

VILLAGE OF PORT EDWARDS  
Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: June 8, 2017

TO: JOSEPH ZURFLUH

cc: JOHN BINGHAM  
DANA DUNCAN  
LUANN MARTINSON  
WFHR/WGLX  
JENNIFER IVERSON

ERIK SAYLOR  
SUE MITCHELL  
TIARA GRUNDEN  
DIANE TREMMEL  
JIM LEISER

JP LACHAPELLE  
DAILY TRIBUNE  
RICK PIETTE  
JIM SCHUERMAN

Purpose of Meeting: Regular Monthly Meeting

Attendance: L. Martinson, J. Bingham, S. Mitchell, J. Zurfluh and R. Piette

Absent: D. Tremmel (excused)

Citizens: Tiara Grunden

Subjects Discussed, Action Taken, and Board Action Required:

**Meeting called to order at 5:03 p.m.**

1. **Public comments:** None
2. **Committee Chairman's comments:** None
3. **Review monthly bills, journal entries for previous month and financial reports:** Financial reports will be reviewed before the June 13<sup>th</sup> meeting with the Board.
4. **Status of maximum compensation time for hourly personnel:** Administrator Piette will provide the Committee historical data for used compensation time in order for Committee to review maximum allowable.
5. **Develop time line for Clerk/Treasurer evaluation:** Clerk/Treasurer had a annual evaluation scheduled with Trustee Martinson and President Zurfluh. In addition the FHR Committee wants to bring a structured timeline to completed personnel evaluations.
6. **Status of forms for written and verbal disciplinary actions:** Administrator Piette will provide the current forms used for written and oral disciplinary actions for the FHR Committee to review.
7. **Correspondence received:** None
8. **Agenda items for next meeting:** None
9. **Any items properly brought before the committee:** Update from Piette regarding the employment of the summer help and replacement of a crossing guard.

10. *Set next meeting date:* Thursday, July 6, 2017 at 5:00 pm.
11. **MOTION** by J. Bingham and 2<sup>nd</sup> by L. Martinson to move into closed session at 5:55 pm. All aye.
12. **MOTION** by J. Bingham and 2<sup>nd</sup> by L. Martinson to move out of closed session at 6:50 pm. All aye.
13. **MOTION** by J. Bingham and 2<sup>nd</sup> by S. Mitchell to send the following motion to the Board:  
**MOTION** to restore three days pay to the Water Utility Operator.
14. **MOTION** by J. Bingham and 2<sup>nd</sup> by L. Martinson to move into closed session at 6:52 pm. All aye.
15. **MOTION** by L. Martinson and 2<sup>nd</sup> by J. Bingham to move out of closed session at 8:00 pm. All aye.

**Meeting adjourned at 8:00 p.m.**

LuAnn Martinson, Chairman  
Open Session minutes taken by John Bingham  
Closed session minutes taken by Sue Mitchell