

Finance & Personnel Committee Running Meeting Minutes

Date:	November 5 2025
Attendees:	☒ Joe Yelle ☒ Erin Witucki ☐ Tom Marquardt ☒ Matt Koser ☒ Judith Hase
Call to Order	6:30 PM
Adjourned	7:42PM

Agenda	Discussion
Call to Order	Chair Hase called the Village of Maine Finance and Personnel Committee Meeting to order at 6:30pm at the Village of Maine Municipal Center, 6111 N 44 th Ave. Present were committee members Yelle, Witucki, Koser, Hase.
Meeting Minutes	Discussion and action for the minutes of the 10/23/25 TABLED for next meeting.
2024 Audit	The committee received an update on the 2024 audit. - Hawkins-Ash fieldwork started 10/27 with plans to finalize the 2024 audit by December 31, 2025 - Hawkins-Ash will provide a weekly audit update email to Hoenisch as Board President, Hase as Finance Committee Chair, and VanderWaal as Village Attorney to be shared with the FPC committee and board No action
Check Register	Review, discussion and possible recommendations regarding check register content and format to the Board. The October check register was unavailable so the committee will review it at the next meeting. No action
Budget to Actual Report	Review, discussion and possible recommendations regarding budget to actual report content and format to the Board. The budget to actual report through October was unavailable so the committee will review it at the next meeting. No action
2026 Budget	The committee was updated that Jon Trautman of CLA has a TBD meeting with the board to discuss how levy limits fit into the budget and what Workhorse budgeting reports would be most useful for the board. The committee was updated there will be a TBD meeting with the board regarding future loans. Yelle recommended the board hold a referendum for a public works garage for the spring election. There would be time to research a cost and then it would be up to the residents regarding a special assessment on the tax bill specifically for the public works building loan. Koser asked if there was an inspection of the status and life span of the current public works building. Yelle was unaware of an inspection but suggested the board could approve an evaluation. MOTION: Recommend the board pursue the possibility of a referendum for the public works garage. Yelle/ Koser. Questioned and carried 4/0.
Official's Salary Compensation	The committee reviewed the Official's Salary Compensation for term of office starting April 2026 and ending April 2028.

	• Hase explained 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. • The committee reviewed the 2024-2026 policy and an unofficial supplemental excel sheet showing admissible categories, allocated amounts, expenditures to date, and a comparison of Maine's compensation to six other local villages that showed Maine's compensation is 8-18 times more than other local villages of similar or greater size. • Hase felt Maine's compensation is outside village averages and there is room for savings. • Yelle noted the president serves as the administrator and public works supervisor. Hase communicated that by law there needs to be a resolution for a village president to be a public works supervisor or an administrator. • Witucki noted that a \$1,500 meeting salary for the president seems like a high hourly rate and questioned if it encompasses some of the other office hour per diem and administrative duties. • Yelle noted other villages have six trustees so that there are always 2-4 experienced trustees and 2 newly appointed trustees. Hase mentioned that the villages recommended overlapping the trustees, so the village doesn't turn over a whole board. MOTION: The committee recommends the board review all of Maine's compensation items and how it stacks up to other villages. They recommend making the excel sheet available to the board. Witucki/Yelle. Question and carried 4/0.
Personnel Policy	The committee reviewed the 2023, 2024, and 2025 Personnel Policy for 2026 revisions. • The committee discussed the PTO policy and felt the vacation time offered was unheard of. Witucki notes after you add in personal days, sick days, and holiday pay, the employee could have over 10 weeks paid time off, 20% of their time. • Hase noted previously all of unused pay could be paid out as a check at the end of the year. As of 2025, 80 hours can be rolled over to the next year and an 80-hour payout at the end of the year. Koser noted that's a pretty rare policy in this day and age. Yelle stated 'use it or lose it' is the more common policy. • Koser questioned what PTO scale employees were hired under warrants research on the employees PTO expectations. Witucki noted from 2024 to 2025 there was a significant jump in PTO. • The committee discussed the random drug testing policy that reads all employees are subject to random drug testing requests by the village president and suggest federal law language be added. MOTION: The committee recommends the board obtain clarification from the village attorney and village board if there is a resolution that the president has the authority and job duties of an administrator and public works supervisor. Koser/Hase. Questioned and carried 4/0. MOTION: The committee recommends the board review the PTO and consider removing the 12+ years at 8.4 weeks and adopt the village average PTO, look at who falls into the current timeline, and freeze those accruals to not reduce current levels. Witucki/Koser. Questioned and carried 4/0. MOTION – The committee recommends the board consider reducing to 40-hour rollover and 40-hour payout at end of the year. Yelle/Witucki. Questioned and carried 4/0.
Annual Salary	The committee discussed the annual salary review for village employees.

	• Hase relayed that in 2025 the PW and WWT employees received a substantial wage increase to bring them up to competitive wages, and with no health care payments and no retirement taken from their paychecks, their take home pay is substantially more than a Wausau employee at the same job and salary. • Koser did not think a recommendation could be made during the budget cycle and employee salary evaluations should be done in March. • Witucki would suggest looking at a percentage increase and not a \$1.00 raise and that a salary increase does not need to happen across the board but based on merit so there is motivation to go above and beyond. MOTION: The committee recommends the board look at a percentage of a pay increase, noting it doesn't have to be equally distributed for all employees, but based on merit. Witucki/Yelle. Questioned and carried 4/0.
Future Business	Review job descriptions of Village employees; Hase to report back to the committee on board meeting feedback; Joe to research PW referendum and report to the committee; review October check register; review October budget to actual; provide feedback on reports that Jon Trautman recommends; review and approve the 10/23 meeting minutes.
Adjourn	☒ Motion by Koser/Yelle. Adjourned at 7:42pm.

Minutes prepared by Judith Hase, Finance & Personnel Committee Chair. Approved on 12/3/25.