

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: April 18, 2019

TO: JOSEPH ZURFLUH

cc: BETSY MANCL
DANA DUNCAN
LUANN MARTINSON
DIANE TREMMEL
PATRICK ARENDT

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
MIKE KORNMANN
LONN RADTKE

JP LACHAPELLE
NICHOLAS ABTS
DAILY TRIBUNE
WFHR/WGLX

Purpose of Meeting: Regular Monthly Meeting

Attendance: L. Martinson, D. Duncan, S. Mitchell, T. Grunden, J. Zurfluh (left at 6:45 pm)

Also Present: M. Kornmann

Citizens: Scott Harrington (Vandewalle & Associates)

Subjects Discussed, Action Taken, and Board Action Required:

Meeting called to order at 5:01 p.m.

1. ***Approve previous minutes:*** Motion (Martinson/Mitchell) to approve the previous committee minutes. Motion carried. All ayes.
2. ***Public comments:*** None
3. ***Committee Chairman's comments:*** None
4. ***Discussion and possible action regarding the revising of the position description for the lead position in the Department of Public Works:*** Scott Harrington will help with the final job description.
 - ❖ Exempt or non-exempt was discussed.
 - ❖ Job description: Crew report to Foreman is necessary.
 - W/W operator certification (Foreman)
 - May need three certified people
 - Foreman does employee reviews
 - Immediately address issues at the time
 - Discussed education and experience required
 - Employee feedback/visioning for the position
 - Invite all or select few
5. ***Discussion and possible action regarding the filling of the lead position in Department of Public Works due to a retirement:***
 - ❖ Recruitment: Consider posting internally.
 - Vacation→
 - Outside wages could be higher
 - Who gets overtime
 - ❖ Discussed pros and cons of internal and external recruitment.
 - ❖ Authority role and discipline discussion.

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- ❖ Overtime/salary discussion.
- ❖ Interview committee possibilities.
 - Mike Kornmann
 - Joe Zurfluh
 - LuAnn Martinson
 - One trustee
 - Public Works outside source
- ❖ Action/Process.
 - Extend invite to all DPW
 - Interview team: Mike Kornmann, one trustee & DPW outside source
 - Staff input on vision for position

6. ***MOTION*** to go into closed session per State Statute 19.85(g) for the purpose of conferring with legal counsel regarding DMI: ***MOTION*** (Martinson/Zurfluh) to go into closed session @ 5:04 pm. Roll call vote – all in favor.
7. ***MOTION*** to exit closed session and reconvene in open session: ***MOTION*** (Zurfluh/Grunden) to exit closed session at 6:11 pm.
8. *Any action deemed necessary from closed session discussion:*
9. *Agenda items for next meeting:*
10. *Set next meeting date:* April 29th - 4 pm; May 1st – visioning, 2 hours Mike & Sue, maybe John.
11. *Adjourn:* ***MOTION*** (Martinson) to adjourn.

Meeting adjourned at 8:10 p.m.

LuAnn Martinson, Chairman
Minutes taken by: Mike Kornmann