

**Village of Lena**  
**117 E. Main St., Lena, WI 54139**  
**Finance/Personnel & Wage Committee Minutes**  
**December 7, 2021, 8 a.m.**

Meeting was called to order.

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

Also present: Charlene Meier.

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

Approval of the minutes from November 9, 2021: Motion made by Marquardt/Heise to approve the minutes from November 9, 2021. Motion voted and carried.

Closed Session per WI State Stats 1985. (1) (c): Closed session was not called. Application received were reviewed. With the extension of the advertising till December 17<sup>th</sup>, it was decided to do interviews on Tuesday December 21<sup>st</sup> starting at 5 p.m.

Review Employee Handbook: T. Hinds presented the following changes to the handbook: Vacations – 2 day after six months; two weeks after two years. Under overtime comp time and flex times – remove the following: ~~Employees may accrue comp hours totaling not more than 40 hours. Any overtime hours worked that exceed the maximum allowable accumulated comp hours shall be paid at the overtime rate in that pay period. Employees are encouraged to use comp time throughout the year. All accumulated comp time that is not used will be paid on the last payday of December, up to a maximum of hours accrued comp time.~~ Also, under Holidays an addition of one (1) personal Holiday per year (if you don't use, you lose it.) Motion was made by Marquardt/Heise to present the update to the handbook to the Village Board for approval. Motion voted and carried.

Financials: Clerk monthly report was partially presented. Still waiting for bank statements. Mill rate worksheet was informational. Motion made by T. Hinds/S. Marquardt to transfer from sewer cash to sewer LGIP#2 \$8500.00 for debt service payment. Motion voted and carried.

Worker's Comp Insurance 2022: Motion made by T. Hinds/S. Marquardt to recommend to the Village Board to accept the quote for worker's comp insurance in the amount of \$10,720. Motion voted and carried.

Resolution 2021-04 Annual Carry Over of Funds: Motion made by S. Marquardt/N. Heise to recommend to the Village Board for approval Resolution 2021-04 Annual Carry Over of Funds. Motion vote and carried.

Update on Grants, Grant Applications, Projects: Waiting for the completed drawings and specs on the cold storage building.

Next meeting: Tuesday January 11, 2022 @n 8 a.m.

Adjournment: Motion made by S. Marquardt/N. Heise to adjourn. Motion voted and carried at 9:22 a.m.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer