

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: May 12, 2020

TO: JOSEPH ZURFLUH

cc: BETSY MANCL
DANA DUNCAN
JOHN BINGHAM
DIANE TREMMEL
PATRICK ARENDT

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
SCOTT DREW

JP LACHAPELLE
NICHOLAS ABTS
DAILY TRIBUNE
WFHR/WGLX

Purpose of Meeting: Regular Monthly Meeting at Marshall Buehler Center – Due to COVID-19 the meeting was set up as a conference call meeting according to Wisconsin Attorney General Release Coronavirus Disease 2019 and Open Meetings.

Attendance: D. Duncan (via telephone), T. Grunden, S. Mitchell, J. Zurfluh

Also Present: D. Gau-Interim Administrator, D. Tremmel (via telephone)

Absent: None

Citizens: D. Kasten (via telephone) – joined in at 5:09 p.m.

Subjects Discussed, Action Taken, and Board Action Required:

Meeting called to order at 5:04 p.m.

1. **Approve previous minutes:** Motion (Mitchell/Grunden) to approve the previous committee minutes. Motion carried. All ayes.
2. **Public comments:** None.
3. **Committee Chairman's comments:** Chair Duncan stated that in the future the Finance & Human Resources meetings will be held at 5:45 p.m.
4. **Review monthly bills and journal entries for previous month:**
Motion to the Board (Grunden/Mitchell) to approve payment of the bills and the journal entries of the previous month. Motion carried. All ayes.
5. **Discussion/action on recruitment of Public Works Operator.**
Motion to the Board (Mitchell/Grunden) to approve beginning the recruitment process to hire a Public Works Operator. Motion carried. All ayes.
6. **Discussion/action on Administrative Support Coordinator/Clerk Treasurer job description.**
Motion to the Board (Mitchell/Grunden) to approve Administrative Support Coordinator/Clerk Treasurer job description. Motion carried. All ayes.
7. **Discussion/action on Court & Administrative Services job description.**
Motion to the Board (Duncan/Grunden) to approve Court & Administrative Services job description. Motion carried. All ayes.
8. **Discussion/action on Administrative Support Specialist/Deputy Clerk Treasurer job description.**

Motion to the Board (Duncan/Grunden) to approve the Administrative Support Specialist/Deputy Clerk Treasurer job description. Motion carried. All ayes.

9. ***Discussion/action on Public Works/Utilities Supervisor job description.***

Motion to the Board (Mitchell/Grunden) to approve Public Works/Utilities Supervisor job description. Motion carried. All ayes.

10. ***Discussion/action on Salary Adjustment and Employment Agreement for Public Works/Utilities Supervisor job.***

Motion to the Board (Duncan/Mitchell) to approve Interim Administrator's recommendations for Employment Agreement ratifying all the terms. Motion carried. All ayes.

11. Motion (Grunden/Mitchell) to go into closed session at 5:14 p.m. per 19.85(1)(g) "conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved," regarding DMI. Motion carried. Roll call vote - All ayes.

12. Motion (Grunden/Mitchell) to reconvene into open session at 5:26 p.m. Motion carried. All ayes.

13. ***Any action necessary from closed session.*** None.

14. ***Any other items properly brought before the Committee.*** None.

15. ***Agenda items for next meeting.*** D. Gau stated that he would like to discuss possible salary adjustments for the Administrative Support Coordinator/Clerk Treasurer job and the Administrative Support Specialist/Deputy Clerk Treasurer job as implementation of Public Administration Associate's audit regarding recommended salary range.

16. ***Set next meeting date:*** June 9, 2020 at 5:45 p.m.

Meeting adjourned at 5:28 p.m.

Dana Duncan, Chairman

Minutes taken by Diane M. Tremmel, Clerk-Treasurer