

Village of Lena
Public Works Minutes
April 29, 2015 2:45 p.m.

Linda Hinds, Chairperson call the meeting to order at 2:48 p.m.

Roll call: Linda Hinds, Steve Marquardt

Absent: Craig LeFebre

Also Present: Charlie Smaney, Wayne Shallow, Doug Bergeson, David and Kevin Jagiello

Agenda: Steve M. made a motion to approve the agenda allowing the Chairperson to rearrange as needed. Linda H. seconds. Motion carried.

Minutes: Steve Marquardt made a motion to approve the minutes from February 3, 2015. Linda H. seconds the motion. Motion carried.

Recycle Center – Building and electrical – building needs updating/repairs. Electric Pole is leaning – possibly go underground. Kevin Jagiello, President of the Town of Lena will check their budget to see if they have monies available to help with repairs or a new building. Recycle survey is due to the county by May 17, 2015. Site operations and drop off – residents that do not comply with the recycling. A letter will be sent to a resident who refuses to recycle. Recycle hours on Wednesdays to change effective June 1, 2015. The new hours on Wednesday will be 5-7 p.m.

Communications – Purchasing Policy – employees were reminded of the current purchasing policy for the Village.

Update on new truck & box – 450 V10 Ford from Peterson Ford with longer box. Color is blue.

Sludge Hauling – Looking for new areas. Kevin & David Jagiello's field as a possible hauling site. DNR approval is needed and the land can't be used for edible products for fourteen months after spreading. A new five year agreement @ \$50 per acre for 11 acres Village owns was suggested. This would allow rotating fields between the Village fields and Jagiello's.

Part Time Summer Help – James Verduzco will be our summer help again at a rate of \$8.75 per hour. He will also receive three safety T-shirts.

Garbage Hauling – employee hours were reviewed.

Cross training – work in process between water & sewer departments. Standard operating procedures are written down. Sewer Department procedures are complete with DNR approval.

Vacation/comp time – Possible suggestion would be to have 80 hours of comp time as a carry over to the next year to allow new employees more vacation time.

Summary reports of last six months operation from staff – Employees are to review the last six months and make a list of items that need to be addressed or changed. Additional help will be evaluated in September.

Street /Alley Assessment Plan – Public Works employees were asked to rate the streets/alleys for repairs. Televising will need to be done on Cedar & 2nd Street. A new hydrant is needed at the north end of 3rd Street.

Flushing Schedule – Spring flushing scheduled is set for May 17 & 18th. Tom Reindl complained regarding the chlorine smell.

Waste water Treatment Plant Health Assessment (Short/Long Term) – Drying oven does not hold temp. Most equipment is from when the building was built – 30 years old.

Water Meter readings – possible help might be needed. No action taken.

Surplus equipment – sweeper is scrap. If someone is interested in it, let it go.

ID Badges – Check with IT Department at the County.

Facility Lock Boxes – Lock boxes are needed on all Villages owned building. (7) Cost is approximately \$240-\$250. Village will purchase them with the contingency monies and have Oudenhoven install them. Doug will check with S & O Lock for a comparative price.

Emergency Contact Call List – As follows: Doug Bergeson, Larry Shallow, Linda Hinds, Steve Marquardt, Craig LeFebre.

Announcements/Informational Items Only (no action to be taken) – summer sewer credit was referred to the village board. Public Works employees should check agenda to see if one or both should attend board meetings. Catch basin on West Main Street needs a plug or sandbag.

Set next meeting date – as needed.

Adjournment – Motion by Linda H. to adjourn. Steve M. seconds the motion. Motion carried at 4:55 p.m.

Respectfully submitted,

Charlene J. Meier
Clerk/Treasurer