

**Village of Lena**  
**Finance/Personnel & Wage Committee**  
**Minutes**  
**June 9, 2020 8 a.m.**  
**117 E. Main St., Lena, WI 54139**

Meeting was called to order

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

Also present: Charlene Meier

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

Approval of Minutes: Motion was made and second by Marquardt/Heise to approve the minutes from May 14, 2020. Motion was voted and carried.

Open Forum: Clerk informed the committee that the Village of Coleman President called to see if we were interested in taking on their court citations. Clerk will do more research.

Financials: Monthly financials were available for review. Cash/investments information was on balance sheet. A review of investment funds and purposes was discussed. Clerk is to do research on items charged to these accounts. This item was informational. There were no budget transfers.

Consideration of source of funds for storm water drains cleaning invoice: More details are needed when getting quotes for work to be done in the Village. Motion was made and second by Marquardt/Heise to propose to the Village Board to pay the PLC Water Jetting Service for \$12,379.50 with funds from account #53440-390 and the remainder from account #11116-016 (Ditch Investment). Motion was voted and carried.

Update on Rosera Appraisal Project report from J. Anderson: Clerk contacted J. Anderson by email for an update. Waiting for a response.

Code of Ordinance Project: Scope of services was reviewed from Bay Lakes Planning Commission. An explanation of how the billing will be done is needed. Motion was made by Hinds/Marquardt to refer Bay Lakes Regional Plan Commission scope of services to the Plan Commission. Motion was voted and carried. Clerk is to make an additional backup of the original code of ordinance files.

Village Policies and Procedures: #16 Economic Development Incentive Policy is to be added to the trustee's policy and procedures manual.

WI Routes to Recovery Grant Information: Discussion followed regarding the clerk working from home due to COVID and maintaining social distancing in the office when the deputy clerk is working. Possible reworking the front counter as part of the grant.

Update on Board room/Clerk area remodeling project: Heise is working on this. We will check with Oconto Falls to see who they are getting to update their front counter area.

Miscellaneous/General Information/Correspondence: Village Attorney Randy Gast has passed away.

Next Meeting Date: July 14, 2020 @ 8 a.m.

Adjournment: Motion was made and second by Heise/Marquardt to adjourn. Motion was voted and carried at 9:18 a.m.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer