

Village of Port Edwards

FINANCE AND HUMAN RESOURCES COMMITTEE

Thursday, September 5, 2024

5:00 P.M. AT THE MARSHALL BUEHLER CENTER

Zoom Meeting: <https://us06web.zoom.us/j/86898363220?pwd=PmwAthQm2mRinPZw4L5dawKLgHpPNV.1>

Meeting ID: 868 9836 3220 Passcode: 086313

Agenda:

1. Call to order
2. Roll call
3. Approve the Agenda
4. Approve the previous committee minutes, from August 8, 2024
5. Public comments on agenda items
6. Chairperson comments.
7. Discussion and **MOTION** to approve the monthly bills, journal entries for previous month and financial reports.
8. Discussion and review of new server proposal.
9. Discussion and possible action to approve the police chief job description and salary range.
10. Old Business
11. Discuss New Business
12. Correspondence received
13. Agenda items for next meeting
14. Adjourn

Village of Port Edwards
Lonn Radtke – Committee Chairman

2024 BUDGET STATUS OF ADMINISTRATOR SALARY & EXPENSES

2024 budgeted amount of Administrator salary & expenses	\$79,634.20
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Administrator expenses paid through end of June	<u>-29,501.49</u>
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Balance:	\$50,132.71
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Estimated payments to Duane Gau Municipal Services (\$5,000 per month for July-November 2024)	<u>- 25,000.00</u>
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Estimated budget overage:	\$25,132.71
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QUOTES FOR NEW SERVER:

Wood County IT	\$18,530.48
The Dirks Group LLC	\$36,442.19

Proposal

Wood County

DATE: 7/27/2024

400 Market Street, Wisconsin Rapids, WI 54494
(715) 421-8433
helpdesk@woodcountywi.gov

TO Ben Martinson
Village of Port Edwards
201 Market Avenue
Port Edwards, WI 54469
(715) 887-3512

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Insight Quote 0227277550 Server Hardware and Software	\$8192.66	\$8192.66
	Note: VMWare license is annual subscription	\$1050.40	
1	O365 license for 11 months	\$4337.82	\$4337.82
	Note: Cost will be adjusted to new start date, annual subscription will renew April 2025	\$4732.17	
80	Labor for setup/configuration up to 80 hours billed as needed	\$75.00	\$6000.00
SUBTOTAL			\$18,530.48
SALES TAX			
TOTAL			\$18,530.48

This proposal will provide server hardware/software to replace current equipment that is End-of-Life/Support. O365 is provided to replace on-premises Exchange server with Exchange Online and Office suite. License quantities listed in provided documents.

Prepared For




Village of Port Edwards
 Ben Martinson
 201 Market Avenue
 Port Edwards, WI 54469
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Prepared By

Brian Trybula
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Quote #027434 Version #1

Hardware		Price	Qty	Extended
	HPE ProLiant ML350 G11 4U Tower Server - 1 x Intel Xeon Silver 4410Y 2 GHz - 64 GB RAM - 960 GB SSD - (2 x 480GB) SSD Configuration - Serial Attached SCSI (SAS), Serial ATA Controller	\$5,580.73	1	\$5,580.73
	HPE 32GB DDR5 SDRAM Memory Module	\$548.81	2	\$1,097.62
	HPE ProLiant ML350 Gen11 Redundant Fan Kit	\$278.98	1	\$278.98
	HPE NS204i-u Gen11 NVMe Hot Plug Boot Optimized Storage Device	\$1,473.99	1	\$1,473.99
	HPE ProLiant ML350 Gen11 NS204i-u Enablement Kit	\$267.70	1	\$267.70
	HPE 1.60 TB Solid State Drive - 2.5" Internal - SAS (24Gb/s SAS) - Mixed Use	\$2,704.66	4	\$10,818.64

