**Village of Lena**

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

**Finance/Personnel & Wage Committee Minutes**

**May 9, 2023, 8:30 am**

Meeting called to order.

Roll call: Robert Borchert, Terry Hinds and Steve Marquardt

Also Present: Atty Terence Bouressa-Hanaway Ross via phone, Jodi Marquardt

Approval of Agenda: Motion made by S Marquardt/Borchert to approve the agenda, Motion voted and carried.

Approval of Minutes from April 11, 2023, Meeting: Motion by Borchert/ S Marquardt to approve the meeting minutes from the April 11, 2023, meeting. Motion voted and carried.

Spruce Fire Department Contract: Terence Bouressa present via phone to discuss the Town of Spruce informing the Village of Lena they will not be paying the invoice they received for fire department services for the first quarter of 2023, nor subsequent invoices, as they did not sign the new contract. The Village will begin a legal process by sending the Town of Spruce a claim for damages, being prepared by Atty Bouressa. Discussion occurred about the quarterly billing process.

Monthly Financials: Monthly financial statements, clerks monthly cash investments reports were all informational with discussion. There were no transfers or budget adjustments.

Water and Sewer Debt Service DNR Requirements and Accounting: accounting procedures to create appropriate debt service accounts, make a change in the bank holding the funds and initiate a quarterly deposit schedule were developed to comply with the DNR loan closing. Accounts 600-00-11122-000-128 and 610-00-11122-000-000 will be created to accommodate the loan requirements. Motion was made by S Marquardt/T Hinds to recommend to VB to allow clerk to make scheduled quarterly account transfers to meet the requirements for loan payments and close LGIP accounts. Motion voted and carried.

Update on Board Room Remodeling: Update given.

Other Financial Items: With the development of the recreation program and funding, a budget needs to be prepared. The Village must obtain a written agreement with OCEDC for their services in the park growth development. Parks and Recreation committee is now a standing committee of the Board and needs to abide by the policies and procedures that govern all the standing committees.

Personnel: Nothing

Next Meeting Date and Time: Next meeting is scheduled for Tuesday, June 13, 2023, 8:30 a.m.

Adjournment: Motion by S Marquardt/Borchert to adjourn at 10:00 am. Motion voted and carried.

Respectfully submitted, Jodi A. Marquardt, Clerk/Treasurer