

Village of Lena
117 E. Main St., Lena, WI 54139
Finance/Personnel & Wage Committee Minutes
August 12, 2025, 9:00 AM

Meeting called to order.

Roll call: Craig Lefebre, Steve Marquardt, Terry Hinds

Also Present: Jodi Marquardt-Clerk

Approval of Agenda: Motion made by S Marquardt/Hinds to approve the agenda with changes in sequence as needed. Motion voted and carried.

Approval of Minutes: Motion made by S Marquardt/LeFebre to approve July 15, 2025, meeting minutes. Motion voted and carried.

Revitalization Loan Program: Jayme Sellen-TEDCOR joined via phone. Discussion occurred on the Main Street Improvement loan program. This is a small interest loan program to assist local businesses in improving exterior appearance of their business. It was discussed that the program will be administered by TEDCOR and funded through the Village. The application will be the same as it is for the TEDCOR small business loan program, utilizing their same committee to approve the loan. No financial information from the businesses will be shared with the Village. A few things to discuss include length of program, loan perimeters, business match requirements and collateral. This program will be recommended to the Village Board for their consideration.

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

Resolution 2025-06: Resolution 2025-06, Adopting Updated Sewer Service Charges Rates, was presented. The Resolution includes a rate increase studied and determined by the DOR/DNR as part of the sewer plant upgrade project with a required 11% increase in 2026 and another increase of 11% in 2027. It has been noted this increase is required to provide adequate revenues for sewer plant sustainability. Motion by S Marquardt/LeFebre to recommend to the Village Board for their consideration Resolution 2025-06. Motion voted and carried.

DNR Loan Early Payoff: During the finance study for the sewer plant upgrades loan, it was determined by the DOR that the village needs to pay off the 2007 Clean Water Fund Loan in the amount of \$35,314.62 by 09/01/2025. Motion by Hinds/S Marquardt to recommend to the Village Board for their consideration the payoff of the 2007 CWFL in the amount of \$35,314.62 by 09/01/2025. Motion voted and carried.

DNR Loan Closing: Loan closure for the sewer plant upgrades project will be September 24, 2025.

Authorization for Finance/Public Works Committees to Approve Requests for Disbursements and Contractor's Pay Application: Discussion was held regarding the process for approving of pay applications and DNR reimbursement requests. The DNR has scheduled payment disbursements dates for these requests. It will be recommended to the Village Board to consider the authorization of Public Works/Finance Committee to review and approve pay

requests for prompt reimbursements. A report will be given to the Board each month. This process will streamline a timely payment process and organization of payments to the contractors.

2026 Budget Process: Hinds presented a timeline for the 2026 Budget Calendar, agreed to by the Clerk and the Committee.

Website Quote: The Village website is currently hosted and supported by Packerland Websites. A Website Design Proposal was reviewed from Packerland Websites for a website upgrade. The clerk has met with Packerland, and who is recommending an economical upgrade. Motion by S Marquardt/LeFebre to proceed with a website revision with Packerland Websites, not to exceed \$3,000. Motion voted and carried.

Comp Time Policy: The committee reviewed the current comp time policy. Accrued comp time is set at an 80 hour maximum. The committee discussed reducing that maximum to 40 hours as of January 1, 2026 and is forwarding this proposed change to the Village Board for their consideration.

Miscellaneous: Nothing

Next Meeting Date and Time: Next meeting September 9 at 9:00am

Adjournment: Motion by S Marquardt/LeFebre to adjourn at 10:29 am. Motion voted and carried.

Respectfully submitted, Jodi Marquardt, Clerk