Hardware		Price	Qty	Extended
 Hewlett Packard Enterprise	HPE iLO Advanced Electronic License with 3yr Support on iLO	\$209.34	1	\$209.34
<i>Replacement UPS</i>				
	Smart-UPS 1500VA LCD 120V with SmartConnect - Tower - 3 Hour Recharge - 7 Minute Stand-by - 120 V Input - 120 V AC Output - Sine Wave - 8 x NEMA 5-15R - 8 x Battery/Surge Outlet	\$714.19	1	\$714.19
	APC by Schneider Electric EcoStruxure IT Expert Access - 1 Year - 1 Node	\$60.00	3	\$180.00
Hardware Subtotal				\$20,621.19

Software		Price	Qty	Extended
<i>Microsoft Windows Server Licensing (DC, File/App)</i>				
 Microsoft	Windows Server 2022 Standard - 2 Core License Pack	\$134.00	8	\$1,072.00
 Microsoft	Windows Server 2022 - 1 User CAL	\$46.00	19	\$874.00
<i>Virtualization Software</i>				
	VMware vSphere v. 8.0 Standard - Commitment Plan - 1 Core - 1 Year	\$75.00	16	\$1,200.00
Software Subtotal				\$3,146.00

Estimated Budget Project Labor	Hours	Cost/Hour	Cost
*Labor will be billed on a time and materials basis. The Dirks Group estimates a total of 55-65 service hours for the above project at a rate of \$195.00 per hour during normal business hours (8 a.m. to 5 p.m.) Mon-Fri.	65.00	\$195.00	\$12,675.00
Total Hours	65.00	Total Cost	\$12,675.00

Recap	Amount
Hardware	\$20,621.19
Software	\$3,146.00
Estimated Budget Project Labor	\$12,675.00
Total	\$36,442.19

Prices are subject to change - Quotation is for product only, services are additional unless stated otherwise - This is not an invoice - Please do not remit payment for products or services from this quote - Product totaling \$5,000 or greater requires a 50% deposit at time of order - Merchandise returns are subject to a 15% restocking fee. The Dirks Group retains ownership of all product until invoices are paid in full.

CONFIDENTIAL - Customer shall treat as confidential any and all documentation and information in a tangible form which is made available to customer. Such documentation and information is proprietary to The Dirks Group, LLC and shall not be reproduced, disclosed to any third party, or used for any purpose (other than for providing services here in) without the prior written consent of The Dirks Group, LLC. All such documentation and information shall be promptly returned to The Dirks Group, LLC.

Acceptance

Village of Port Edwards

Signature _____

Printed Name: _____

Date: _____

Good Morning,

Per the request from Chairman Zurfluh, a meeting consisting of myself, Duane, Chief Drew, Chairman Stewart and Rick Hess happened on 8/13 to discuss and *recommend* to the Public Safety Committee the Police Chief Job Description, Pay rate window, start date and the PFC timeline needed. I did not want to send this information just to the Public Safety committee but wanted everyone included to get the BASIC information that was brought up. Again, NO final decisions were made, just suggestions.

Attached is the updated Job Description, which took out the SRO position and some other additions. (If I missed anything please let me know).

The pay rate window that is *recommended* is \$78,000-\$88,000. The thought process behind this was to take what Chief Drew is getting paid currently + a 3% increase (based on past years of increase) and use that as a target rate. Then to take +/- 10% on that to give us that window.

A suggested start date of January 2, 2025 is recommended. This is to have enough of an overlap for proper training and getting to see a just over a full month of activities. For example, preparing for Public Safety, PFC and board meetings. As well as getting into the schools and other necessary day to day operations. A MINIMUM recommendation start date would be a January 15.

There was also a discussion on the negotiating process. That it may be best practice to change how we are doing this currently for multiple reasons. With of course the final say of the final rate coming from the board. That part would not change. Which we can discuss at the upcoming meetings.

If I have missed anything let me know!

