

Village of Lena
117 E. Main St., Lena, WI 54139
Finance/Personnel & Wage Committee Minutes
September 4, 2024, 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 as presented. Motion voted and carried.

Approval of Minutes: Motion made by S Marquardt/Borchert to approve August 12 and August 22, 2024, meeting minutes. Motion voted and carried.

Monthly Financials: Monthly financial statements and the clerk's monthly cash investments report were not available at meeting time.

Transfers/Budget Adjustments: No adjustments for budget changes

List of Stale Outstanding Checks: A discussion was held regarding stale outstanding vendor checks. A report was presented. Per village policy, the clerk will send a letter to the vendors, allowing 30 days for response. The outstanding list of unclaimed responses/checks will be presented and voted at the October meeting to then be voided and written off.

2025 Budget Development: Reviewed a preliminary timetable for the 2025 Budget, with attention to a detailed budget and keeping levy down. Hinds presented a proposed wage schedule with the Village Board to act on the wages.

Procedures for Contacting Legal Sources: Per recommendation from the Village Attorney at the last Village Board Meeting, draft of new Policy & Procedure #22 relating to who is authorized to contact village attorney was presented and reviewed. Motion by S Marquardt/Borchert to present to the Village Board for their review, Policy #22 for contacting the Village Attorney. Motion voted and carried.

Village Laptop Computer: Due to a bad port of our current laptop, the Clerk will research specs and pricing for a new replacement HP laptop which conforms with the county's specs and present a recommendation at the next finance meeting.

Cell Tower: Vertical Bridge continues to contact the village offering a buy out of the lease of the cell tower. The committee will discuss in upcoming meetings various options that may be available to the village.

Astrea Building: The shed behind the village hall is owned by Astrea, but on Village Property, and does not have any lease or contract associated with it. The building is in immediate need of maintenance. Contact will be made with Astrea to discuss and work to create an agreement.

Fee Schedule: Discussion was held regarding the Village's fee schedule regarding Zoning ordinance, building fees and the role of the building inspector. Review of fees by the Planning/Zoning committee is being recommended.

Next Meeting Date and Time: Next meeting is scheduled for Tuesday, October 8, 2024, 8:30 a.m.

Adjournment: Motion by S Marquardt/Borchert to adjourn at 9:38 am. Motion voted and carried.

Respectfully submitted, Jodi Marquardt, Clerk