

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: November 30, 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 SCUERMAN
JENNIFER IVERSON

Purpose of Meeting: Regular Monthly Meeting

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

Absent: None

Also Present: S. Harrington, D. Tremmel (Clerk-Treasurer)

Citizens: T. Grunden, D. Stewart, L. Radtke, J. Iverson, J. Leverance

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. **Review monthly bills, journal entries for previous month and financial reports:**
Motion to the Board (Martinson/Mitchell) 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.
4. **Review time sheets.** Discussed the procedure for approving time sheets and recordkeeping procedures for tracking vacation, sick, necessary and comp time.
5. **Review and amend Village and Police Labor Policies for 2018.** The current vacation policy was reviewed and discussed. Chair Martinson believes the vacation time given each year should be earned from previous year, not accrued during the current year as the current policy states.
Motion to the Board (Martinson/Mitchell) to change the vacation policy to state that all vacation will be prorated in the year of hire and one earned week will be given January 1st of the following year. All future vacation would follow the current vacation schedule in the labor policy. Vacation payout upon termination or retirement by the employee to follow new policy.
Motion to the Board (Bingham/Mitchell) to approve the change presented in the policy for unused sick leave used to cover health insurance premiums for continuation or conversion to an individual plan for retirees. Motion carried. All ayes.
Motion to the Board (Mitchell/Martinson) to increase the Special Voting Deputies' pay to \$25.00 per visit. Motion carried. All ayes.

6. **Review anti-tobacco policy.** The Village currently has no policy regarding tobacco use by employees. Motion to the Board to prohibit smoking and the use of tobacco products on all Village owned property, including vehicles, by all employees during working hours. Motion carried. All ayes.
7. **Review public works staff needs.** The water utility operator indicated that he will be retiring in 2018. There was discussion on how the position should be filled. Motion (Martinson/Bingham) to approve the promotion of a current employee to fill the Water Utility Operator position, who has been trained and certified as water utility operator, with the understanding that he will obtain wastewater training and certification within 24 months. Motion carried. All ayes. Interim Administrator Harrington and Public Works Superintendent Stewart will work on composing and posting an ad for the employee's replacement on the public works crew.
8. **DMI water bill adjustment.** The water leak appears to be fixed and DMI requested a credit for sewer charges for the 1st through 4th quarter bills for 2016. A proposal was made to make an adjustment to adjust the sewer charges to \$500 for each of the four quarters, leaving the total amount due from DMI for outstanding utility bills through the 3rd quarter of 2017 at \$21,877.66. Motion to the Board (Bingham/Mitchell) to credit DMI for sewer charges on utility bills, as the leaks appear to be fixed, for a total due in the amount of \$21,877.66. Motion carried. All ayes.
9. **Correspondence received.** None
10. **Any items properly brought before the Committee.** An employee asked if it would be possible to go with direct deposit for the paychecks. It would be more costly because the employees are on two different pay frequencies. Motion to the Board (Mitchell/Martinson) to approve that all employees be paid biweekly effective January 1, 2018. Trustee Bingham requested that the following items be included on the next meeting's agenda: (1) Discussion on limiting the size of the police force to a chief, two full-time officers and part-time officers as needed. (2) Review data on coverage by the police department.
11. **Set date for next Committee meeting.** The next regular committee meeting will be held on Tuesday, January 2, 2018 at 5:00 p.m.

Meeting adjourned at 8:12 p.m.

LuAnn Martinson, Chairman
Minutes taken by: Diane Tremmel, Clerk-Treasurer