

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Finance and Human Resources

DATE: August 6, 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
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: D. Duncan, T. Grunden, S. Mitchell, J. Bingham, R. Bossert, D. Tremmel

Citizens: None

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order by D. Duncan at 5:00 p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the agenda:*** (Mitchell/2nd Grunden)
4. ***Approve the previous months minutes:*** **MOTION** (Mitchell/ 2nd Grunden) to approve minutes of the July 9, 2020 meeting. Motion carried.
5. ***Public comments on agenda items:*** None
6. ***Committee Chairman's comments:*** None
7. ***MOTION to approve the Monthly Bills and Journal entries.*** (Grunden, 2nd Mitchell). This will be sent forward for the Village Board approval on 11 AUG 2020.
8. ***Discuss/action on the Building Inspector contract.*** The village has a current contract with BGA, LLC for \$2000 per month. This has been in-place since April 2020. It seems there is an existing contract (unsigned) with The City of Wisconsin Rapids for them to provide this service as well (at \$300 per month). In the past, since February 2014 the Village has had Rapids provide this service, but they stopped billing in November 2019.

The administrator – Ray Bossert, confirmed that a contract was entered in February 2014 and that the Board approved it in March 2014, there was no correspondence from the Interim administrator- Duane Gau, to the City of Wisconsin Rapids terminating this contract earlier this year. The administrator will conduct some follow up dialogues with the City of Wisconsin Rapids to re-work the contract and provide a course of action at the next meeting to either terminate and move forward with a contract that supports our requirements, or continue with the current provider. The cost to terminate the BGA, LLC

will be \$6000, the Rapids Contract would be \$900. There is a past due amount of \$2800 that is questionable and will be part of the negotiation of a new contract with the City of Wisconsin Rapids.

9. **Discuss Village employee costs for 2020 and Draft 2021 employee expenses.** The administrator presented a product that graphically represented the historical and future costs of our Village staff. This included all pay and benefits as well as regional comparison that portrays the difference in the Village with regional partners. This product will be used in staff budget preparation for the 2021 budget presentation next month. This showed the anticipated increases in benefits due to inflation as well as the new payroll since we have a full staff of 37 employees/trustees/board members.
10. **Discuss proposed Village Employee Handbook.** A copy of a DRAFT Employee handbook was presented by the Administrator- Ray Bossert in his efforts to professionalize the Village staff and codify all pay, perks and benefits as well as expectations of our employees. This is business as usual with many other governmental and private organizations. After staff review a version will be provided for FHR input and issuance to the Village staff. Input was gathered from Wood County, the City of Wisconsin Rapids and the League of Wisconsin Municipalities.
11. **Discuss Village Budget Memo and Guidance issued by Administrator.** On 20 July 2020 the Administrator- Ray Bossert, issued a Budget Guidance memo (07-01-2020) to all Village department heads. This document provided budgetary guidance for them in the preparation of their department budgets. Utilizing this guidance in September 2020 the Village Administrator will present a consolidate staff budget recommendation to the FHR committee to begin the discussion on the 2021 budget. This pre-work will expedite this process and make a more professional and fiscally responsible Village Budgetary process.
12. **Discuss possible use of Mr. Duane Gau as an independent contractor.** Upon his departure Mr. Gau as his own independent contractor (not tied to PAA) provided a possible use contract if required by the Village. His time if recalled would cost \$65 per hour and he can bill in increments of 15 min. this would be required for legal actions or if we require his expertise in zoning and other municipal government actions. No action required unless we need his presence for legal proceedings with DMI or the 241 Market street issue.
12. **Correspondence received:** None
13. **Future Agenda Items:** Discuss, Present and Propose an ordinance for landlords and rental property expectations and regulations for enforcement.
14. **Next meeting date:** September 3, 2020 at 5:00pm
15. **Adjourn:** Adjourned at 5:32pm. **MOTION** (Duncan, 2nd Grunden)

Dana Duncan – Chairman

Attached: See FHR packet dated 6 AUG 2020