

**Village of Lena**  
**117 E. Main St., Lena, WI 54139**  
**Village Board Minutes**  
**December 20, 2021, 6:30 p.m.**

Meeting called to order.

Roll call: Nick Heise, Craig LeFebre, Terry Hinds, Linda Hinds (by phone conference), Pauline Borchert, Robert Borchert, and Steve Marquardt.

Also present: Judy Patenaude, Craig Schuh-Village Engineer and Charlene Meier.

Pledge of Allegiance recited.

Approval of the agenda: Motion made by P. Borchert/N. Heise to approve the agenda. Motion voted and carried.

Approval of the minutes from November 15, 2021, Budget Hearing & November 15, 2021 Village Board Minutes: L. Hinds/B. Borchert made a motion to approve the minutes from November 15, 2021, Budget hearing & Village Board minutes. Motion voted and carried.

Open Forum: None.

Finance: T. Hinds read his synopsis which was informational only. Monthly Bank balances from the Clerk were informational as well as the comp report. Handbook changes – Motion by T. Hinds/P. Borchert to update the employee handbook on page 6 vacation add 2 days @ 6 months and 2 weeks @ 2 years and on page 8 add 1 personal holiday. Motion voted and carried. Resolution 2021-04 Annual Carry Over of Funds – Motion by T. Hinds/N. Heise to adopt 2021-04 Resolution Annual Carry Over of Funds. Roll call vote: Heise aye; LeFebre aye; T. Hinds aye; L. Hinds aye; P. Borchert aye; R. Borchert aye; S. Marquardt aye. Motion voted and carried. 2022 Workers Comp Insurance Renewal – Motion by P. Borchert/N. Heise to accept and approve Glatfelter Public Practice AKA Vintage Insurance policy. Motion voted and carried. Policy #20 End of year/beginning of year payroll wage rate procedure – Motion by T. Hinds/P. Borchert to approve the changes to Policy #20 as noted. Motion voted and carried. Update on clerk/treasurer position – 9 applications received.

Plan Commission: Nothing to report.

Public Works: Utility report for November reviewed. L. Hinds reported the dump truck needs a part. SCADA system had another service call due to failure. Clerk will check on this item. Cold Storage building final design, rough draft of the site location will need to be determined on January 11, 2022. Public Hearing regarding W. Maple Street improvements will be January 11, 2022, 3 p.m.-7 p.m. The street opening cost for W. Kosmal on W. Maple Street was informational only. Damage to R. Dufek truck – Motion by T. Hinds/P. Borchert to pay repair costs not to exceed \$2000 to settle the claim. Motion voted and carried. L. Hinds will handle this item and offer a cash payout option.

Public Safety: Police monthly incident report was informational. The Police Department will be to an active shooter training. Resignations of Officers Lemens & Hearley – Motion by P. Borchert/S. Marquardt to accept the resignations of Officers Lemens & Hearley. Motion voted and carried. Motion by L. Hinds/N. Heise to hire Stephanie Mande as a Part Time Patrol Officer. Motion voted and carried. Motion by P. Borchert/N. Heise to approve the purchase of three new radios. Motion voted and carried. The

Town's meeting for the Fire Department is scheduled for Monday, February 14, 2022 @ 7 p.m. Fire Chief Resignation – Motion by S. Marquardt/B. Borchert to table this item. Motion voted and carried. Old siren – Clerk will post on WI Surplus. Ordinance 40-13 – Motion by P. Borchert/T. Hinds to approve items 1-5 as presented. Motion carried. Item #6 – Motion by LeFebre/T. Hinds to refer back to committee. Motion voted and carried. Museum repairs are complete. Motion by P. Borchert/N. Heise to purchase four sets of PPE equipment for fire department at a cost of \$2270 each. Motion voted and carried. Fire engine truck repairs – Motion by P. Borchert/N. Heise to repair trucks #6611 & #6612 up to standards by Pomasl in house here at approximate cost of \$6000-\$7000. Motion voted and carried. Clerk informed the Village Board that she has not received fire department payroll and fire calls.

Promotions: L. Hinds reported 47 people participated in Elf on the Shelf. Jim. Wolter volunteered is aerial lift to help put up the street decorations. A "Thank you" was sent to Mr. Wolter. House decorating contest had four winners.

Recycling: Nothing to report.

Village Centennial Update: Kickoff was successful per P. Borchert. Bowling fundraiser is scheduled for Saturday February 12 in conjunction with the Lena Youth Sports with a 60/40% split of funds raised.

Lena Librarian Update: Seven applications received. Interviews will be Monday, January 4<sup>th</sup>. Town of Spruce has joined the Lena Public Library as of January 1<sup>st</sup>.

Nomination of Election Workers 2022-2023: Motion by N. Heise/C. LeFebre to approve the election workers for 2022-2023 years. Motion voted and carried. P. Borchert abstained from voting.

Village Complaints/Concerns: Informational only.

Presentation of Bills: Motion by C. LeFebre/L. Hinds to pay the bills in the amount of \$100,595.31. Roll call vote: Heise aye; L. LeFebre aye; T. Hinds aye; L. Hinds aye; P. Borchert aye; R. Borchert aye; S. Marquardt aye. Motion voted and carried.

Permits/Correspondence/Miscellaneous: Motion by C. LeFebre to approve the following operator's licenses for Katie Lynn Rohde, Rebecca Pytak and Trina Ryczek. Motion voted and carried. Property located at 422 Harley Street is operating a business out of their home. This item referred to the Zoning Committee. Craig Schuh expressed a thank you to the Village for their business this past year.

Adjournment: Motion by T. Hinds/L. Hinds to adjourn. Motion voted and carried.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer