**Village of Lena**

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

**Finance/Personnel & Wage Committee Minutes**

**July 11, 2023, 8:30 am**

Meeting called to order.

Roll call: Robert Borchert and Steve Marquardt

Excused: Terry Hinds

Also Present: Jodi Marquardt

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

Approval of Minutes from May 9, 2023, Meeting: Motion by Borchert/ S Marquardt to approve the meeting minutes from the May 9, 2023, meeting. Motion voted and carried.

Monthly Financials: Monthly financial statements, clerks monthly cash investments reports were all informational and sent via email. There were no budget adjustments. Transfer of LGIP funds to Fortifi- The LGIP account balances have been transferred to Fortifi Bank cash accounts. This will limit the transactions back and forth to make CWF/SDWL payments. Transfer of funds from Associated Bank to Fortifi Bank of DNR residual loan amounts occurred to maintain accounting record of the use of CWFL/SDWL transactions. Motion by Borchert/S Marquardt to approve the transfer from Associated Bank to Fortifi bank in the amount of 52,166.63, with $34,612.69 from water and $17,553.94 from sewer, for payment on the West Maple Street Project. Motion voted and carried. Quarterly transfers will be made from utility cash accounts to utility debt service accounts.

Repay/Apply State Trust Fund Loan excess proceeds: the Village took out a State Trust Fund Loan to complete the W Maple St improvements project and Alley project in 2022. The exact cost was unknown at the time of application and an estimate in the amount of $550,000 was requested. This is a 20 yr loan to be used for the purpose of financing roadwork. This loan in combination with LRIP funds of $31,152, making $581,152 available. The project total cost paid for street portion totaled $431,722, allowing an excess of $149,430. A payback can be made to the State with no fee or penalty with a 30-day written notice, which would reduce the loans outstanding balance and reduce the annual debt service levy. A motion was made by Borchert/S Marquardt to recommend to the Village Board to pay back $75,000 of the STFL and keep the remaining $74,430 for future street related work win the Village. Motin voted and carried.

Fire Department Replacement Fund Balance: Informational Discussion on the payment of the new fire truck, payment into the vehicle replacement fund, sale of the ‘91 tanker truck and the fire department budget.

Park and Recs Budget: The park and Recs Committee is requesting from finance for consideration a $10,000 budget adjustment and also the approximate $16,000 of remaining AARPA funds to operate through 2023. The money will be used to develop baseball diamonds, engineering, public education, and for the pocket parks development and maintenance. Motion by Borchert/S Marquardt to request from the Village Board for their consideration a $10,000 budget adjustment from the general funds and the balance of the AARPA funds to the development of a Park and Recs budget. Motion voted and carried.

Village Hall Parking Lot: Funds from the STFL balance will be used to pay the paving of the Village Hall Parking lot.

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: Employees should attempt to use their comp time balance when able. A succession plan and training should take place for all departments.

Next Meeting Date and Time: Next meeting is scheduled for Tuesday, August 15, 2023, 8:30 a.m.

Adjournment: Motion by S Marquardt/Borchert to adjourn at 10:30 am. Motion voted and carried.

Respectfully submitted, Jodi A. Marquardt, Clerk/Treasurer