

VILLAGE OF PORT EDWARDS

PUBLIC MEETING NOTICE

FINANCE AND HUMAN RESOURCES COMMITTEE

Thursday 8 April, 2021

5:00 P.M. AT THE MARSHALL BUEHLER CENTER

Due to the COVID-19 this meeting is with limited public in attendance and the Members will be meeting at least 6 feet apart. These steps are being taken so that the Committee can hold the meeting and still comply with the social distancing guidelines. The meeting room can accommodate up to 8 people including some public. If you a member of the public wish to listen, please call the dial in number below and you will be acknowledged

Join Zoom Meeting - <https://zoom.us/j/95342193435?pwd=TONsa0d1dWRISmRja3NjclhWRTEwZz09>

Meeting ID: 953 4219 3435, Passcode: 381558, One tap mobile +13017158592

Phone Audio only: Meeting Dial-in number: 715-423-6698, Access Code ID: 02067

Agenda:

1. Call to order
2. Roll call
3. Approve the Agenda
4. Approve the previous committee minutes, from 4 March 2021
5. Public comments on agenda items
6. Chairperson comments.
7. Discussion/Action approving the monthly bills, journal entries for previous month and financial report.
8. Discuss the Rescue America Federal Funding expenses recommendation
9. Review and Discuss options for Sanitation Department deficit LOAN
10. Discuss Old Business
11. Discuss New Business
12. Correspondence received
13. Agenda items for next meeting
14. Next meeting date, 6 May 2021
15. Adjourn.

Village of Port Edwards
Dana Duncan – Committee Chairman

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Finance and Human Resources

DATE: 4 March 2021

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, R. Bossert, D. Tremmel, J. Zurfluh,
Citizens: Martinson, B.

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order by D. Duncan at 5:00 p.m. (Via ZOOM)
2. ***Roll Call:*** All Present.
3. ***Approve the agenda:*** (Mitchell/2nd Grunden), All Ayes
4. ***Approve the previous months minutes:*** **MOTION** (Mitchell/ 2nd Grunden) to approve minutes of the 4 February 2021 meeting. ***Motion carried, all Ayes.***
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 16 March 2021, ***Motion carried, all Ayes.***
8. ***Review and Discuss options for Sanitation Department deficit.*** The Administrator reviewed the issue and addressed the Options to table, take a TIF loan and service the deficit annually was eliminated. The Committee agreed to allow the Administrator to seek information on a separate Debt Loan; The Village would take a separate loan against Village assets to pay the sanitation department for this debt. This would bring all accounts current and produce a lower annual cost for servicing the debt (a 15-year loan for \$600K with interest rates of 2% would cost annually \$46,332.60). Doing this could give the Village the ability to raise the levy limits.

Also, some discussion on preparing options to Increase rates annually; this would generate more revenue to address the debt but would require a 10% annually (for 5 years) to make any impact. This would generate approx. \$55,000-\$75,000 additional revenue to assist in Deficit payments, but not cover the entirety of the deficit.

8. ***Discuss SIRC Committee Motion to approve a Flat Assessment for Village construction projects.*** The Committee reviewed the SIRC committee proposal and agreed to eliminate certain sections to present

a clean copy at the next Board meeting for discussion. We will remove the 50% section and reword some of the Village financing sections.

9. **Tabled for next Board Meeting on 16 march 2021. MOTION** to go into closed session per §19.85(1)(g) “discussion about employee counseling for the Administrator- Six-month review”.

11. ***Correspondence received:*** None

12. ***New Business:*** None

13. ***Future Agenda Items:***

- Discuss Village Loan Options for Sanitation deficit.
- Counseling time for the Administrator for his Mid-year Assessment (all FHR Committee members will participate). This will occur on 18 March at 5pm, via ZOOM

14. ***Next meeting date:*** 8 April, 2021

15. ***Adjourn:*** Adjourned at 5:30pm. **MOTION** (Duncan, 2nd Grunden)

Dana Duncan – Chairman

Attached: See FHR packet dated 4 March 2021

Village of Port Edwards

Raymond "BOZ" Bossert
Administrator

Municipal Building
Port Edwards, Wisconsin 54469
Phone: 715-887-3511
Fax: 715-887-3524

Date: 22 MAR 2021

To: Village Board

Subject: AMERICA RESCUE PLAN FUNDS

1. What the American Rescue Plan Act Means for The Village of Port Edwards.

On 11 March 2021, the latest federal COVID relief package, known as the American Rescue Plan Act, which contains an historic investment in local government. Below are the highlights of the municipal aid included in the Act:

