

**Village of Lena**  
**117 E. Main St., Lena, WI 54139**  
**Finance/Personnel & Wage Committee Minutes**  
**October 10, 2023, 8:30 am**

Meeting called to order.

Roll call: Robert Borchert, Terry Hinds, Steve Marquardt (via phone)

Also Present: Jodi Marquardt

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

Approval of Minutes from September 12, 2023, Meeting: Motion by Borchert/Hinds to approve the meeting minutes from the September 12, 2023, meeting. Motion voted and carried.

Oconto County Technology- Move to Village Board meeting instead of Finance.

Monthly Financials: Monthly financial statements will be sent and not prepared for the meeting time. Clerks monthly cash investments report was informational. No transfers of budget items.

2024 Budget: The committee reviewed the 2024 budget as submitted by each department. Waiting on the Park and Recs budget. Wage increases are not reflected in the budget yet and will be updated at the October Village Board session. With an increase in state shared revenue and interest on investments, currently the general fund budget indicates a \$60,000 surplus for 2024. The budget will be reviewed at the October Village Board meeting and adopted at the November Village board meeting. The Capital Improvement Plan will be updated at the November Finance Meeting. A water rate case study is in process and waiting hear from the PSC.

Motion by Hinds/Borchert to convene into closed session pursuant to Wi.Stat. 19.85(1)c for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit, Clerk & Deputy Clerk 2024 wage rates and hours. Roll Call Vote: Borchert-Aye, Hinds-Aye, S Marquardt-Aye with clerk authorized to attend @ 8:24 am. Motion carried.

Motion by Hinds/Borchert to reconvene in open session and take action on matters discussed in closed session. Roll Call Vote: Borchert-Aye, Hinds-Aye, S Marquardt-Aye. Motion carried.

Motion by Hinds/S Marquardt to recommend to the Village, wage adjustments be considered of \$1.50/hr for clerk/treasurer; \$.75/hr for deputy clerk; \$2 increase for election workers and \$50/month increase for the judge. Motion voted and carried.

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: No items presented

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

Adjournment: Motion by Hinds/Borchert to adjourn at 9:25 am. Motion voted and carried.

Respectfully submitted, Jodi A. Marquardt, Clerk/Treasurer