



FINANCE AND PERSONNEL COMMITTEE

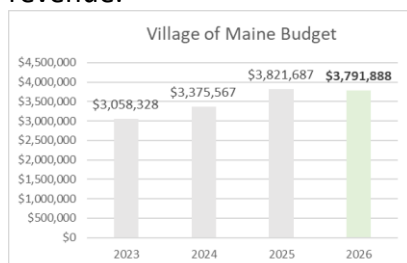
OFFICIAL NOTICE & AGENDA

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: **TUESDAY JANUARY 20 at 6:00PM**
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
 - December 3 2025
- 5) Official's Salary Compensation for term of office starting April 2026 and ending April 2028
 - Due to the cancellation of the November 24th Board Meeting, the April 2024-2026 Official's Salary Compensation stands for April 2026-2028.
- 6) 2026 Personnel Policy
 - The Board approved the Committee's recommendation to remove the 12+ years PTO of 8.4 weeks' vacation
- 7) FY2026 Budget Workshop
 - At the October 23 2025 Board meeting, the Committee reported they felt the board should work within the 2025 budget amounts and not to exceed the total amount of 2025 tax revenue.



- 8) 2024 Audit Update
 - On 12/23/25 drafts were sent to the Clerk/Treasurer and President for review
 - The Clerk/Treasurer is working on responses to the findings

- The audit is essentially complete, with only a few formalities remaining before they issue a final report. The Auditor expects to have a final report by January 9, this has been pushed to the week of January 18th.
- Once finalized, the full Board will receive the complete reporting package, and the auditor will present all findings and required communications at a Special Board Meeting on February 4 2025.

9) Personnel Policy

- Hired and Elected Personnel Files – personnel files should be accurate and current
 - Job Description
 - Completed Job Application
 - Current Resume
 - Records of participation in training events including certificates
 - Annual Employee Evaluations
 - Records of Disciplinary Action

10) January – December 2025 Budget to Actual Excel Sheet

- Review (if available)

Adjourn

Village of Maine Municipal Center | 6111 N 44th Avenue | Wausau, WI 54401