

**VILLAGE OF WAUSAUKEE  
SPECIAL VILLAGE BOARD MEETING  
THURSDAY, SEPTEMBER 18<sup>TH</sup>, 2008  
WAUSAUKEE VILLAGE HALL  
428 HARRISON AVENUE**

**7:00 PM**

**MINUTES**

1. Call to Order – President Caine called the meeting to order at 7:01 pm. Village Trustees present were Julie Parkansky, Jeff Townsend, Randy Schmidt, Jerry Wojcik, Rosie Figas, and Hilbert Radtke. Also in attendance were Streets Supervisor Darryll Schmidt, Village Treasurer Sara Pullen, Village Clerk Toshia Ranallo, Village Water/Sewer/Streets Assistant Pat Schmidt, Water/Sewer Operator Pam Aide, part-time Water/Sewer/Streets Assistant Dave Heritsch, Water/Sewer Clerk Heidi Jeske, and Shirley Pruhdom from the Peshtigo Times. Village residents present were Bob Flaws, John Ranallo, Joellen Simpson, and Harry Meetz.
2. Approval of Agenda – President Caine stated that Heidi Jeske contacted him asking that the meeting be held in open session. Rosie Figas asked if he had that request in writing. Caine stated that the request came via e-mail and that he did not have a copy with him. Caine asked for an approval of the agenda with this change. Julie Parkansky made a motion to approve the agenda with the change to open session seconded by Jerry Wojcik. Motion carried.
3. Discussion/Action – Convene to closed session per Wis. State Statute 19.85 (1)(b) to discuss termination of employee and reassignment of duties – (As per the agenda change, the meeting to discuss termination commenced in open session.) President Caine began by presenting to the Board an account of the events that transpired. He stated that Toshia had received a returned check from a training seminar that Heidi Jeske supposedly attended. Upon being informed, Caine called Jeske and asked her to bring in her certificate of registration for the class, to which she agreed. In a later conversation, Jeske stated that she did not have a certificate of registration because they weren't given out. Caine asked her, then, to bring in her books and/or pamphlets from the seminar. At the end of the conversation, Jeske admitted to Caine that she had never attended the class. Caine stated that the next morning he wrote her a termination letter and delivered it to her at the WWTP. He added that the amount of the reimbursement check that Jeske was asking for totaled \$487, which later was corrected to read \$484.40. Caine told the Board that he wasn't sure if he overstepped his bounds by executing an immediate termination, but he felt that it would have been a dereliction of duties if he had done anything else. He went on to say that because Jeske is not an elected official, the Board can make the final decision on her termination. Caine informed the Board that Heidi was asking for reinstatement. Jeske addressed the Board stating that this was her first mistake, and that she takes full responsibility for it calling it bad judgment. Jeff Townsend commented that the vacation hours taken by Jeske had not been made up to the best of his knowledge. Caine stated that he ran the problem by the League of Municipalities. They said that because the Village Employee Handbook is so vague, the best solution would be to offset the PTO time accrued next year with the hours she took this year. Julie Parkansky asked Jeske what she would have done with the money had she not been caught, in short, if she would have cashed the check. Jeske answered that she never took the money, but rather told the truth about not going to the conference. Caine redirected asking her if the Village had issued the check, would she have cashed it. Jeske stated that she did not know. Jerry Wojcik asked Jeske what had changed her mind about not attending the seminar. Jeske stated that she had been sick the two weeks prior to the seminar and under medical care. She added that she wasn't sure if she was at the Village Hall for a meeting until late in the evening the night before and woke up feeling ill the next morning or if she just woke up late the morning of the seminar. She added that she was embarrassed that she did not attend. Wojcik said that the Board did not have a whole lot of

