

**VILLAGE OF WAUSAUKEE
HEALTH, WELFARE, & PERSONNEL
COMMITTEE MEETING**

(COMMITTEE MEMBERS: JULIE PARKANSKY, ROSIE FIGAS, JEFF TOWNSEND)

**MONDAY, AUGUST 31st, 2009
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE**

5:00 PM

MINUTES

1. Call to Order – Chairman Julie Parkansky called the meeting to order at 5:05 pm. Committee member Rosalyn Figas was present. Member Jeff Townsend arrived 45 minutes later. Also present were Street Supervisor Darryll Schmidt and Village Clerk Toshia Ranallo.
2. Approval of Agenda – Rosalyn Figas made a motion seconded by Julie Parkansky to approve the agenda after moving agenda item number 5 “Audience to Anyone Wishing to Speak” to agenda item number 3. Motion carried.
3. ~~5.~~ Audience to Anyone Wishing to Speak – Street Supervisor Darryll Schmidt would like clarification on agenda item #4. Figas stated that the purpose tonight is to define our departments and get a better understanding on what employee duties are on a daily basis. Figas added that the Village taxpayers are paying our employees for their areas of expertise and should not pay for employees who take upon themselves to do other work outside their department.
4. Discussion – Employee Departments / Being paid for work outside of departments – Figas stated that this topic will be discussed in agenda item #5 employee handbook.
5. Discussion – Employee Handbook – The committee discussed and will recommend to the board the attached changes to the department duties. New text is highlighted and the committee would like to remove all strikethrough red text.

The committee will recommend the following handbook changes. Under Work Conditions and Hours of Work “Meal and Rest Periods” would be eliminated and **Lunch Period** would be inserted. Under “Lunch Periods” **Inter-Department Work** was added and the following paragraph was inserted. **Employees are expected to perform duties within the department for which they were hired. See Appendix A. Work performed for another department must be requested by that Department Supervisor, Village President or appropriate Committee Chairman and documented in a log book. Work performed outside of department without authorization will not be paid.**

The committee will recommend that job descriptions be added to the employee handbook and classified as **Appendix A**; and a Village of Wausaukee Complaint Form added as **Appendix B**.

A motion made from a February 2009 regular board meeting will be added under “Work Related Injuries/Accidents.” **Employees will be paid on the day of injury a maximum of 8 hours in a 5 day work week and 10 hours in a 4 day work week.**

Under “Conduct at Work” # 21 **vehicle** was added.

The committee will also work on new resolutions for meal and mileage reimbursements. Another meeting was scheduled for Thursday September 3, 2009 at 12:00 pm to finalize the employee handbook.

6. Adjourn – Julie Parkansky made a motion seconded by Jeff Townsend to adjourn the meeting at 7:52pm.

Posted on (September 2nd, 2009)
At (2:00 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.

1. ~~Assists in~~ **Coordinates** the operation, maintenance and control of the Village Water and Wastewater Departments, including potable water system, wells, distribution system, wastewater collection system, wastewater treatment facilities, sludge disposal system and the certified lab to ensure safe, economical and efficient operation.
2. Supervises all operations and maintenance procedures. Participates in complex and technical maintenance and repair tasks. Maintains all records and reports required by various laws and permits, as well as those necessary for efficient operation.
3. Coordinates with other Village departments for assistance or repair, and all other public and private agencies as necessary. Supervises the ordering, storage and use of supplies needed for general operation of water plant and outlying system responsibilities and their inventory.
4. Trains **and** supervises ~~and disciplines~~ employees performing duties in daily operation of water **and sewer plant**.
5. Reviews technical journals and other data and disseminates information to employees.
6. Keeps careful records and information on system operators schools and training needed for each employee to maintain required State certification.
7. Maintains a good relationship with public and responds to complaints regarding operations.
8. ~~Reviews annual operating costs and makes required adjustments in operations and budget to maintain a high standard of operation.~~
9. Inspects the water system for proper operations and maintains records of the amount of water that is pumped.

