

Minutes
Public Works Committee of the Village of Lena
Tuesday January 26, 2016
Water Treatment Building

Unapproved-draft

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 and Larry Shallow

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

Minutes – Motion was made by Marquardt to approve the minutes from December 15, 2015. LeFebre seconds the motion. Motion carried.

General discussion followed. Bergeson gave an update on the water quality. Snow removal was reviewed. Sludge hauling – work in process.

Life Insurance – Will be offered to full time employees per the Wage & Personnel committee. More information to follow from Chairman Terry Hinds.

Job Descriptions – Job descriptions were given to each public works employee to review and make changes as needed.

Telephone Use – After work hours usage for the phone. There will be a policy from Wage & Personnel committee. Data packages and costs will need to be checked and update to smart phones.

Employee Spending – Purchase policy was given to all employees and Village trustees. Notations are needed if purchasing is done outside of the village. If employees have issues with a business the Finance Committee needs to be informed.

Comp Time – Comp year from November 1–October 31st. Can carry over to the next year will be 40 hours. “What if” needs to be addressed by the Personnel & Wage committee.

Monthly Demonstration/meeting – A schedule of meetings was given to the employees. Chairperson Hinds would like an informational/demo of the different areas in the Public Works department.

Announcement/correspondence/general information – Marquardt asked about leaf collection. Laptop hard drive died in the water department. Also the printer is not working well. Ayres Associates will be meeting with Larry S. to review the sewer plant updates.

Adjournment – Motion to adjourn was made by Marquardt. LeFebre seconds the motion. Motion carried at 4:49 p.m.

Respectfully submitted

Charlene J. Meier
Clerk/Treasurer

DRAFT