

**Village of Lena**  
**Public Works Minutes**  
**February 3, 2015 4 p.m.**

Draft-unapproved

Meeting called to order by Chairperson Linda Hinds at 4 p.m.

Roll call: Linda Hinds, Steve Marquardt, Craig LeFebre

Agenda: Craig LeFebre made a motion to approve the agenda. Steve Marquardt seconds. Motion carried.

Minutes: Steve Marquardt made a motion to approve the minutes from December 8, 2014. Craig LeFebre seconds the motion. Motion carried.

Open Forum: Performance of the Public Works committee was review. Possible improvements: a) rotate place of meetings; b) What frequency to meeting with employees – every 6 months; c) rotate utility personnel at monthly utility meetings; d) working foreman; e) chain of command. Employee goals – long term budget equipment/building replacement, preventative maintenance plan. Computer skill improvement– possible voice activated program – pricing will be checked. Street evaluation will need to be done by Utility workers. Inventory of the waste treatment building equipment Saputo uses is needed. Flushing schedule will need to be continued. Cross training to continue. Recycling center- Chair Linda Hinds met with the recycle workers to discuss improvements and requirements.

Sludge Removal Evaluation – report was reviewed showing costs. Spring removal will be put out for bids.

Closed Session – Per WI State Statute 19.85 (1) (c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion to convene to closed session was made by Linda Hinds per WI State Stats 19.85 (1) (c). Steve Marquardt seconds the motion. Roll call vote; Linda H. aye; Steve M. aye; Craig L. aye. Motion carried.

Open Session – Per WI State Statute 19.85 (2) and possible action from items discussed in closed session. Motion by Craig L. to reconvene to open session per WI State Stats. Steve Marquardt seconds the motion. Meeting reconvened to open session at 6:20 p.m. Public Works committee will present to the Finance committee a \$1 increase for utility worker Douglas Bergeson. If Finance ok's they will present to the Village Board for final approval.

Announcement/information item only – Fire Department Diesel fuel. Steve will check on pricing.

Items for next agenda – Diesel fuel, Purchasing Policy, Meet with utility workers; handbook, job responsibilities, expectations for improvement.

Next date for meeting – to be determined.

Adjournment – Craig LeFebre made the motion to adjourn. Steve Marquardt seconds the motion. Motion carried at 6:25 p.m.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer