

Agenda
Village of Port Edwards Board Meeting
Tuesday, June 8, 2021

Board Meeting, Marshall Buehler Center- Municipal Building – 7:00 p.m.

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 Board 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 are member of the public and wish to listen, please call the dial in number below and you will be acknowledged. It will be held via ZOOM for the most part.

Join Zoom Meeting <https://zoom.us/j/93111468120?pwd=ZU4yVk0rbk1dWZEMUxRNFVQVFVWdz09>

Meeting ID: 931 1146 8120, Passcode: 798674, One tap mobile +13017158592

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

Village Board Meeting

- 1) Call to order.
- 2) Roll call.
- 3) Pledge of Allegiance.
- 4) **MOTION** to Approve the Consent Agenda
 - a. Meeting minutes (from the 11 May 2021 Board meeting)
 - b. Vouchers (Pay monthly bills, journal entries, etc.)
- 5) Public comment on agenda items.
- 6) President's Report.
 - a) **SPECIAL RECOGNITION CEREMONY:** Villager Shannon Weigel is presented a Village COIN for her dedicated efforts in creating and managing a digital map tool for the 2021 Village Rummage Sale. Shannon offered her help and personal time to the Village to ensure our Rummage sale and return to normalcy after the Pandemic was professionally executed. Her efforts are greatly appreciated and show her commitment to her fellow Villagers and the Village of Port Edwards.
- 7) Committee Reports:
 - a. Airport Commission. (Met on 1 APRIL 2021)
 1. Review proceedings of the commission.
 - b. Police and Fire Commission (Met on 7 June 2021)
 1. Review proceedings of the commission.
 - c. Public Works Committee. (Met on 20 MAY 2021)
 1. Committee Chairman's Comments
 2. **MOTION** to approve the Village Wastewater Utility Annual 2020 Compliance Maintenance Report
 - d. Public Safety Committee. (Met on 1 June 2021)
 1. Committee Chairman's Comments
 - e. Planning, Property & Information Technology Committee. (Met on 3 June 2021)
 1. Committee Chairman's Comments
 2. **MOTION** to approve the Certified Survey Map for the merging of two lots in NEPCO lake PUD. Parcel ID#1810583AA and Parcel ID#1810583AB meet all the criteria for proper setbacks and zoning to be merged.
 - f. Finance and Human Resource Committee. (Met on 3 June 2021)
 1. Committee Chairman's Comments

2. **MOTION** to approve the following Projects for the Village utilizing the expected \$85K in 2021 America Rescue Plan federal funding. These projects have been discussed and vetted by the respective Village committees and are authorized by the Federal expenditure guidance the Village has received. The costs for each project will not be more than stated. An additional \$5000 for Village sidewalks, \$25,000 for Village Park Upgrades, \$40,000 for two Digital Village signs, \$10,000 for Business Signage for the Village Business district.
- g. Parks and Recreation Committee. (27 May 2021)
 1. Committee Chairman's Comments
- 8) Unfinished business from previous meetings.
- 9) New Business.
- 10) Report from Village Administrator.
- 11) Report from Clerk/Treasurer.
 - a) **MOTION** to approve a Class "A" Beer and "Class A" Liquor Retail License for BK Oil Inc./Amoco at 421 State Highway 73, Nekoosa, valid from July 1, 2021 to June 30, 2022.
 - b) **MOTION** to approve Operator's Licenses for BK Oil Inc./Nathan Bogdan, Erin Dean, Makaylah McCrossen, Barbara Skibba and Michelle Woald valid from July 1, 2021 to June 30, 2022.
 - c) **MOTION** to approve a Cigarette and Tobacco Products Retail License for BK Oil Inc./Amoco at 421 State Highway 73, Nekoosa, valid from July 1, 2021 to June 30, 2022.
- 12) Trustee Comments.
- 13) Committee meeting calendar. (Next 30 Days)
 - PW meeting 17 June 2021, 1600 (4 pm), via method in person
 - PS meeting: 6 July 2021, 1700 (4:30 pm), Via method in person
 - FHR meeting: 8 July 2021, 1700 (5:00 pm), method in person
 - PLPIT meeting: 8 July 2021, 1730 (5:30 pm), method in person
 - PR Meeting: Meeting 24 June 2021, 1600 (4 pm) method in person at Edwards Alexander Memorial Park
 - Village Board: 13 July 2021, 1900 (7:00 pm), method- In person
- 14) **MOTION** for Adjournment.

