

**VILLAGE OF WAUSAUKEE  
HEALTH, WELFARE, & PERSONNEL  
COMMITTEE MEETING  
(COMMITTEE MEMBERS: JULIE PARKANSKY, ROSIE FIGAS, JEFF TOWNSEND,)  
MONDAY, JUNE 8<sup>th</sup>, 2009  
WAUSAUKEE VILLAGE HALL  
428 HARRISON AVENUE**

**6:00 PM  
MINUTES**

1. Call to Order – Jeff Townsend called the meeting to order at 6:00pm. The following Committee Members present were Julie Parkansky, and Rosalyn Figas. Also present were Village Trustees Kellen Stumbris, John Ranallo, and Hilbert Radtke, part time employees Dave Heritsch and Pam Aide, and Village Clerk Toshia Ranallo.
2. Approval of Agenda – Julie Parkansky made a motion seconded by Rosalyn Figas to approve the agenda. Motion carried.
3. Discussion – Part-time employee hours – Figas stated that the handbook doesn't clearly define what the Village considers "part-time employee" and "seasonal employee". President Townsend asked the present part-time employees how they determine what meetings they should attend, considering each time they clock in they receive regular hourly pay. Part-time employee Dave Heritsch stated that they attend when they see that they are being discussed. Townsend stated that the committee is not discussing them personally but discussing positions and proper procedures. Figas stated that according to Workforce Development "part-time employees" are classified as working 30 hours or less a week, and that must mean that full-time employees are classed as working over 30 hours a week. Townsend stated that it all depends on a set policy. Figas asked advice from fellow board members that work hourly on how their employer defines "part-time" and "seasonal" employees. John Ranallo stated that in his line of work it is controlled by the supervisor. For example, if a part-time or seasonal employee works 20 hours or assumes they will work over 20 hours in a week they are to call their supervisor immediately. Radtke agreed. Townsend stated that in order to define "part-time" and "seasonal" employee hours, information on hours must be gathered from past years from all departments. Townsend added that it would not be just to our employees to set limited hours until the proper information is provided. Part-time employee Pam Aide stated that this was one of their concerns. She added they are the certified operators and signing the paperwork for the DNR. Figas asked some of the board members that had served when there was a full-time Water/Sewer Operator employed, if the operator was able to finish their work within 40 hours a week. Radtke stated yes within reason that nothing major had happened. Heritsch stated that a lot of the DNR paperwork has changed. Townsend asked that it was a month ago that he was approached to have seasonal employee Jenny Aide do that paperwork because the Water/Sewer Department was unable to keep up. Pam Aide stated that Jenny was doing a lot of data entry. Townsend asked Pam Aide if she (Pam) was doing the paperwork that Dave mentioned. Aide stated that she has been doing more of the police work that Eric Vanlannen and Josh Thyne never did. John Ranallo asked how many hours a week did the board agree on for

the part-time seasonal grass cutters. Figas stated 20 hours per week for each employee that they hire to cut grass and pick-up garbage. Ranallo stated subtracting those hours from the Water/Sewer Operators should help the budget. Ranallo asked Clerk Ranallo if there is a report of hours that she could gather from last year. Clerk Ranallo stated that she could provide an excel spreadsheet for the last 5 years to give the committee a better handle on hours from all departments. Townsend stated that we have to focus on running our Village more efficiently and this is not an attack on the two part-time employees present. Townsend added that the Water & Sewer Utility Committee is trying to put together a budget that has never been done. He said that putting numbers together on what we have been spending will give them an idea on what to expect. Townsend stated that last pay period the average between the two employees present for Water/Sewer department were 32 hours each a week. Figas stated that it included mowing grass. John Ranallo stated that also includes attending committee and board meetings. Radtke stated that Eric Vanlaanen did not cut grass. John Ranallo suggested having set hours for the Water/Sewer Utility. One employee from 8:00am to 12:00pm and the other employee from 12:00pm to 4:00pm. Ranallo added this would eliminate employees coming and going as they please. Heritsch responded that it would cost him and Pam a lot of money in gas because they live 30 miles away and ride in together. Ranallo stated that that is not the Villages problem and that the Village would then have an Operator on staff 8 hours a day and every day of the week. Heritsch also stated that the department has very few emergencies, but when they do, both he and Pam respond. Ranallo asked why two employees respond for emergencies. Aide stated that only one would come in for the emergency and the other would put in regular hours. Aide added that she works another job but she is fortunate that she is able to come in for an alarm or for any other reason. Ranallo asked if the job would be covered if the Village installed the two shifts and had someone here at all times 8 hours a day. Aide stated that it could, but isn't necessary. Heritsch stated that working together is sometimes more efficient. For example testing meters. Heritsch added that most of the time he does the physical labor in the morning and Pam does the technical work in the afternoon. Heritsch commented that Aide is more of the brains at the plant but he is starting to get a handle on it. Townsend stated again that the committee needs to get an average number of hours worked and the cost to run the WWTP a week. Figas stated that on one of the financial reports she reviewed, she had figured out that at the rate the Utility Department is going, Water/Sewer will be spending over \$56,000 a year for an Operator. Figas commented that is a lot of money and the Village could hire a full-time Water/Sewer Operator for less than \$56,000 a year. Figas stated that residents have approached her because they see that the Water/Sewer Utility department is mowing grass for the wage that they receive as operators. Figas stated that these people are making a legitimate point and it is the duty of the Board to follow up on these complaints. Aide stated that Street Supervisor Darryll Schmidt also cuts grass and makes even more than they do. Figas added that Aide and Heritsch have the expertise in their area and are being paid for that expertise as well as Darryll. Figas stated that is why we want to have grass cutters.

The committee briefly discussed unemployment for part-time employees, and requested that Clerk Ranallo gather information on accrued hours before they can receive unemployment. Clerk Ranallo will also gather information on the past 5 years and give an average of hours spent in all departments.

4. Discussion – Employee Handbook – Rosalyn Figas stated that she needs additional time to review the handbook and would like to come back at the next Health, Welfare, and Personnel Committee meeting scheduled for June 12, 2009 at 10:00am to express handbook concerns. Matter tabled.

5. Additional Business – none
6. Adjourn – Jeff Townsend made a motion seconded by Rosalyn Figas to adjourn the meeting at 6:47 pm. Motion carried.

Posted on (July 1, 2009)  
At (5:00 PM) by (TR)

NOTICE IS HEREBY GIVEN THAT SOME VILLAGE BOARD MEMBERS WHO ARE NOT MEMBERS OF THIS COMMITTEE MAY ATTEND THIS COMMITTEE MEETING SO AS TO CONSTITUTE A QUORUM AND A MEETING OF THE VILLAGE BOARD. ANY SUCH BOARD MEMBERS ATTENDANCE WILL BE EXCLUSIVELY FOR INFORMATION PURPOSES, DISCUSSION, AND/OR RELATED PURPOSES. THE VILLAGE BOARD WILL NOT TAKE ANY OTHER ACTION AT THE COMMITTEE MEETING.

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 PRIOR TO THE MEETING SO THAT ANY NECESSARY ARRANGEMENTS CAN BE MADE AT (715) 856-5341.