

LAKELAND SANITARY DISTRICT NO. 1

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NOTICE OF MEETING

TITLE OF GROUP MEETING: LAKELAND SANITARY DISTRICT NO. 1

PLACE: LAKELAND SANITARY DISTRICT NO. 1 OFFICE
8780 MORGAN RD.
MINOCQUA, WI 54548

DATE: SEPTEMBER 29, 2020

PURPOSE: REGULAR MEETING

TIME: 4:00 P.M.

AGENDA:

1. CALL MEETING TO ORDER.
2. APPROVAL OF 9-29-20 AGENDA
3. APPROVAL OF 9-8-20 MEETING MINUTES
4. REVIEW OF LAKELAND SANITARY EMPLOYEE HANDBOOK
5. PROPOSAL OF ADDITIONAL FULL TIME WWTP OPERATOR
6. SIGN CHECKS/PAY BILLS
7. INFORMATION/CORRESPONDENCE

TIME OF POSTING: SEPTEMBER 28, 2020

**NAME AND TITLE OF PERSON
DIRECTING THAT THIS NOTICE
BE POSTED:** TOM WIPPERFURTH
PRESIDENT

Upon reasonable notice, efforts will be made to accommodate the needs of the disabled individuals through appropriate aids and service. Contact the Lakeland Sanitary District @ 715-356-4454.

NOTICE OF MEETING.doc

LAKELAND SANITARY DISTRICT NO. 1
Regular Meeting
September 29, 2020

Present: R. LaPlante, T. Wipperfurth, M. Killian
Absent:
Others: J. Benson, K. Timmons, W. Peters, S. Schoonover

The meeting was called to order by President T. Wipperfurth on September 29, 2020 at 4:00 P.M. All public notices have been posted to meet with the open meeting law and the building is accessible for the handicapped.

Approval of Agenda 9-29-20: R. LaPlante made a motion to approve the agenda for the 9-29-20 meeting; M. Killian seconded the motion. All in favor, motion carried.

Approval of Minutes 9-8-20 Meeting: M. Killian made a motion to approve the minutes for the 9-8-20 meeting; T. Wipperfurth seconded the motion. All in favor, motion carried.

Agenda Item #4: Review of Lakeland Sanitary Employee Handbook:

There were several items brought up for discussion in regards to part-time employment and benefits and how items were stated in the handbook.

- Page 4 of handbook, Employee Evaluations. A short discussion followed and it was decided that no action was needed in regards to this item.
- Page 4 of handbook, #3 Working Hours. M. Killian stated that the board of commissioners sets the office hours, Monday through Friday, 7:30 am to 4:00 pm but the daily work hours are set by the Superintendent and office personnel. A short discussion followed and it was decided that no changes were needed in the handbook at this time.
- Page 5 of handbook, #7 Longevity Pay. T. Wipperfurth stated that it was decided in the past that part-time employees do not receive this benefit. M. Killian asked why and what was the discussion on that decision, however T. Wipperfurth said it was decided long ago and did not remember the details. M. Killian stated that if an employee is consistent, reliable and staying with the district that he is not opposed to adding it in the handbook. M. Killian made a motion to add part time employees to be eligible for longevity pay – to change the handbook to read as follows below; R. LaPlante seconded the motion. All in favor, motion carried.

LONGEVITY PAY

All employees are eligible for longevity pay benefits after 2 years of continuous employment. Longevity pay is based on the following schedule as calculated from the first year in which payroll was received after the initial employment date. Longevity amount is not to be included in the base salary amount.

1-2 Years Employment	0% of base pay
3-4 Years Employment	1.0% of base pay
5-9 Years Employment	2.0% base pay
10 or more Years	3.0% base pay

- Page 5 of handbook, Sick Leave with Pay. M. Killian made a motion that part-time employees would receive 2 hours for every 2 months of employment for a total of 3 days each year with a max of 300 hours. The motion would leave full-time employee sick leave with pay as it states in the handbook. Motion to re-word the text in handbook to use hours versus days to be consistent and clear – to change the handbook to read as follows below; R. LaPlante seconded the motion. All in favor, motion carried.

SICK LEAVE WITH PAY

Full-time employees earn, and are eligible for, 8 hours of sick leave every 2 months of employment up to 48 hours each year. Unused sick leave is carried over to succeeding years until a maximum of 600 hours unused sick leave has been accumulated.

Part-time employees earn, and are eligible for 4 hours of sick leave every 2 months of employment up to 24 hours each year. Unused sick leave is carried over to succeeding years until a maximum of 300 hours unused sick leave has been accumulated.

