

Village of Lena
117 E. Main St., Lena, WI 54139
Finance/Personnel & Wage Committee Minutes
October 8, 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 with changes in sequence as needed. Motion voted and carried.

Approval of Minutes: Motion made by S Marquardt/Borchert to approve September 4, 2024, meeting minutes. Motion voted and carried.

Monthly Financials: Monthly financial statements and the clerk's monthly cash investments report were informational. The clerk's monthly cash investments report was informational.

Transfers/Budget Adjustments: No adjustments for budget changes.

List of Stale Outstanding Checks: A list of stale outstanding vendor checks was reviewed. Per village policy, letters were sent to the vendors with outstanding checks, allowing 30 days for response. One vendor requested a re-issuance. This will be forwarded to the Village Board for approval to write off the remaining checks.

2025 Budget Development: Reviewed a preliminary 2025 Budget. A Finance meeting will be held to complete the draft budgets on October 17 at 9 am.

Sewer Utility Cash: Discussion on Sewer Utility Fund account activity. Due to payments for the contracted planning process of the WWTP to Ayres and waiting for the CWF loan from DNR, we need to monitor the Sewer account closely with concern to funding timing. The payments out of the account have greatly affected the account. Sewer rates change for 2025 will be tabled. It was also noted there has been a notable decrease in industrial water usage and a gradual decrease in residential usage over the past 10 years.

Tower Point Cell Tower Proposal: A proposal from Tower Point was presented for review with an offer for \$250,000 to purchase our current cell tower. The committee is not interested in pursuing the proposal currently as they find it not cost feasible at this time based on the annual income.

Letter of Credit and Collateral Assignment for Rival Properties: A Letter of Credit from Nicolet Bank for Rival Properties was reviewed with guarantee of payment to the Village in the event the street improvements do not get completed. S Marquardt/Borchert made a motion to forward the Letter of Credit from Nicolet Bank for Rival Properties letter to the Village Board. Motion voted and carried. The letter of Collateral Assignment of Developer Incentives and Municipal Revenue Obligations between Nicolet National Bank and Rival Properties LLC was reviewed with motion by T Hinds/S Marquardt to forward the Collateral Assignment of Developer Incentives and Municipal Revenue Obligations between Nicolet National Bank and Rival Properties to the Village Board for their approval.

Village Laptop Computer: A proposal for a replacement computer HP ProBook Notebook in the amount of \$960 was reviewed. Motion made by T Hinds/S Marquardt to purchase a 460 G11 HP ProBook computer in the amount of \$960, with funds from the building outlay account. Motion voted and carried.

Bug Tussel Proposal: A proposal from Bug Tussel was presented to place a pedestal for fiber optic service at the sewer plant, utilizing the Village's power for a contracted fee. This will provide internet service to the WWTP for a monthly fee. The Proposal will be discussed by the public works committee, reviewed by the Attorney and referred to the Village Board for their approval.

Next Meeting Date and Time: Next meeting is scheduled for October 17, 2024, 9:00 a.m. for budget review and November 12, 2024, at 8:30 am.

Adjournment: Motion by Borchert/S Marquardt to adjourn at 10:25 am. Motion voted and carried.

Respectfully submitted, Jodi Marquardt, Clerk