Validated:

President of the Board of Trustees, Joseph Zurfluh

Village Administrator, Raymond "Boz" Bossert

The Village Board meeting was held at the Marshall Buehler Center and set up as a Zoom meeting and a conference call meeting according to Wisconsin Attorney General Release Coronavirus Disease 2019 (COVID-19) and Open Meetings. The number to call in: 715-423-6698; 5-digit conference ID: 02067.

The agenda for this meeting was posted on the Municipal Building door, the entrance of the Police Department/Marshall Buehler Center, and at Nekoosa Port Edwards State Bank in Port Edwards, as well as on the Village website.

The Village Board meeting was called to order by President Zurfluh at 7:00 p.m.

Present: President Zurfluh, Trustees Bingham, Duncan, Grunden, Mancl, Mitchell & Saylor

Absent: None

Also Present: S. Stewart, R. Bossert, D. Tremmel

Citizens: Tim Leverance, Craig Kester

Motion (Duncan/Mancl) to approve the Consent Agenda (meeting minutes from April 13, 2021 Board meeting, April 20, 2021 Reorganizational meeting and to approve monthly bills and the journal entries for the previous month). Motion carried. All ayes.

Public Comment: None

President's Report: None

Airport Commission: Review of minutes.

Committee of the Whole: Review of minutes of April 20, 2021 Strategic Planning meeting.

Motion (Duncan/Grunden) to approve the April 20, 2021 Strategic Planning Committee of the Whole meeting minutes. Motion carried. All ayes.

Police and Fire Commission: Review of minutes.

Acknowledgement of the approval of Jessica Clift and Kyle Kizewski as Associate Firefighters.

Acknowledgement of the appointment of Tim Leverance as Interim Fire Chief while the next Fire Chief is sought.

Scott Stewart stated that Fire Chief Patrick Arendt submitted his retirement packet with effective date of June 1, 2021. He thanked Chief Arendt for his many years of service to the Port Edwards Fire Department.

Plan Commission: Review of minutes.

Motion (Zurfluh/Mitchell) approving rezoning old mill property from M2/B1/B2 to PUD, to rezone from M2 Manufacturing District and B1/B2 Business District to Planned Unit Development (PUD) District, and a preliminary plat of subdivision, both necessary to facilitate the development of a business/industrial park to be known as Central Wisconsin Applied Research and Business Park, pending approval of final resolution language between DMI and the Village. Motion carried. All ayes.

Public Works: Review of minutes.

Motion (Bingham/Duncan) to approve the contract with Gerke Excavating (lowest bidder) to complete all work on 3rd Street from Letendre Avenue to Alexander Avenue for no more than \$390,000. This does not include the engineering work conducted separately for approximately \$40,000 which will be executed with TIF funds. Motion carried. All ayes.

Public Safety: Review of minutes.

Planning, Legislative, Property & Information Technology: Review of minutes.

Finance and Human Resources: Review of minutes.

Motion (Saylor/Duncan) to approve a Village loan up to \$900,000 with appropriate rates no more than 2% and a 10-year term to cover the entire sanitation deficit. Motion carried. All ayes.

Parks & Recreation: Review of minutes

Unfinished Business: None

New Business: Trustee Duncan suggested looking into acquiring land for a business park. Trustee Bingham disagreed and stated that the business parks in Plover, Wisconsin Rapids and Nekoosa have plenty of spaces open. Trustee Mitchell agreed with Trustee Bingham, and it was mentioned that the DMI property is a business development area in the Village. There was also discussion about possibly putting the properties on the south side of Letendre Avenue into a PUD district so they could be open to commercial development.