10. Records the amount of chlorine, silicate, and fluoridic acid used, and takes static's. Installs, cleans, and repairs or replaces water meters.
11. Checks meters, gauges, pumps, and control panels to verify correct operation of equipment and records information.
12. Performs lab duties for water/wastewater facilities which include: BOD's, phosphates, total solids, total suspended solids, Ph's, ammonia, nitrates, chlorine residual, fluoride, fecal coliform, bacti's, and temperatures.
13. Operates and maintains pumps, control panels, chlorinators, and chemical feed pumps. Inspects lift stations for proper operation of motors and pumps.
14. Monitors and repairs plant equipment including cleaning and servicing final clarifiers and performing annual inspections.
15. Records daily flow of influent, waste and return sludge.
- ~~16. Locates and repairs water and sewer mains.~~
17. Maintains ~~fire hydrants~~, well-house structures and water towers.
18. Transfers sludge on a daily basis.
19. Records dissolved oxygen levels at various locations in the facilities.
- ~~20. Jet sewer lines.~~
21. Assists in soil sampling and injection for sludge disposal.
22. Maintains and operates sludge thickening equipment.
23. Obtains certified land for sludge disposal according to soil specifications.
24. ~~Attends safety meetings and~~ Follows safety precautions according to OSHA standards.
25. Runs quality control tests for lab certification.
26. Sludge judges primary and final clarifiers daily.
27. Performs daily testing of influent and effluent as required and adjust process controls accordingly.
28. Logs completed daily **protocol** maintenance.
29. Cleans influent and bar screens daily.
30. ~~Assists in reading of~~ **Reads** electrical and water meters and the maintenance of water meters.
31. Attends training as necessary per DNR continuing education.
32. Performs grounds maintenance **at WWTP.**
33. Performs other duties as apparent or assigned.
34. Inspects lift station and pumps daily to ensure proper operation. Puts chemicals in as needed. Collects tests and sends to lab for testing. Fill out and submit reports as required.
35. Responds to Water/Sewer alarms.
36. Responds to other emergencies **when requested.**
37. Get board approval for any major spending for equipment.
38. **With pre-approval from Village Board attends meetings and seminars to remain current of new information relating to all aspects of the job.**
39. **Work on occasion longer hours as needed to meet emergency needs.**
40. **Performs any additional duties as needed and at the request of the Village Board**

Streets Supervisor

1. Provides recommendation when hiring employees within department.
2. Prioritizes and schedules daily work agendas and provides lead in all street department operations.
3. Works with and corresponds with regulatory agencies.
4. Calls snow emergencies and decides when to sand intersections.
5. Recommends improvements to equipment and provides estimates for Village budget.
6. Records and maps curb stops, valves, manholes, etc.
7. Makes decisions and purchases equipment/supplies for department, within reasonable limits.
8. Mows and trims grass on right of ways and at the parks; sprays for weeds and fertilizes; plants, trims, and removes shrubbery as needed.
9. Maintains and repairs streets and alleys including patching potholes and cracks, laying gravel, blading, and sweeping. Paints curbs.
10. Plows, shovels, de-ices, and sands snow from Village streets, and from sidewalks in front of Village buildings.
11. Performs miscellaneous cleaning, maintenance, and repair work on Village owned buildings including park facilities, equipment, vehicles, and shelters.
12. Attends one Village meeting per month to keep the board informed of activities, problems, and possible future problems.
13. With pre-approval from Village Board attends meetings and seminars to remain current of new information relating to all aspects of the job.
14. Cleans storm sewers, catch basins and sand traps.
15. Straightens and replaces damaged street signs.
16. Assist in performing maintenance and repair on water tower, well house and wastewater treatment plant.
17. When Water/Sewer Operator is absent performs daily checks at wastewater plant.
18. Participate in inspection, maintenance and repair of all water lines, sewer lines, valves and water.
19. Puts up and removes banners and holiday decorations.
20. Work on occasion longer hours as needed to meet emergency needs.
21. Supervise and assign work to general maintenance worker.
22. Oversees and assists the work of summer employee, assigning work, training, etc.
23. Make sure portable generator is ready in case of power failure.
24. Performs any additional duties as needed and at the request of the Village Board.
25. Enforce Village ordinances by patrolling assigned areas; capture and impound dead, sick, injured, stray or trapped domestic and non-domestic animals.
26. Coordinate with Water/Sewer Operator in responding to water/sewer alarms.
27. Respond to any other emergencies.
28. Get board approval for any major spending for equipment.
29. Maintains fire hydrants.
30. Jet sewer lines.
31. Locates and repairs water and sewer mains.
32. Keep Village vehicles and garages organized.