**Village of Lena**

**117 E. Main St., Lena, WI 54139**

**Finance/Personnel & Wage Committee Minutes**

**January 11, 2022, 8 a.m.**

Meeting called to order.

Roll call: Nick Heise, Terry Hinds and Steve Marquardt (arrived 8:05 a.m.).

Also present: Kaila Vorpahl-Vintage Insurance by phone conference and Charlene Meier.

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

Approval of the minutes from December 7, 21, & 22, 2021: Motion by N. Heise/T. Hinds to approve the minutes from December 7th, 21st and 22nd, 2021. Motion voted and carried.

Financials: Kaila Vorpahl-Vintage Insurance by phone conference reviewed the Village’s property and liability insurance indicating a 4% inflation guard on the property. Motion by T. Hinds/S. Marquardt to recommend to the Village Board for approval the 2022 property & liability coverage as presented by Vintage Insurance in the amount of $24,410.00. Monthly financials were presented with the exception of LGIP as the bank statements were not available yet. No budget transfers needed.

Update on Clerk/Treasurer position: Jodi Marquardt will be starting full time on Tuesday January 25th. Discussion following regarding having Jodi come in for a few hours a couple days prior to the 25th. Motion made by T. Hinds/S. Marquardt to authorize the current clerk (Meier) to work full scheduled hours until March 15th and begin April 1st as call-in when needed until her end date. Motion voted and carried.

Motion by S. Marquardt/T. Hinds to have Jodi Marquardt work with current clerk/treasurer for additional hours and to have Jodi Marquardt to attend the next Village Board meeting Monday, January 17th. Motion voted and carried. T. Hinds volunteered to draft a job description for the clerk/treasurer and other Village employment positions. T. Hinds stated a baseline is needed for the new clerk and possibly have testing done.

Miscellaneous/General Information/Correspondence: Next meeting is scheduled for Tuesday, February 8th, 2022, at 8 a.m. Possibly look at new investment firms/options for Village.

Adjournment: Motion by S. Marquardt/N. Heise to adjourn. Motion voted and carried at 9:28 a.m.

Respectfully submitted,

Charlene J. Meier

Clerk/Treasurer