

**Minutes**  
**Public Works Committee of the Village of Lena**  
**Monday, February 22, 2016**  
**Wastewater Treatment Building**

Call to order – Chair Linda Hinds call the meeting to order at 2:45 p.m.

Roll call: Steve Marquardt, Craig LeFebre and Linda Hinds.

Also present – Doug Bergeson, Larry Shallow, David & Kevin Jagiello (arrive at 3:45 p.m.)

Agenda – Motion to approve the agenda as printed and rearrange as needed was made by Marquardt. LeFebre seconds the motion. Motion carried.

Minutes – Motion was made by LeFebre to approve the minutes from January 26, 2016. Marquardt seconds the motion. Motion carried.

Farmland lease/sludge lease – Jagiello – Documents were reviewed and changes/corrections were made.

Water Department update – Bergeson updated the committee on the leak at West Main Street. Discussion followed regarding water tower maintenance hopefully scheduled for May or as weather allows.

Sewer Plant Monthly Demonstration/update - L. Shallow informed the committee regarding the influent levels dropped as a result of fixing the leak. Village is currently working under the old DNR permit. New permit was filed but waiting on the DNR due to changes/testing requirements. Phosphorus limits were discussed.

Review Village Board meeting – Discussion followed regarding snow removal and other complaints. General discussion regarding water department computers, truck battery and transmitter.

Review January Public Works meeting – Review of employee life insurance, job descriptions, and telephone packages. Purchase policy and business letter was discussed. Employee comp time and area demonstrations were also items discussed.

Approved Vendor List – Committee reviewed the list and updates will be done as needed. Certificate of insurance will be required for vendors. Chemical vendors need to be added.

Street Pole Decorations – ten strands of garland – LED bulbs was a suggestion. Cost difference needs to be considered.

Announcements/Correspondence/general information – items for next agenda – sewer plant update, street pole decorations, village board and public works meeting review, vendor list review, light poles and Ayres Associates. Water Department truck quotes needed for budgetary purposes.

Adjournment - Marquardt made the motion to adjourn. LeFebre seconds the motion. Motion carried 4:26 p.m.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer