

VILLAGE OF PORT EDWARDS  
Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: November 9, 2017

TO: JOSEPH ZURFLUH

cc: JOHN BINGHAM  
DANA DUNCAN  
LUANN MARTINSON  
WFHR/WGLX  
JIM LEISER

ERIK SAYLOR  
SUE MITCHELL  
TIARA GRUNDEN  
DIANE TREMMEL

JP LACHAPELLE  
DAILY TRIBUNE  
JIM SCHUERMAN  
JENNIFER IVERSON

Purpose of Meeting: Regular Monthly Meeting

Attendance: L. Martinson, S. Mitchell, J. Bingham & J. Zurfluh

Absent: None

Others Present: D. Stewart, S. Harrington & D. Tremmel

Citizens: Jason Leverance, Tiara Grunden, Kathy McGrath, Leo Thomasgard

Subjects Discussed, Action Taken, and Board Action Required:

**Meeting called to order at 5:00 p.m.**

1. **Public comments:** None
2. **Committee Chairman's comments:** None.
3. **Discussion and recommendation of Village administrator job description and recruitment process.** Reviewed qualifications and job responsibilities of Administrator position. Plan to finalize ad and post by November 17, 2017. Applications will be due by January 12, 2018. Target start date for new Administrator is beginning of April 2018. Kathy McGrath and Leo Thomasgard expressed their concerns and views regarding the requirements of the new Administrator.
4. **Review monthly bills, journal entries for previous month and financial reports.**  
Motion to the Board (Martinson/Bingham) to approve payment of the bills. Motion carried. All ayes.  
Motion to the Board (Martinson/Bingham) to approve journal entries for the previous month. Motion carried. All ayes.
5. **Increase in charge for special assessment search.**  
Motion to the Board (Mitchell/Bingham) to increase the special assessment search fee from \$25 to \$35 a parcel. Motion carried. All ayes.
6. **Review time card form.** Reviewed time card form used by DPW employees and cashier.
7. **Review police department proposed budget expenses.** Decreased police safety/community line item from \$5,000 to \$2,500. It was confirmed that crossing guards will be included in 2% wage increase. Remodel work will be performed at the Medical Arts building before end of 2017.  
Motion (Mitchell/Zurfluh) to approve the Chief and part-time officer attending CIT training. Motion failed. (2 ayes; 2 nays).

Motion to the Board (Mitchell/Zurfluh) to approve Chief Iverson's attendance at the five-day CIT training in December. Motion carried. All ayes.

8. ***Review and make proposed revisions to preliminary budget.*** Reviewed and made changes to preliminary budget.
9. ***Motion (Martinson/Bingham) to go into closed session per SS 19.85(1)(c) at 7:37 p.m. to review the candidates for selection of the part-time police officer positions.*** Motion carried. Roll call vote: Bingham-aye, Martinson-aye, Mitchell-aye, Zurfluh-aye.
10. ***Motion (Bingham/Mitchell) to come out of closed session at 7:59 p.m . Motion carried. All ayes.***  
Motion to the Board (Bingham/Mitchell) to hire Josiah Mertes and Alex Midthun as part-time police officers at a starting rate of \$15.00/hr. Motion carried. All ayes.
11. ***Correspondence received:*** None
12. ***Any items properly brought before the committee:*** President Zurfluh stated that when the final three interviews are conducted for the Village Administrator position, he would like the Public Works Supervisor to attend. Both rounds of interviews will be held at the Alexander House for convenience, comfort and privacy.
13. ***Set next meeting date:*** Thursday, December 7, 2017 at 5:00 p.m.

**Meeting adjourned at 8:15 p.m.**

LuAnn Martinson, Chairman

Minutes taken by: Diane Tremmel, Clerk-Treasurer