

**REVICED**

## VILLAGE OF PORT EDWARDS

### PUBLIC MEETING NOTICE FINANCE AND HUMAN RESOURCES COMMITTEE Tuesday, May 12, 2020 5:00 P.M. AT THE MARSHALL BUEHLER CENTER

Due to the COVID-19 pandemic this meeting is being held without the public or the media in attendance and the Committee Members will be meeting at least 6 feet apart. These steps are being taken so that the Committee can hold the meeting and still comply with the social distancing guidelines. If you are a member of the public and wish to listen, please call the dial in number below and you will be acknowledged

#### Agenda:

1. Call to order.
2. Roll call.
3. Approve the previous committee minutes.
4. Public comments on agenda items.
5. Chairperson comments.
6. Review & Action approving the monthly bills, journal entries for previous month and financial reports.
7. Discussion/action on recruitment of Public Works Operator.
8. Discussion/action on Administrative Support Coordinator/Clerk Treasurer job description.
9. Discussion/action on Court & Administrative Services job description.
- 9 a. Discussion/action on Administrative Support Specialist/Deputy Clerk-Treasurer job description.
10. Discussion/action on Public Works/Utilities Supervisor job description
11. Discussion/action on Salary Adjustment and Employment Agreement for Public Works/Utilities Supervisor job.
12. **MOTION** to go into closed session per §19.85(1)(g) “conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved,” regarding DMI.
13. **MOTION** to reconvene from closed session.
14. Any action necessary from closed session
15. Any other items properly brought before the Committee.
16. Agenda items for next meeting.
17. Next meeting date.
18. Adjourn.

Village of Port Edwards  
Dana Duncan – Committee Chairman