Village of Port Edwards, Wisconsin

Job Description

DEPARTMENT: Police Department

POSITION TITLE: Police Chief

REPORTS TO: Village Board

GENERAL NATURE OF POSITION

The Chief of Police shall be responsible for the planning and implementation of the preservation of the public peace and safety within the Village subject to the provisions of the State Statute and Ordinances of the Village. He/she will prepare policies, procedures, general orders, and directives conducive to the efficient operation and administration of the department and, in cooperation with the Village Board, Police and Fire Commission and Village Administrator, prepare rules of conduct governing the members of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- The Chief of Police shall promote excellent community relations with particular attention to public contacts by public safety personnel, and by rule, training, instruction, or direction insure positive interaction between such personnel and members of the public.
- Manage personnel through evaluation, appointment, and recommendation of appointment, promotion, and discipline in accordance with state law and procedures set forth by the Board of Police Commissioners and Police Department. This includes civil service and Auxiliary Police Officers.
- Effectively manage the SRO program and communicate with school district personnel and village board members effectively regarding this program.
- Represent the Police Department and speak on behalf of the public safety of the Village's citizens before the Village Board and/or its constituent committees.
- Meet with other public safety agencies, citizens, business groups, other Village departments, school representatives, state and federal units, and other interested individuals or groups as necessary to promote public safety.
- Initiate, plan, and implement activities pertaining to public safety education or information.
- Administer, on behalf of the Village, the current labor contracts between the Village and public safety members, and coordinate with the village administrator and attorney, labor issues arising by virtue of such contracts.
- Recommend and/or review Village ordinances pertaining to public safety matters or issues reflecting public safety concerns.
- Be responsible for the fiscal and budgetary procedures promulgated by proper Village authority as they pertain to the Police Department and develop the yearly budget for presentation to the administrator and Village Board.
- Develop and implement documents that track statistics relating to public safety activities and trends and those required by local, state, or federal authority.
- Take immediate command of any resource available to the Village in the event of major civil or natural disaster and notify and recommend further action to the Village President as soon as possible after the event.

- Work cooperatively with the village administrator and department directors to *ensure* uniform, coordinated, and efficient delivery of services for citizens.
- Direct the day to day activities, schedules, and responsibilities of the Police Department.
- Abide by all laws and ordinances and other duties as assigned.
- Work cooperatively with the village administrator and other department heads to ensure that uniform, coordinated, and efficient delivery of services is available to citizens.
- Keep such books and records as necessary or required by law.
- Have control of, and provide for, the purchase, maintenance, and replacement of all public safety premises, vehicles, uniforms, and other items and equipment as may be necessary.
- Be aware of, and promote, the welfare and morale of members of the Police Department.
- Enforce, or cause to be enforced, the laws and ordinances within his/her assigned area of duty and as otherwise may come to his/her attention.
- Develop and implement strategic and tactical plans for the police department
- Perform administrative requirements of the department

The descriptions noted previously are intended as illustrative of the various types of duties which may be performed. The absence of specific statements of each responsibility does not exclude unnamed tasks from this position if the work is similar, related, or a logical and reasonable assignment of the position.

QUALIFICATION REQUIREMENTS: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill and/or ability required. Reasonable accommodations may be made to tenable individuals with disabilities to perform the essential functions.

KNOWLEDGE AND SKILLS REQUIRED FOR POSITION:

- Ability to think strategically and set department goals and objectives.
- Ability to communicate, coordinate, organize written and oral reports and presentations.
- Knowledge of relevant federal, state, and local laws or codes pertaining to current labor practices, civil liability, arrest, search and seizure.
- Understanding of the rules of evidence and ability to provide courtroom testimony.
- Knowledge of and experience in designing and using crime prevention practices and strategies.
- Skills in management, planning, and budgeting.
- Skills in basic fingerprinting, photography, diagram and/or reconstruction of crime scenes, collection and preservation of evidence.
- Skills and knowledge in use of firearms, handcuffs, baton, OC Spray, ECD, emergency vehicle operation, basic first aid, communicable diseases, defensive arrest tactics.

