

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Finance & Human Relations

DATE: 9 March 2023

TO: JOSEPH ZURFLUH

cc: BETSY MANCL

SUE MITCHELL

TIARA GRUNDEN

SCOTT DREW

CALEB MCGREGOR

ERIK SAYLOR

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

RAYMOND BOSSERT

JASON WORDEN

DIANE TREMMEL

LONN RADTKE

Purpose of Meeting: Regular Monthly Meeting

Attendance: R. Bossert, B. Mancl, S. Mitchell, L. Radtke, J Zurfluh

Absent: D. Tremmel

Citizens: T. Grunden (ZOOM)

Subjects discussed, Action, Taken & Board Action Required:

Regular Monthly Meeting

- **Call to Order:** meeting called to order by Mancl-Chairman at 4:29 pm
- **Roll Call:** all present from above.
- **Approve the agenda & previous month's minutes from 5 February 2023: MOTION**
(Mitchel/Radtke) to approve agenda. **Motion carried.**
- **Public Comments on agenda items:** None
- **Committee Chairman's comments:** None
- **Discussion then MOTION to approve the monthly bills, journal entries for previous month and financial report:** No discussion. (Mitchell/Radtke) **Motion to approve carried.**
- **Old Business:**
 - **-Discussion on Village Employee satisfaction survey.** All fulltime staff have submitted their surveys and the results as expected show a high level of satisfaction with employment in the Village. The survey is still open for all other paid Village staff (parttime of committee members). some areas of concern will be addressed by the Administrator such as Longevity pay and Vacation periods.

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- **Wage Study.** The Administrator gave an update on the progress of the Wage study, he is approx.. 60% complete and should have a product for review by the April FHR meeting. Initial data reveals the Village would require \$25K to bring all employees up to a 2023-2024 wage level and thus reset the field. Then the discussion will be on how to maintain that level with pay steps or annual cost of living raises. Some discussion on our benefits and that they could be used to offset the actual pay rates by trustee Radtke.
- **Continuity of Operations.** A discussion was had on the staff recommendations that a potential parttime employee could greatly assist the front office (Administrator, Clerk and Deputy Clerk) it could also Help with potential key staff departing in the future. President Zurfluh and Radtke brought up an option to ask the retired villager Karen Thiel if she was interested in serving in emergency circumstances. The administrator will reach out and see if this is possible and formalize that process. We will review this issue in the future and see in Budget time if this corrective plan is acceptable.
- **New Business:** None
- **Correspondence received:** None
- **Future Agenda items for next meeting:** 1st Quarter Budget analysis, Wage Study
- **Next Meeting date:** *April 6, 2023 at 4:30 pm*
- **Adjourn:** adjourned at 5:30pm by Mancl

Betsy Mancl- Committee Chairman