

**Village of Lena**  
**Finance Minutes**  
**November 10, 2015 4:30 p.m.**

Steve Marquardt, President call the meeting to order at 4:30 p.m.

Roll call: Steve Marquardt, Ken Linzmeyer and Terry Hinds

Agenda: Motion by Linzmeyer to approve the agenda. Hinds seconds the motion. Motion carried.

Minutes: Motion by Linzmeyer to approved minutes from October 13, 15, and 19<sup>th</sup>, 2015. Hinds second the motion. Motion carried.

**Old Business:**

Saputo Long Term Lease/Agreement – Discussion followed. Hinds suggested in writing the replacement funds is needed. Motion by Hinds to accept the changes agreed to and notify the Village Attorney to proceed with a new draft agreement. Linzmeyer seconds the motion. Motion carried.

CDBG – nothing to report.

SDWL – nothing to report.

Cell Tower Lease – Discussion followed regarding the changes. Hinds noted that on page 2 Section 1.4 the verbiage was changed. Lessee/Lessor needs to be added. Also wanted to add that the village can request a list of who is on the cell tower. Clerk is to contact Jim Wiemann (Cellcom) regarding the updates.

Property Acquisition – S. Rosera Street – Documents were reviewed. Final dates were a concern. Steve will contact Attorney Schmid regarding the closing dates.

American Signal Emergency Alarm Proposal – Steve informed the committee that the Fire Department rescinded the previous motion to donate monies toward the new alarm system. Motion by Linzmeyer to have a site visit to determine what is needed at the cost not to exceed \$600. Hinds second the motion. Motion carried.

2016 Budget- Village of Lights – Finance Committee is requesting the Promotion Committee to give a detail budget breakdown for 2016. Hinds requested a detail update on the Kickball tournament. Clerk will provide the information at the next meeting.

Rosera Business Park – Discussion followed regarding the boundary lines. No action taken.

**New Business:**

Presentation of Bills – Motion by Hinds to approve the bills in the amount of \$8840.61. Marquardt seconds the motion. Roll call vote: Linzmeyer aye; Hinds aye; Marquardt aye. Motion carried.

Sewer Plant Updates – A quote was review from Wisconsin Builders Supply. Marquardt requested another quote for comparison. Clerk was instructed to contact Oconto Lumber if they would be interested in providing a quote.

2014 Audit Report Kerber Rose Recommendations – Segregation of duties was reviewed. Hinds recommended the Finance Committee or someone from the committee review all bank reconciliations, journal entries, deposit, etc. as part of normal procedure. Hinds presented sample procedure manuals for the committee to review.

Building Inspector Contract – Discussion followed. This item was referred to the Police & Fire Committee.

Construction in Process/Utility – Clerk will check with Kerber and Rose regarding the audit requirements.

Utility Billing – Clerk informed the committee regarding delinquent bills that have been placed on the tax roll. The committee recommended a stricter policy regarding delinquent bills/water shut off.

Announcements/general information/correspondence – Steve M. suggested that “committee expectation” be added to the village board agenda.

Items for next agenda – Saputo wastewater agreement, CDBG, SDWL, Cell Tower Lease, Rosera Business Park, American Signal Emergency Alarm, Promotion’s 2016 budget breakdown, Internal Control Procedures Manuals, Construction in process update.

Set next meeting date – December 8, 2015 at 4:30 p.m.

Adjournment – Hinds made the motion to adjourn. Linzmeyer seconds the motion. Motion carried at 6:48 p.m.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer