



FINANCE AND PERSONNEL COMMITTEE

OFFICIAL NOTICE & AGENDA

THIS AGENDA SHALL SERVE AS NOTICE FOR THE REGULAR MEETING OF THE VILLAGE OF MAINE FINANCE AND PERSONNEL COMMITTEE. SAID MEETING SHALL BE CALLED IN ACCORDANCE WITH WIS. STATS. SECTION 19.83 AND 19.84

WHEN: WEDNESDAY NOVEMBER 5, 2025 AT **6:30PM**
WHERE: VILLAGE OF MAINE MUNICIPAL CENTER, 6111 N 44TH AVENUE
MEMBERS: JOE YELLE, ERIN WITUCKI, TOM MARQUARDT, MATT KOSER, JUDITH HASE

THE VILLAGE TRUSTEES MAY ATTEND FOR PURPOSES OF GATHERING INFORMATION.
SUBJECT MATTER FOR CONSIDERATION AND POSSIBLE ACTION FOLLOWS:

- 1) Call to Order
- 2) Roll Call ☐ Yelle ☐ Witucki ☐ Marquardt ☐ Koser ☐ Hase
- 3) Pledge of Allegiance
- 4) Meeting Minutes
 - ☐ Discussion and possible approval of the October 23 2025 Meeting Minutes > [attachment](#)
- 5) 2024 Audit Update
 - ☒ Hawkins-Ash fieldwork started 10/27 with plans to finalize the 2024 audit about Dec 1st
 - ☒ Hawkins-Ash to provide Hase and attorney VanderWaal a weekly audit update email to be shared with the FPC committee and board
 - ☐ Discussion and possible recommendations to the Board
- 6) Check Registers through October 2025
 - ☐ Pending receipt of the October excel and pdf check register
 - ☐ Review, discussion and possible recommendations regarding check register content and format to the Board
- 7) Budget to Actual Reports
 - ☐ Pending receipt of the budget to actual to October
 - ☐ Review, discussion and possible recommendations regarding budget to actual report content and format to the Board
- 8) FY2026 Budget Workshop
 - ☐ TBD date for Jon Trautman to meet with the Board to discuss how levy limits fit into the budget and what budgeting reports would be most helpful for the committee and board
 - ☐ TBD date discussion on future loans

9) Official's Salary Compensation for term of office starting April 2026 and ending April 2028

- An Official's Compensation must be approved prior to nomination papers being distributed for the next term of office. If a new policy is not approved, then the current policy remains in effect.
 - Current 2024-2026 policy approved 11/30/2023 [attached policy & excel sheet](#)
- ☐ Review, discussion and possible recommendations regarding Official's Salary Compensation to the Board

10) Personnel Policy review for 2026

- 2023 Personnel Policy [attached](#)
 - 2025 Personnel Policy [attached](#)
- ☐ Review and recommend revisions regarding the Personnel Policy to the Board

11) Annual Salary review regarding Village employees

- ☐ Review and recommend annual salary information to the Board

Motion to recommend Village move forward with salary/wage adjustments for full-time employees at _____ effective _____.

Possible Future Agenda Items – review job descriptions of Village employee positions