- The local government portion of funding is \$130.2 billion, equally divided between municipalities and counties.
- The \$65.1 billion to be allocated directly to cities, towns and villages under the Act will be distributed differently based on the size of the community.
 - **Metro Cities:** \$45.5 billion of the \$65.1 billion will be allocated to municipalities with more than 50,000 residents. Funds will be made available directly by the U.S. Treasury. Grant amounts will be calculated by using the CDBG formula that measures population + poverty + housing instability.
 - **Small Municipalities:** The remaining \$19.6 billion will be distributed to municipalities with less than 50,000 residents through the states according to a per capita formula. States that fail to sub-allocate funds that small municipalities are entitled to under the American Rescue Plan Act will be penalized by the U.S. Treasury department, which is authorized to claw-back payments made to states under the American Rescue Plan by an amount equal to the funding not allocated to municipalities as required by the law. These safeguards and penalties are designed to discourage state interference or additional state mandates on the use of these funds.
 - **Small Municipalities Cap on Grant Amount.** The American Rescue Plan Act includes a provision stating no municipality with less than 50,000 residents can receive a grant that is larger than an amount equal to 75% of its pre-pandemic budget, regardless of whether the estimates indicate an amount greater than that figure.
Note: This cap is not accounted for in the aid estimates that Congress has provided because data on small municipality budgets is not systematically collected by any federal entity. It is anticipated that the

Treasury Department will provide a way for small municipalities to certify what that cap amounts to for the municipality.

2. Timing of payments. Payments to local governments will be made in two tranches - the first to be made within 60 days of enactment (NLT 11 MAY 2021) and the second payment one year later(March 2022). Funds must be spent by end of calendar year 2024.

3. Eligible use of the funds include:

1. Revenue replacement for the provision of government services to the extent the reduction in revenue was due to the COVID-19 public health emergency relative to revenues collected in the most recent fiscal year prior to the emergency.
2. Premium pay for essential workers.
3. To respond to the public health emergency caused by the COVID-19 pandemic or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.
4. Investments in water, sewer and broadband infrastructure.
5. Funds can be transferred between jurisdictions or to non-profit partners.

4. Restrictions on eligible uses: Funds cannot be used to directly or indirectly offset tax reductions or delay a new tax or tax increase. Funds cannot be deposited into any pension fund.

5. SO What? As per the Federal and State estimates we expect the Village to receive \$170,000.00 in 2021/2022. One half (\$85,000.00) will be received NLT May 2021. The remaining amount will be included in our 2022 Budget as a pending revenue source. (\$85,000.00). For perspective our surrounding communities will benefit as well.

Wisconsin Rapids receives \$1.75 Million

Nekoosa receives \$240,000

The Town of Port Edwards receives \$130,000

Town of Saratoga receives \$490,000.

Town of Seneca receives \$100,000

Town of Grand Rapids receives \$730,000.

6. Since the reason these funds were authorized were tied to our Village response to the COVID virus and the impact locally. Thus we should not be disingenuous to the taxpayer and use this as found money for any endeavor, we should be able to “Connect the Dots” on what we choose to do. We recommend the following for the expenditure of the \$85,000 received this year. Next year’s funds will be discussed during Budget preparation time in 2021 for the 2022 budget. The below Recommendations, as to not squander these funds and tie them to COVID related expenses, are as follows;

Public Works:

Initiative: Additional funding for sidewalk repairs in 2021

Reason: The pandemic has shown that our Village residents enjoy the outdoors regardless of the emergency. We feel that the Village has a great network of Sidewalks being used for safe traveling around the village. We feel continuing to improve that network helps the small Village atmosphere that we all enjoy.

Cost: \$5,000 (120' linear feet of sidewalks)

Initiative: Apply towards Sanitation Department Deficit for 2021

Reason: The pandemic has required a more robust assurance to our Villagers to properly manage our water and sanitation plants. This comes with a higher cost in operating budgets, chemicals, and equipment repairs and upgrades. Loosely tied to COVID due to the extra attention in our actions conducted this past year our sanitation department while historically running an annual deficit, we could apply some funds to make this year less impactful to the Village Budget.

Cost: \$30,000 (pays for 1/3 of deficit for 2021)

Year	EOY Cash Bal	Deficit Service	Year	EOY cash Bal	Deficit Service
2006	-1061.25	65,000	2014	-184,542.97	0
2007	12,768.25	65,000	2015	-243,502.77	0
2008	-18,083.28	0	2016	-451,169.38	0
2009	21,322.35	0	2017	-521,474.91	0
2010	80,402.33	15,000	2018	-579,114.63	0
2011	-12,472.06	15,000	2019	-564,129.29	85,801
2012	-18,324.07	0	2020	-649,633.86	20,000
2013	-97,608.63	0	2021	-565,203.03	0

Village Recreation:

Initiative: The addition of two extensions for our Bike trails connecting Alexander Edwards park and Ripple creek park to our central Bike network.

