

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: August 8, 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, T. Grunden, S. Mitchell, J. Zurfluh

Also Present: L. Fuehrer, D. Tremmel

Citizens: Ben Martinson

Subjects Discussed, Action Taken, and Board Action Required:

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

1. **Approve previous minutes:** Motion (Martinson/Grunden) to approve the previous committee minutes. Motion carried. All ayes.
2. **Public comments:** None.
3. **Committee Chairman's comments:** None
4. **Review monthly bills and journal entries for previous month:** Motion to the Board (Zurfluh/Mitchell) to approve payment of the bills. Motion carried. All ayes.
Motion to the Board (Zurfluh/Mitchell) to approve the journal entries of the previous month. Motion carried. All ayes.
Bills being held out: Anderson, O'Brien - pending approval of contract. Altmann Construction – defective work on splash pad. Amount to pay will be determined.
5. **Administrator's Update:** The Village has received complaints that toys are being displaced at the YMCA playground. They were informed to lock the gates. Interim Fuehrer suggested that a sign containing hours, rules, etc. be placed at the splash pad.
The Village received a bill from R&R Waste Systems Cleaning Inc. for cleaning storm sewers along Port Road. The problem appears to be alleviated, and Interim Fuehrer recommends paying the costs submitted by Joe Terry.
Motion to the Board (Martinson/Grunden) to pay \$987.28 to Joe and LaCinda Terry along with a release to be prepared by the Village Attorney. Motion carried. All ayes.
There is a contract with MSA to perform work on Port Road in the amount of \$4,800.00. Interim Administrator Fuehrer stated that we no longer need MSA's services in regard to this matter so she is working with MSA to determine the amount of work that was performed to date.
Michels Roofing is checking into how we can fix the problems with the Medical Arts Building roof.
Interim Fuehrer is working with Mr. Kortbein and a potential developer regarding the 6th Street project.
Interim Fuehrer recommended hiring another Public Works employee to fill the shortage left in previous years and in anticipation of a retirement in 2020. The Committee decided not to do so at this time.

6. ***Discuss posting for the Administrator position:*** Would like to post for the Administrator's position by August 19th and accept applications until September 13th. A special Finance & Human Resources meeting will be scheduled for September 16th to look over the applications and narrow them down. Then a Committee of the Whole meeting will be scheduled for September 23rd.
7. Motion (Martinson/Grunden) to enter into closed session pursuant to Wis. Stats. §19.85(1)(c) to discuss salary increases and compensation for certain public works employees at 6:10 p.m. Motion carried. All ayes (roll call vote).
8. Motion (Zurfluh/Grunden) to come out of closed session at 6:29 p.m. Motion carried. All ayes.
9. Motion to the Board (Grunden/Mitchell) to move Kenneth Murray up to Grade 2 wage (\$21.54/hr) retroactive back to July 28, 2019. Motion carried. All ayes.
10. Motion (Zurfluh/Grunden) to enter into closed session pursuant to Wis. Stats. §19.85(1)(c) to discuss the Interim Administrator's performance review, wage and extension of employment at 6:31 p.m. Motion carried. All ayes (roll call vote).
11. Motion (Mitchell/Grunden) to come out of closed session at 7:09 p.m. Motion carried. All ayes.
12. Motion to the Board (Mitchell/Grunden) to pay Interim Administrator Lorelei Fuehrer \$37.50/hr for up to 25 hours a week plus meetings. Anything over 25 hours would have to be authorized by the Finance and Human Resources Chair. Motion carried. All ayes.
13. ***Agenda items for next meeting:*** None stated.
14. ***Set next meeting date:*** September 5, 2019 at 5:00 p.m.
15. ***Adjourn: MOTION*** (Grunden/Zurfluh) to adjourn. Motion carried. All ayes.

Meeting adjourned at 7:34 p.m.

LuAnn Martinson, Chairman

Minutes taken by: Diane M. Tremmel, Clerk-Treasurer