

Village of Lena
117 E. Main St., Lena, WI 54139
Finance/Personnel & Wage Committee Minutes
September 12, 2023, 8:30 am

Meeting called to order.

Roll call: Robert Borchert, Terry Hinds, Steve Marquardt

Also Present: Jodi Marquardt

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

Approval of Minutes from August 15, 2023, Meeting: Motion by S Marquardt/Borchert to approve the meeting minutes from the August 15, 2023, meeting. Motion voted and carried.

Monthly Financials: Monthly financial statements, clerks monthly cash investments reports were all informational. A concern was raised regarding the part time Public Works wage balance. Clerk to check and correct. As previously voted in July, Clerk will make the transfer from the general fund balance to Park and Recreation.

2024 Budget: The committee reviewed the 2024 general fund financial and admin accounts.

2024 Utility Rates: The committee reviewed the 2022 Audit Rate of Return Schedule. The Finance Committee is recommending to the Village Board a Sewer Usage increase of 3% beginning December 16, 2023. Water rates will be addressed upon completion of the PSC water rate case study.

Clerk and Deputy Clerk Wages and Hours: The Deputy Clerks hours were discussed and decided to allow in increase of 100 hours/year. Schedule to be determined by the Clerk based on need. Wages will be discussed in closed session at the October meeting.

Employee Handbook: A discussion occurred regarding Comp Time Accrued section of the Employee Handbook. Currently, the handbook does not have a limit on the number of accrued hours. With a cap recommendation from Finance, the discussion will be moved to the Village Board for further review and consideration.

Informational/Communications: The Clerk discussed concerns with internet safety and security of the Villages Computer system. Contact will be made with OC Technology Services to review.

Next Meeting Date and Time: Next meeting is scheduled for Tuesday, October 10, 2023, 8:30 a.m. Closed session will be held to discuss wages.

Adjournment: Motion by S Marquardt/Hinds to adjourn at 10:09 am. Motion voted and carried.

Respectfully submitted, Jodi A. Marquardt, Clerk/Treasurer