EQUIPMENT USED: The Chief of Police needs to be reasonably competent in the use of all vehicles used for patrol, Prisoner/patient restraints, OC spray, expandable baton, firearms (handgun and shotgun), and electronic control device (ECD)., use of telephone, two-way radio, computer terminal, body camera equipment, ballistic vest, riot helmet, hearing and eye protection.

PHYSICAL DEMANDS: The physical demands described here are represented to those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made, to enable an individual with disabilities to perform the essential functions of the job. While performing the essential functions of the job, the Chief of Police must be capable of performing the following activities:

- Stamina — sit/stand for prolonged periods of time, pursue running suspects, climb ladders, stairs, fences, pull, drag, or carry persons, lift traffic cones or barricades.
- Extent Flexibility— crouch, twist, reach, push, pull, move equipment, subdue suspects, or extricate accident victims.
- Explosive Strength — force entry to vehicles or residences, apply established physical control techniques described in the use of force continuum, rapidly run in immediate pursuit of suspects.
- Speed Limb Movement — dodge debris or other hazardous materials, pursue offenders, don and use self-contained breathing apparatus, riot gear, handcuffs, baton, firearms, perform CPR and other rescue techniques, drive police vehicles under emergency conditions.
- Arm/Hand/Finger Dexterity — utilize baton, handcuffs, and firearms, perform CPR, type, use tools and extraction equipment, conduct field sobriety tests, and operate radar.
- Vision —color discrimination, close vision, distance vision, peripheral vision, and ability to adjust focus. Tasks illustrative of these duties would be the ability to identify and describe suspects, vehicles, assess patient's skin color, recognize color of smoke, fire, and hazardous materials.
- Hearing — hear calls for help or assistance, directions or radio broadcasts, warning sirens or alarms, detect unusual or unreasonable loud noises, firecrackers and other similar explosive devices.

EDUCATION AND EXPERIENCE:

- A current, valid Wisconsin driver's license
- Associate degree in criminal justice. ~~Bachelor's Degree in criminal justice,~~ Management, Public Administration, or closely related field.
- Completion of an Advanced Police Management School (FBI Academy, Northwestern University or Southern Police Institute) or Advanced Degree.
- A combination of related experience and education may be substituted for these requirements at the sole discretion of the Police and Fire Commission
- Ten years as a full-time law enforcement officer with a minimum of seven years of progressively responsible supervisory/management (command level) experience.
- Continuing education to maintain knowledge and competency in police skills.

The descriptions noted previously are intended as illustrative of the various types of duties which may be performed. The absence of specific statements of each responsibility does not exclude unnamed tasks from this position if the work is similar, related, or a logical and reasonable assignment of the position.

WORK ENVIRONMENT: In addition to performing daily tasks in an indoor business office environment of a usually moderate noise level, the Chief of Police may be exposed to the following work conditions:

- Working in a confined environment above or below ground under claustrophobic circumstances.
- Exposure to extreme hot or cold temperatures.
- In contact with water or other liquids.
- Loud noises of 90 or greater decibels associated with sirens or audible warning alarm systems.
- Vibrations related to the use of tools, equipment, or machinery.
- Hazardous conditions such as exposure to smoke or fire, electricity, chemicals, CN, CS, or OC gas, explosives, extreme heights, physical attack.

- Exposure to atmospheric conditions such as fumes, gases, toxic or caustic chemicals, noxious odors, dust, lead, and other airborne particles.
- Contact with blood borne pathogens through blood/saliva found at accidents, crime scenes, EMS services, jail facilities, or caused by human bites.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

MEDICAL AND BACKGROUND REQUIREMENTS: The Chief of Police candidate is subject to a police background investigation and a medical examination including a psychological evaluation and drug screening.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

WORK HOURS: The Chief of Police regular work hours are at the discretion of the Chief of Police, but generally will be 8 hour days, Monday through Friday, except he/she is responsible to be available for emergencies and command required incidents, staff and board meetings.