

Village of Lena
117 E. Main St., Lena, WI 54139
Finance/Personnel Meeting Minutes
August 10, 2020 8 a.m.

Meeting was called to order by Chairman Terry Hinds.

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

Also present: Charlene Meier.

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

Approval of the minutes from July 14, 2020: Motion was made by Marquardt/Heise to approve the minutes as presented for the July 14, 2020 meeting. Motion was voted and carried.

Open Forum: None.

Finances: Clerk's monthly financial report for July 2020 was reviewed. No budget transfers at this time.

Village Policies & Procedures – Cash Handling Policy of 6/13/2006 will need to be reviewed. Hinds stated he will be working with the clerk on this item.

2021 Budget Preliminary Discussion: Discussion followed. Net new construction is \$127,700 for the Village. A time table for working on the budget was reviewed.

Updates: NAI Pfefferle-Marquardt will check on the status of the Rosera Business Park marketing. Nothing new to report regarding Bay Lake Regional Plan Commission on the Ordinance Book update. Clerk is gathering information for the Route to Recovery Grant and WEC grant. COVID-19 was informational only. Motion was made by Marquardt/Heise to recommend to the Village Board for approval the quote from LaForce Hardware to upgrade the front door and ramp at an amount of \$2834. Motion was voted and carried.

Hanaway Ross Law Firm Contract: Motion was made to recommend to the Village Board approval of the update for legal services from Hanaway/Ross Law Firm/Christina Peterson by Hinds/Marquardt. Motion was voted and carried.

Consideration for Closed Session pursuant to WI State Statutes 19.85 (1) (c): Closed session was not called. Discussion followed. Hinds/Marquardt made a motion to recommend to the Village Board to increase the deputy clerk's wage by \$.50 beginning first pay period in September and an additional \$.50 effective January 1, 2021. Motion was voted and carried. A job description is needed.

Miscellaneous/General Informational/Correspondence: Marquardt reported on funding that might be needed for the railroad crossing repairs.

Next meeting date: September 8, 2020 @ 8 a.m.

Adjournment: Motion was made by Marquardt/Heise to adjourn. Motion was voted and carried at 9:24 a.m.

Respectfully submitted

Charlene J. Meier
Clerk/Treasurer