evidence as to why Jeske did not attend. Townsend stated that the Board does have a list of what she was charging the Village for including wages, mileage, and meal reimbursements that never actually took place. Hilbert Radtke asked if this was more than just the registration fee, to which Caine reiterated that the reimbursement check was for wage, mileage, and meals. Radtke added that his biggest problem with the situation is that he believes this meeting should have happened three weeks sooner. He told Caine that he should have suspended Jeske or something of the like, and then called a special Village Board meeting to act on the issue. Caine stated that terminating Jeske was the last thing he wanted to do adding that she was his friend and he believes she helped him and the Village tremendously. He went on to say that he would have no problem working with her again if the Board chose to reinstate her. The question was raised as to whether or not people in the audience could speak. Caine stated that even though they may want to speak as character witnesses, he was doubtful as to whether or not they would have anything relevant to the issue at hand. Dave Heritsch asked Caine if there was any relevance to other employees getting paid for hours not worked, to which Caine said no. Parkansky reiterated her biggest problem with the situation, that being the question of whether or not Jeske would have cashed the check had she not been caught. Jeske stated that because she had been sick for two weeks before, her time sheet was a mess. She stated that the next pay period, she drew up her time sheets nice and neat for the entire two weeks. She added that there was another conference, also on a Thursday, during the same pay period, and upon return, handed her time sheet to Pam and Dave to turn in for her. Jeske stated that when she had prepared her time sheets, she shoved them all in a file. She admitted to the Board that she simply did not do it properly. She continued that had she cashed the check, the situation would be much different, but she did not. Parkansky asked Jeske if both conferences were in Marshfield which would maybe explain the confusion. Jeske answered that the second conference was in Plover. Rosie Figas stated that she has been through this in her own business. She added that in her experience, behavior such as this does not stop, and it's hard to think that it would. She continued by saying that she wished she would have taken it as seriously as she should have the first time it happened to her. Figas stated that Jeske did not have to cash the check for this to be considered stealing. By falsifying the hours in an attempt to get the money, Jeske stole from the Village. Heritsch commented that this sort of thing has been going on in the Village since he started. Figas said that if any Village employee knows about another being dishonest, it should immediately be brought to the attention of a Board member or the president. She added that as a Board member, she is in charge of the tax payers money; a job which she takes very seriously. If employees are covering for other's dishonest actions, she feels they are both guilty and fears that there is a conspiracy. Radtke asked if the Village was in compliance at the WWTP at this time. Caine answered yes. Radtke added that if something like this were to happen again, he would like to see immediate action by the Board as opposed to three weeks after the termination. Caine explained that Jeske did not ask to be reinstated until much later, so he didn't organize a special meeting right away. Radtke continued by saying that the Board should have acted immediately following Caine's termination of Jeske, regardless of whether or not she wanted to be reinstated, because if she were to be reinstated now, the Village may have to pay her for time lost. Wojcik asked Radtke if he felt the Village should pay Jeske for time lost if she is reinstated. Radtke answered no, but explained that if Jeske were to seek counsel and had a leg to stand on, the Village would be much better off if these situations are handled quickly as opposed to stretching them out over periods of weeks. Townsend made a motion seconded by Figas to vote on the termination of Jeske. Motion carried. Caine asked the Board who would be in favor of terminating Jeske by a show of hands. Julie Parkansky, Randy Schmidt, Jeff Townsend, Jerry Wojcik, Rosie Figas, and Hilbert Radtke all voted yes by show of hands. Clark Caine voted no. Motion carried. Radtke asked if Jeske could apply for reinstatement at a later date. Caine answered yes. Radtke added that he believes the Board should look at the employee handbook closely at another meeting. Caine apologized to Jeske and thanked her for her service. Jeske commented that she had never been reprimanded, verbally or in writing, at any point in her employment at the Village. She apologized to the Board for her actions, but expressed her belief that she was terminated because of her gender and harassment.

Caine announced that Pam would be in charge of Water/Sewer operations, stating that she is certified, and will be working part-time. She will be assisted by Dave, and together, they will probably do full-

time work. Caine added that Pam and Dave can also call on Pat or Darryll for assistance, both of whom are certified. In reference to the employee handbook, Caine stated that the Board is going to be changing it, and he is going to adopt a new policy. He added that the new policy will prohibit breaks for any employee while punched in. Caine continued that he wants all time cards to be in the slots by the time clock at all times. He also stated that he wants the time clock moved to the Village office hallway effective immediately so that any Board member can walk in at any time and see who is working, when they punched in, etc. He continued that he will be making revisions to the handbook, give them to the personnel committee, and let that committee approach the Board with the final draft. Caine handed out a complete list of duties, specific to each position, to each employee. The instructions to the employees were to read the description for their specific department(s), make comments on the duties, and return to Caine. He stated he was going to have Toshia, Sara, or Jenny put the duties on word processor, edit them, turn them over to the personnel committee for review, and finally let the committee present the final draft to the Board. Caine asked that the employees get their comments in to him as soon as possible. Townsend asked where Caine found the lists of duties. He said he got them off a website from a municipality in Minnesota. Figs asked for clarification on what certifications each Water/Sewer employee has. Caine answered that Dave, Darryll, and Pat all have Water certification and Pam has both Water and Sewer. Sara Pullen asked Caine who was going to be in charge of the secretarial/clerical work for Water/Sewer. Caine stated that he needed more time to think about that particular position. Radtke asked if the Village were to hire a new Water/Sewer Operator if it would be published in the paper. Caine stated that it would have to be. Townsend asked when the personnel committee should meet. Caine said that it would depend on how fast the employees returned their comments on the duties lists. He then asked all employees to return the packets before the next meeting.

4. Discussion/Action – Reconvene in open session to act on termination and duty reassignment – The meeting did not go into closed session.
5. Adjourn – Townsend made a motion seconded by Parkansky to adjourn at 7:35 pm. Motion carried

Posted on 9/25/08  
at 2:00 pm by (SP)

PLEASE NOTE: UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, PLEASE CONTACT THE VILLAGE CLERK WITHIN TWO BUSINESS DAYS
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