

Village of Lena  
117 E Main St, Lena, WI  
Plan Commission Ordinance Sub Committee Minutes  
Nov 18, 2025, at 9:00 am

Roll Call: Terry Hinds, Steve Marquardt, Kathy Lindstrom, Judy Patenaude

Approval of Agenda: Marquardt/Linstrom. Motion voted and carried.

Approval of Minutes: Patenaude/Hinds. Motion voted and carried.

Open forum: No one

Ordinance Updates: Chapter 48 was discussed. The Purchasing Policy will need to be added to the ordinance as 48-5 and the current 48-5 (Intepretation) will be 48-6. Updates were made to Chapter 78, Officers and Employees: 78-2, 78-7, and 78-14 . Discussion was held on 87-2 which states that the outgoing village trustee shall turn over their records to the village clerk when leaving the office. It was noted that the only records are the meeting agendas and minutes which are already with the village clerk. Village Clerk to look over 87-2 to make sure the amount of years records need to be preserved is correct. Chapter 94 had no changes. Chapter 103-4 has many items that needed to be added under standing commitees, 103-8 Meetings has been some updates on time, dates and where the meeting agendas will be posted.

Discussion was how to get these updates made to the correct format as the chair of this committee is not familiar with Microsoft 365 to update and format the Village Ordinance Book. Marquardt to see if he can find someone that can do this. Village Clerk to contact UW Extension Office at Oconto County to see if they could be of any assistance.

Correspondence/Miscellaneous/Next meeting date: Next meeting will be in the early part of 2026.

Adjournment: Lindstrom/Patenaude. Motion voted on and carried, Meeting adjourned at 10:34 am.

Respectfully Submitted by Chair Judy Patenaude