

## Meeting Minutes

Wednesday, June 5, 2013-6:30 PM

Public Works Committee of the Village of Lena Board

Municipal Building Board Room, 117 E Main Street, Lena WI.

Present: Steve Marquardt, Craig LeFebre and Linda Hinds

Approval of meeting minutes: Motion by Linda Hinds to approve the minutes and second by Steve Marquardt. Motion made to approve the agenda by Craig LeFebre second by Linda Hinds.

### New Business:

1. Time Study: Linda Hinds will shadow Larry Shallow on his job on June 26 at 6:00am following a time frame with Cory Marquardt also.
2. Standardized Working Hours: Monday thru Thursday hours will be 6:30 — 3:00 and on Friday 6:30 — 10:30.
3. Summer Help: Open
4. Cell Phone Usage: Employees need to set up voice mail and also answer village cell phone appropriately by stating name and village of Lena.
5. Job Description:  
Cory Marquardt: Street Supervisor  
Water, Mechanic, Garage, Chipper, Primary 60% snow removal, 2x per year sludge removal, flush sewers, read meters 50% and respond to calls.  
Larry Shallow: WWTP Operator  
Run the WWTP, Mow grass, garage, chipper, 40% snow removal, read meters 50% and respond to calls.
6. Committee convenes into closed session pursuant to Wi Stat 19.85 (1) (c) for the purpose of discussing personal issues. Motion made by Craig LeFebre and second by Linda Hinds  
Roll call vote: Linda Hinds — Aye, Steve Marquardt-aye and Craig LeFebre-aye. Motion carried (at 6:48)  
Board returned to open session to conduct legal business as allowed by WI Statute 19.85 (2)  
Motion carried by Steve Marquardt and second by Linda Hinds. Motion carried at (8:05)
7. Job Descriptions: Set up a meeting with Cory Marquardt and Larry Shallow with the job descriptions and expectations. Have them review and add or subtract what they believe should or should not be on job description. The Public works board will meet up with them 30 days later with their response.
8. Motion to adjourn the meeting: Motion by Steve Marquardt and second by Linda Hinds
9. Set up next meeting date: Wednesday September 4, 2013 — 2:30 pm

Linda Hinds Recording Secretary