Sick leave will be paid at the current pay rate of the employee. No sick leave will be paid to an employee while he or she is on vacation. Sick leave cannot be used immediately preceding or immediately following paid vacation. The Sanitary District will make no payment to an employee for unused sick leave.

- Page 3 of handbook, Probationary Period. M. Killian made a motion to change the probationary period to six months in the handbook and to also add that benefits of sick leave, vacation and holiday pay will go into effect after probationary period ends – to change the handbook to read as follows below; R. LaPlante seconded the motion. All in favor, motion carried.

PROBATIONARY PERIOD

It shall be the policy of Lakeland Sanitary District No.1 to require all new, transferred or promoted employees to serve a probationary period of six months. Benefits of sick leave with pay, vacation pay and holiday pay will go into effect after probationary period ends. The probationary period requirements may be waived or adjusted at the discretion of the Board of Commissioners only.

- Page 6 of handbook, Paid Holidays. M. Killian made a motion to leave full-time paid holidays as stated in handbook but to add part-time employees to receive 7 paid half-days of holiday pay – to change the handbook to read as follows below; T. Wipperfurth seconded the motion. All in favor, motion carried.

PAID HOLIDAYS

All full-time employees are allowed eight paid holidays each year. Paid holidays are January 1, one-half day Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, day after Thanksgiving, one-half day Christmas Eve, and Christmas Day. All part-time employees are allowed seven half-day paid holidays each year. Paid half day holidays are January 1, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.

- Page 7 of handbook, Leave with Pay. A brief discussion followed in regards to what was outlined in the handbook for Leave with Pay. M. Killian made a motion to change only the fourth sentence down in regards to jury duty compensation, to remove the "8 hour salary" and replace with "hourly wage" – to change the handbook to read as follows below; R. LaPlante seconded the motion. All in favor, motion carried.

LEAVE WITH PAY

Funeral leave will be given in the event of a death in the immediate family. The amount of time given will be at the discretion of the superintendent and the Board of Commissioners.

Employees will be given leave for jury duty. Compensation will be the difference between the jury duty pay and the employee's regular hourly wage for each day of jury duty served. Employees will return to work immediately upon completion of jury duty each day, provided dismissal from jury duty is within the normal workday.

Employees will, in the process of their employment, attend training for ongoing education and gathering of information. When attending such events, if the normal work day of eight (8) hours is exceeded (including travel time), time and one-half will be paid.

- Page 7 of handbook, Monetary Allowances. A brief discussion followed in regards to this part of the handbook and how it reads. It was decided no changes were needed in the handbook at this time.
- Page 7 of handbook, Insurance and Pension. A brief discussion followed in regards to this part of the handbook and how it reads. It was decided no changes were needed in the handbook at this time.

Agenda Item #5: Proposal of additional full time WWTP Operator: W. Peters gave the commissioners a hand-out with a timeline from 1994 to present of Lakeland Sanitary District's WWTP operators and stated that there always have been four full time operators employed and at certain times there were five. He also handed out a sheet outlining the reasons an additional operator was needed as we currently have only 3 full time operators on staff and on-call. A discussion followed as to the many reasons another operator was needed to help with the daily operations, maintenance of our district, emergency situations and for being on-call. M. Killian made a motion to approve to post a new help wanted ad for another WWTP operator to be posted immediately. R. LaPlante seconded the motion. All in favor, motion carried.

Agenda Item #6: Sign checks/ Pay bills

Agenda Item #7: Informational/Correspondence: M. Killian asked about the possibility of having current employees on staff to cover other areas at the plant/district, mainly increasing S. Schoonover's hours to allow J. Benson to help in the field. W. Peters and J. Benson stated that this is not a good avenue to explore without "opening another can of worms" which ended the exploration of this idea. R. LaPlante added that he observed workers at the North tower that were taking down the antennas for the Kemp station and was curious as to who is responsible to carry liability coverage. J. Benson stated that she can look into it further to have a definitive answer but that insurance coverage would be needed by the leasee in case of any property damage or personal injury while on Lakeland Sanitary District property. There was a small discussion between the board and K. Timmons in regards to the prospect of having

another company lease on the North tower for communications in the Woodruff area. W. Peters stated to the board that he will be implementing safety meetings once a month since this was an area that was lacking in previous years. K. Timmons and W. Peters also stated that some electrical problems at the plant have been fixed properly by L.W. Allen.

There being no further business, the meeting was adjourned at 5:10 P.M., on a motion by M. Killian, seconded by R. LaPlante.

Clerk: *Rich A. LaPlante*