

**Public Works Committee Minutes**  
**Village of Lena, 117 E. Main Street, Lena, WI**  
**Thursday July 28, 2016, 2:45p.m.**

Call to order – Meeting called to order at 2:50 p.m.

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

Also present: Terry Hinds, Larry Shallow, Doug Bergeson, Craig Schuh-Ayres Associates and David & Kevin Jagiello.

Approval of Agenda – Motion to approve the agenda was made by Marquardt. LeFebre second the motion. Motion carried.

Approval of Minutes – LeFebre made a motion to approve minutes from May 25, 2016. Marquardt second the motion. Motion carried.

Open Forum – David & Kevin Jagiello were present to discuss the culvert across from Saputo that washes out with the rain. They requested that the ditch be dug out and clean out so they can replace the current culvert with a larger one to prevent washouts. L. Shallow will get pricing from Oconto County.

Sewer Plant CMOM – Items were reviewed and discussion followed. Older areas need to be televised. Cleaning done first followed by televising. A schedule will need to be set up. Motion by Marquardt to accept the CMOM upgrades with noted changes. Hinds second the motion. Motion carried.

Sewer Plant Operations & Needs – Plant (building) upgrades: new furnace, windows, doors, pumps will be done first. Roof is 15 years old. Funding from the State will need to be reviewed. Motion was made by Marquardt to get bids for building maintenance upgrades and present them to the Finance Committee for funding purposes. Hinds second the motion. Motion carried. A quote for Engineering for plans and specifications will be needed also.

5 Year Capital Improvement Plan & Inventory – Building upgrades will need to be prioritized. Numbers 1-5 should be addressed first. T. Hinds reviewed the capital improvements. A meeting is scheduled for August 23, 2016 with the public works staff to review CIP.

Tree trimming streets & alleys – L. Shallow reported 52 addresses in the village have trees/branches that need to be trimmed. A letter will be sent to the homeowners giving them time to have this remedied and a list of contractors for them to select from with an October 1<sup>st</sup>, 2016 deadline. A tree in the DOT right-away will be reviewed.

Diggers Hotline Emergency calls procedures – numbers/emails were updated.

Recycling Update (With Oconto County) – Kevin Jagiello requested this be tabled to the board meeting. Marquardt reminded everyone of the October 1<sup>st</sup> deadline for grant funding. K. Jagiello will get back to the Village Board after he talks with the Town Board. A joint meeting will need to be scheduled to work out a formal agreement. Monday August 8<sup>th</sup> at 8 p.m. was scheduled.

Curb Painting – discussion followed. A trailer would be helpful. Painting will be done as weather permits.

Cedar Street & Second Street Paving – Pricing for Second Street, Cedar Street and alleys as needed. Funding to be determined.

Drainage Ditch cleanup – discussion followed regarding the areas that needed to be cleaned. L. Shallow will get prices from the Oconto County to that this can be done in conjunction with the ditch across from Saputo (Jagiello's). The village will clean up the ditch and then it will be turned over the property owners to maintain.

Village Property Maintenance – Village property needs to up kept up.

Roof Drains – St. Anne's – a dye test will need to be done.

E-mail – Larry Shallow – Laptop was out at water treatment building. Updated cell phones are needed.

Grass Cutting – Motion was made by L. Hinds to get a \$100 VISA card for Laurie Graef for cutting the lawn at the 141 interchange as a thank you. Marquardt second the motion. Motion carried.

Water Treatment HMO Plugging - Discussion followed. OCI/Ayres Associates/Hawkins are working together to resolve the plugging problem. Motion was made by Marquardt to have cabinets/shelving order with the final draw up to \$5000 for the water treatment building. L. Hinds second the motion. Motion carried.

Part Time Summer Help – permanent part time position – Motion was made by Marquardt to make the summer part time position into a permanent part time position without benefits to the village board. L. Hinds second the motion. Motion carried.

Closed session – Motion was made by Marquardt to convene to close 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. LeFebre seconds the motion. Roll call vote: Marquardt aye; LeFebre aye; L. Hinds aye. Motion carried at 4:59 p.m.

Open Session – Per WI State Stat 19.85 (2) and possible action from items discussed in closed session. Motion was made by L. Hinds to reconvene to open sessions. LeFebre second the motion. Motion carried at 6:18 p.m. Public Works Chair Linda Hinds will address comp time concerns with the Personnel and Wage Committee to review.

Adjournment – Motion by L. Hinds to adjourn. LeFebre seconds the motion. Motion carried at 6:20 p.m.

Respectfully submitted,

Charlene J. Meier  
Clerk/Treasurer