Reason/Logic: Outdoor recreation was key factor to aide everyone thru these pandemic times. Our Bike trails are a key part to that. The lack of connectivity from our Bike trails to our parks caused many to seek other options to walk or drive to our great Village sites. Having a designated bike/walking trail to these locations will greatly and safely aide our Villagers and guests to partake in our Park network. One connection would mirror Ver Bunker road from the rail tracks into the park. The 2nd connection would be from Le tendre near the fire station along the DMI property towards Edwards Ave to the park.

Cost: \$30,000



Initiative: Upgrades to Village parks.

Reason/Logic: Outdoor recreation was key factor to aide everyone thru these pandemic times. Our parks are a key part to that. The improvement of Edwards Alexander park with corn hole and pickle ball courts would continue to add features to our park system. The Dog park and other upgrades in Ripple creek will enhance that location over time, we cannot neglect our southern park.

Cost: \$25,000

Shelter
 -4 Picnic table
 -Power
 -Lights
 -Tables
 -Walkway access
 -\$15K

Pickle Ball Court
 -Asphalt
 -Fencing(4 sides)
 -Marking
 -BB Net
 -\$30K

Upgraded access
 Road
 \$10K

Volley ball Court
 -Nets
 -New Sand
 -Referee Bench
 -Lights
 -\$5K

Corn Hole
 -2 lanes
 -Built In Holes
 -Lights
 -\$4K



Village Business:

Initiative: Issue Business grants for façade improvements and uniform signage in our Business district

Reason/Logic: Our small Village Business district has been impacted by the pandemic and we are trying to energize new business to come to the Village. These efforts will assist them in continuing to endure and recover from the costs of the Pandemic as well as spur new business to establish themselves in the village and better our community as a whole. These funds would be made available and advertised but if not utilized in 2021, they will be re-allocated to other initiatives.

Cost: \$20,000 (\$2000 max for each Grant, 10 max)



Village General Government:

Initiative: Purchase Digital signs for Village communication (one to three signs)

Reason/Logic: It has been shown that one central official message is a necessity in times of an emergency. The lack of systems to communicate with our Villagers hampered our ability to communicate quickly and effectively. A high-resolution communication device

centrally located throughout the Village could be used to communicate daily Information for the Village as well as meetings and emergency notifications. Proposed locations (Village Business District along Market Street or Le Tendre, Ripple Creek park along Ver Bunker, Port Edwards Aubrey Park along Wisconsin River drive)

Cost: \$40,000



Initiative: Purchase video conferencing equipment for the Village Meeting location

Reason/Logic: Having the ability to offer a distance viewing option to our Villagers has proven invaluable during the Pandemic. Government must continue to function and even without “in-person” meetings we persevered even with the cobbled together video capability. This meeting option can and must continue and we must offer our residents an easier way to connect with Village politics. The lack of standing systems to communicate with our Villagers hampered our ability to communicate, hastily acquired Video devices, the lack of a video monitoring device and proper audio connection can all be accomplished with proper resourcing. (Video pods/TVs/Mounts/Audio connects)

Cost: \$5,000



Initiative: Key card access to Village buildings

Reason/Logic: The security and safety of Village infrastructure was tested this past year. While our buildings are not fully designed for area denial, they can be secured more appropriately. An informal key card access system with some video monitoring to our buildings will give a controlled access environment to our buildings so the staff determines the access to our offices. This can also be used to aide in our key control program and creating a register of entry and exit after hours. The focus areas will be the municipal building, Marshall Buhler center and Public works and Fire department.

Cost: \$15,000

**Initiative: Personal Protective Equipment stockpile**

Reason/Logic: The rush to acquire supplies of masks, gloves, cleaners, etc... took some effort in our limited commercial area of the State. We should have a 3-6month stockpile that we will manage as required until the country reaches community immunity. If not utilized it will be used over time by our first responders, so no loss overall.

Cost: \$2,500

In summary:

Sector	Initiative	Est. Cost	Recurring/ Future Costs
Public Works	Increase in sidewalk repairs for (120')	\$5,000	0
	Sanitation Deficit payment	\$30,000	\$550,000 (total)
Parks and Rec	Bike Trail connections	\$30,000	\$500 (yr)
	Park Upgrades in Edwards Alexander park	\$25,000	\$500(yr)
Village Business	Business Grants for façade and Signs	\$20,000	0
General Govt.	Village Digital Signs	\$40,000	\$1000 (yr)
	Video Conferencing Equipment	\$5,000	\$50
	Village Buildings Access (Key cards)	\$15,000	\$250 (yr)
	PPE stockpile	\$2,500	0

VILLAGE OF PORT EDWARDS

Raymond "BOZ" Bossert

Administrator

C: Board members

C: Village Department Heads (Treasurer/Clerk, Police, Fire, Public Works)

C: File