

**Village of Lena**  
**117 E. Main St., Lena, WI 54139**  
**Finance/Personnel & Wage Committee Minutes**  
**September 8, 2025, 9:00 AM**

Meeting called to order.

Roll call: Craig Lefebre (joined late-10:15am), Steve Marquardt, Terry Hinds

Also Present: Jodi Marquardt-Clerk, Jayme Sellen-TEDCOR, Brian Roemer-Ehlers(9:15am)

Approval of Agenda: Motion made by S Marquardt/Hinds to approve the agenda with removal of H. Deed MOU Rosera Business Park, which will be moved to a separate meeting. Motion voted and carried.

Approval of Minutes: Motion made by S Marquardt/LeFebre to approve August 12, 2025, 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 informative.

Contractor Application for Payment #1: Rohde Brothers Application #1 for the WWTP project was reviewed with a pay request in the amount of \$120,175.00. Motion by S Marquardt/T Hinds to approve Payment #1 for the WWTP Upgrade Project from Rohde Brothers in the amount of \$120,175.00. Motion voted and carried. This application will be referred to the Public Works Committee for their review and action.

Request for Disbursement #2: Ayres Disbursement Request #2 for the WWTP project was reviewed with a pay request in the amount of \$130,582.59. Motion by T Hinds/S Marquardt to approve Disbursement #2 in the amount of \$130,582.59. Motion voted and carried. This request will be referred to the Public Works Committee for their review and action.

TID #1 discussion with Ehlers: A Zoom call was held with Brian Roemer, from Ehlers, regarding TID #1 and the ramifications of amending it. Increased valuations with #2 will require forethought for the ability to support TID developments in the Rosera Business Park.

Wi DOT Park & Ride Jurisdictional Transfer: A proposed jurisdictional transfer for the Park and Ride from the Wi DOT to the Village was reviewed. This agreement includes the area of the park and ride and its paved entrance. This will allow for development of a roadway into the Rosera Business Park. In reviewing the transfer agreement, it is important to distinguish that the Village will be responsible for lawn maintenance and snow and ice removal, and we require clarification on the paving/crack sealing and all other maintenance and effective date of the maintenance.

Revitalization Loan Program: Jayme Sellen-TEDCOR discussed the Village partnering our business loan fund with a grant that TEDCOR is applying for. The Village will provide a letter of support for the collaboration which will allow business owners in the Village to apply for additional funds for necessary building repairs. This information will be presented to the Village Board for approval. The Village's recently approved Revitalization Loan

Program was approved by the Board and TECOR is working on brochures and applications and will manage the program.

Deed MOU Rosera Business Park: The Village Attorney is reviewing the Memorandum of Understanding (MOU) between the Village and Kenneth Duhm for the transfer of a portion of his parcel to the Village for a proposed roadway in the Rosera Business Park. In the agreement, it is noted the property will be transferred in lieu of front foot assessment for curb, gutter, sewer and water main assessments.

R&R Assessing Contract: The Maintenance Assessment and External Revaluation Contract with R&R Assessing Services LLC was reviewed and discussed. The Village will need a revaluation for 2026 and maintenance for assessment years 2027 through 2029. The revaluation is required because of state law that requires a revaluation when the assessed value of a municipality becomes less than the equalized value as set by the DOR. The Village's assessed value has fallen to 52% of equalized value. If we remain out of compliance, the state will come in and do the revaluation which would be very expensive. R&R will do it in 2026 and continue with the maintenance contract through 2029 for a total 4-year cost of \$26,880. They will bill \$560 per month for 48 months. Motion by S Marquardt/T Hinds to approve the contract from R& R Assessing for 2026-2029 for \$26,880, \$560/month for 48 months beginning January 1, 2026. Motion voted and carried.

2026 Budget Process: T Hinds proposed a separate meeting to complete the 2026 Budget. The meeting is scheduled for September 9 at 2:30pm

Miscellaneous: Nothing

Next Meeting Date and Time: Next meeting October 14, 2025 at 9:00am

Adjournment: Motion by S Marquardt/LeFebre to adjourn at 10:30am. Motion voted and carried.

Respectfully submitted, Jodi Marquardt, Clerk