janikowski to approve the Operator licenses as presented for the licensing year July 1, 2025 through June 30, 2026

Background checks completed for all applicants.

Motion passes by voice vote: 7-0-0

Motion By Janikowski , Second By Olson to approve a Temporary Class “B” picnic license for the Winneconne Youth Diamond Club for weekends of:

- June 6th - 8th, 2025
- June 13th -15th, 2025
- June 20th – 22nd, 2025

The Winneconne Youth Diamond Club (WYDC) completed all necessary documents for the Temporary Class “B” picnic license; additionally, the WYDC will have a licensed bartender on the premises.

Motion passes by voice vote: 7-0-0

Motion By Krings, Second By Miller to appoint Lori Allcox to the Cemetery Board as a resident member.

Motion passes by voice vote: 7-0-0

Motion By Olson, Second By Krings to approve a Direct Seller's Permit for Larae Monel Simonis (Dauntless Soul Brew, Co.)

The direct seller's permit will be issued for May 31st from 10am-12pm to sell coffee at 118 E Main Street. Background check was approved; health certificate received.

Motion passes by voice vote: 7-0-0

Motion By Bouras, Second by Olson to accept proposed Mobile Food Vendor Ordinance with the amendments below, including amending fee to \$500.

President Boucher shared that from initially learning about the business proposal (Kat's Kafe) less than 120 days ago, Administrator Fuller and the Planning Commission spent many hours researching and crafting a new ordinance that would not only be applicable to Kat's Kafe, but future similar uses. The draft ordinance (based on the Village of Fox Crossing) was presented and received the below comments/amendments by the Village Board:

- Insurance (5) (A)
 - Trustee Olson inquired with insurance company – original insurance amounts were likely related to car insurance for traditional mobile vendors
 - \$1,000,000 for general liability insurance was recommended as revision.
- Application for License (3)
 - (B)(10) “Written authorization from any permanent merchant retailing a similar product, if the mobile food establishment will be selling within 200 feet of permanent merchant” - reduced to 50 feet.
 - Mobile Food Vendor ordinance will require approval from Village (D) – amended to state “if approved by Village board”.
- License Fee
 - License fees are normally based on administrative burden/cost, not penalty – the fee should be commensurate with the application effort (including staff hours, inspections, anticipated police regulations, etc.) and typically can exceed \$250 plus range.
 - Board agreed that a fee of \$500 (revised from \$650 from Planning Commission recommendation) is appropriate.
- Business conduct regulations (8)
 - (D) In consideration with current noise ordinance (7am to 10pm), Chief Sauriol described that excessive noise is considered on a “case by case” basis – discretionary in nature.
 - The Village Board recommended the hours be amended to 6am-9pm – vendors must still comply with all noise ordinance requirements.
 - (M) “...other than on permissible property”
 - Cannot have chairs, etc. on village property/sidewalk, etc.
- Definitions (2)
 - Mobile Food Establishment - “edible goods are sold from movable...”
 - Amended to add “which has the ability to change location”.
 - Removal of word “boat”.

Zoning Restrictions

- “150 feet of Public entrance” – amended to 50 feet.

- (G) –strike sidewalk or curbside (all requirements below G stay)

Motion passes by roll call vote: Bouras (aye), Stelzner (aye), Janikowski (aye), Krings (aye) Miller (aye), Olson (aye), Boucher (aye) 7-0-0

Confirm next meeting

Tuesday, June 17, 2025, 5:30 pm – Village Hall Board Room

Important Dates:

Bridge Lighting Ceremony – Thursday, May 22nd from 7:00pm to 9:00pm

Board Workshop: Friday, May 23rd from 9:00am to 2:00pm

Memorial Day Parade – May 26th at 10:00am

Adjourn

Motion By Bouras, Second By Olson to adjourn the meeting.

Motion passes by voice vote: 7-0-0

Meeting adjourned at 7:33pm.