

**Village of Lena**  
**Finance/Personnel & Wage Committee Meeting**  
**May 14, 2020 8 a.m.**  
**117 E. Main Street, Lena, WI 54139**

Meeting called to order.

Roll Call: Nicholas Heise, Steve Marquardt, and Terry Hinds.

Also Present: Charlene Meier.

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

Approval of Minutes: Motion made by Heise/Marquardt to approve the minutes from March 5, 2020. Motion voted and carried.

Open Forum: None.

Financial: March quarterly report, TIF Fund report, and monthly cash account information was informational. Clarification of the purpose of the Sludge CD with Huntington Bank is needed. No budget transfers are needed at this time. Account classification: Motion was made by Marquardt/Hinds to reclassify utility equipment account to set up a SCADA account for water and sewer balance sheets. Motion was voted and carried. Motion was made to adjust promotions balance figure in account figure from \$8,132.00 (acct #100-00-34400-121-000) to \$12,127.83. Motion was voted and carried.

Review of Fire Fund #200 Financials: Vehicle replacement account, 2% dues account and regular cash accounts were reviewed. Motion was made by Hines/Heise to recommend to the Village Board to transfer \$108,297.75 from the Fire cash account (200-00-11101) to the Fire vehicle replacement account (Account 200-00-11114) and to also transfer Fire Department cash account (200-00-11101) to a new account for the Fire Department 2% Dues surplus \$26, 204.11. Motion was voted and carried. A list of items that can be funded by the 2% dues monies is needed.

Update on Rosera Appraisal Project: Motion was made by Marquardt/Heise to have John Anderson from Vogel Buckman Appraisal Group Inc. do the appraisal of the Rosera Business Park for a cost not to exceed \$2500 and to issue a check that is ½ of the quote. Motion was voted and carried.

Code of Ordinances: Motion was made by Marquardt/Heise to purchase the digital format of our Village Ordinance Book from General Code in the amount of \$1395. Motion was voted and carried. The cost of the digital format to come out of account #100-00-57140-000-000.

Village Policies and Procedures: Informational only. A binder was given to each Trustee.

Update on Board room/Clerk area remodeling project: Heise questioned taking old records and scan onto a USB for storage and get rid of the hard copy. Clerk will check with the League of Municipalities Lawyer regarding this. A review of our ADA reports is needed.

Miscellaneous/General Information/Correspondence: None. Discussion followed regarding the storm sewer cleaning and disposal.

Next Meeting Date: Tuesday June 9, 2020 at 8 a.m.

Adjournment: Motion was made by Marquardt/Heise to adjourn. Motion was voted and carried at 9:35 a.m.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer