

Village of Lena
Finance/Personnel Committee Meeting
May 14, 2019 3 p.m.
117 E. Main Street, Lena, WI 54139

Meeting called to order at 3 p.m.

Roll Call: Terry Hinds and Steve Marquardt.

Also present: Charlene Meier.

Absent: Nicholas Heise-excused.

Approval of Agenda: Motion was made by Hinds/Marquardt to approve the agenda. Motion voted and carried.

Approval of Minutes: Motion made by Marquardt/Hinds to approve the minutes from April 8, 2019. Motion voted and carried.

Open Forum: Nothing to report.

Financials: March Financials were informational only. Budget transfers –Motion was made by Hinds/Marquardt to transfer \$16,000 for the leaf collection equipment from the Village Equipment Account (Investment) and \$7000 for the sewer pump from the Sewer Replacement (Investment) account. Motion was voted and carried.

Safety Deposit Box Contents Reviewed: Contents were reviewed by the committee. Items will be kept in the office safe for the interim.

Leaf Collector Payment-Investment Transfer \$16,000: See financials above.

Fixed Assets and Accumulated Depreciation Schedule as of 12/31/2018 (if available): Informational only.

Personnel: Employee Manual: Proposal to add temporary work – Motion was made by Marquardt/Hinds to present to the Village Board to adopt the temporary work category to the employee handbook: “The Village Board may authorize the use of "Temporary Work" in certain situations. Temporary Work is defined as generally sporadic work and not governed by a fixed or regular schedule. A Temporary Worker is considered a temporary employee of the village but is not considered a part-time village employee. Temporary Work duties will be defined by the Board and/or the appropriate committee. The Board shall set the wage rate for that specific work. The position may be filled by advertising or direct hiring. That being the prerogative of the Board. Temporary Employees will be paid via the village's payroll program, and are subject to applicable federal and state taxes, but are not eligible for any village employee fringe benefit programs. “ Motion was voted and carried. Part time Police Officers hours per year and probationary hours update – This item was referred back to the Public Safety Committee.

Miscellaneous/General Information/Correspondence: New rates are needed.

Next Meeting Date: June 11, 2019 @ 5 p.m.

Adjournment: Motion was made by Hinds/Marquardt to adjourn. Motion was voted and carried at 3:48 p.m.

Respectfully submitted,

Charlene J. Meier
Clerk/Treasurer

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