

**Village of Lena**  
**117 E. Main St., Lena, WI 54139**  
**Finance/Personnel & Wage Committee Minutes**  
**December 09, 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/LeFebre to approve the agenda. Motion voted and carried.

Approval of Minutes: Motion made by S Marquardt/LeFebre to approve November 11, 2025, meeting minutes. Motion voted and carried.

Monthly Financials: Monthly financial statements and the clerk's monthly cash investments report reviewed and were informative. Discussed the Fire Department Fund, End of year payroll and expenses in relation to budget and use of 2% dues. The current FD contract expires 12/31/2027 and discussions should begin with the municipalities in 2026.

Resolution 2025-10 Annual Carry Over Funds: Discussion held regarding Resolution 2025-10 Annual Carry-over of Funds. Motion by S Marquardt/LeFebre to recommend to the Village Board for their consideration Resolution 2025-10 Annual Carryover of Funds. Motion voted and carried.

Fixed Asset Tracking with Kerber Rose: Kerber Roser has recommended a contract for the transition to the auditors completing the Fixed Asset Tracking for the Village for \$500 annually. This will improve the process and consistency of the audit. Motion by T Hinds/S Marquardt to sign up to allow Asset Tracking to be completed by Kerber Rose in the amount of \$500 annually. Motion voted and carried.

Contract Review: An annual review of the Village contracts was completed. An update to the Cellcom agreement will increase the data plan but not change any other portion of the current phone program, to avoid excess data usage costs for overage.

5-Year Capital Improvement Plan: Discussed the 5-year capital improvement plan. No new items were added in the 2026-2030 plan and will be approved by the Board in January.

Equipment Replacement Fund: Discussion on the requirements from the DNR on the sewer equipment replacement fund. The Financial Assistance Agreement on Environmental Loans requires the village to hold a separate fund in the sewer utility fund for equipment repairs and replacement. Ayres recommends, based on the equipment in the plant, a balance of \$200,000 is adequate for this fund. Currently the utility has \$180,766 in the fund and will be depositing the remainder in it by the end of the year. Motion by T Hinds/S Marquardt to put \$200,000 max balance on the Equipment Replacement Fund and combine Accts 610-00-11115 and 610-00-11121 in the amount of \$180,767. Motion voted and carried.

Contractor Application for Payment #4: Rohde Brothers Application #4 for the WWTP project was reviewed with a pay request in the amount of \$45,125. Motion by S Marquardt/LeFebre to approve Payment #4 for the WWTP Upgrade Project from Rohde Brothers in the amount of \$45,125.00. Motion voted and carried. This application will be referred to the Public Works Committee for their review and action.

Request for Disbursement #5: Ayres Disbursement Request #5 for the WWTP project was reviewed with a pay request in the amount of \$45,125.00. Motion by S Marquardt/T Hinds to approve Disbursement #5 in the amount of \$45,125.00. Motion voted and carried. This request will be referred to the Public Works Committee for their review and action.

Closed Session: Motion by S Marquardt/LeFebre to convene into closed session pursuant to Wi.Stat. 19.85(1)e Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Request for Sale of Property. Motion voted and carried.  
Motion by S Marquardt/LeFebre to reconvene in open session. Motion voted and carried.

Miscellaneous: Nothing.

Next Meeting Date and Time: Next meeting January 13, 2026, at 9:00am

Adjournment: Motion by S Marquardt/LeFebre to adjourn. Motion voted and carried.

Respectfully submitted, Jodi Marquardt, Clerk