Village Administrator Report: Administrator Bossert discussed the items included on his monthly report including general government, human resources, public works, safety and security, budget and COVID-19.

Clerk/Treasurer Report:

Motion (Bingham/Duncan) to approve a Temporary Class “B” Beer License for the Port Edwards Fire Department Athletic Association for one day only, June 18, 2021. Motion carried. All ayes.

Motion (Grunden/Duncan) to approve an Operator’s License for the Port Edwards Fire Department/Donald Kitowski, valid through June 30, 2022. Motion carried. All ayes.

Clerk Tremmel questioned why the sign requiring masks was on the door of the Marshall Buehler Center when the Village leaders were not wearing masks at the meetings. Administrator Bossert stated that he will change the wording of the signs on the Village buildings to indicate masks are optional.

Communications: None

Trustee comments: Trustee Saylor congratulated the new Associate Firefighters Jessica Clift and Kyle Kizewski. He also mentioned that Kyle Kizewski is working on completing the entire program at Mid-State Technical College. Trustee Saylor stated that the Port Edwards Fire Department has a fundraiser scheduled for Saturday, May 15th at the Square Bar in Wisconsin Rapids from Noon to 6:00 p.m. serving drinks and brats.

Motion (Grunden/Duncan) to adjourn – Meeting adjourned at **8:02** p.m.

Diane M. Tremmel, Village Clerk-Treasurer

The following Village bills were approved for payment:

Abts Law LLC-monthly retainer (May)	1000.00
Ace Hardware-misc expenses	284.80
Advance Janitorial Service & Supply-monthly statement	179.85
Aflac-monthly statement	274.50
Alliant Energy-monthly statement	6389.28
American Welding & Gas Inc-fire equip replace & maint	34.15
Bowmar Appraisal Inc-assessor fees	1700.00
Business Radio Licensing-fire dept renewal of business radio licensing	105.00
Bytec Resource Management-outside services (wastewater)	8356.25
Charles Lamb-unused sick leave health insurance reimb	2443.76
Chili Implement-small equipment	61.74
Cintas-monthly statement	823.82
Clifton Larson Allen LLP-auditing services	2756.25
Core & Main-roads & streets	394.86
Crane Engineering-maint of wastewater equipment	270.00
Current Technologies-holiday decorations power	2779.89
Denny’s Repair-police vehicle expense	667.78
Diversified Benefit Services Inc-health insurance deductible reimb	1380.00
Diversified Benefit Services Inc-May health reimb arrangement	100.51
Emergency Communication Systems Inc-siren	5975.00
Energenecs Inc-outside services for water utility & wastewater	19625.00
Game Time-parks expense	400.05
James Leiser-unused sick leave health insurance reimb	157.84

Jeffery Abley-fire equip replace & maint	165.95
Lexipol LLC-annual law enforcement policy	2345.00
Mid-State Truck Service-street machinery	3214.95
Motors and Controls of Wisconsin-maint of wastewater equipment	10.00
Napa Auto Parts/Nekoosa-misc expenses	114.44
Phillips 66-monthly statement	1464.86
Pomp's Tire Service Inc-street machinery	5283.00
Port Edwards Post Office-postage stamps for court	275.00
R&R Waste System Cleaning Inc-roads & streets	400.00
Ray Bossert-reimb for food for meeting, Roberts Rules/media equip	430.18
Security Health Plan-monthly statement	22410.16
Solarus-monthly statement	1263.99
South Wood County Humane Society-police safety/community	135.96
State of Wisconsin-April court report	426.00
The Dirks Group LLC-information systems	483.00
We Energies-monthly statement	822.63
Wis. Dept. of Justice-TIME – police computer system	218.25
Wis Valley Building Products-parks	46.66
Wood County Highway Dept-roads & streets	439.97
Wood County Treasurer-April jail assessment	150.00
A-1 Services Wisconsin Rapids LLC-roads & streets maint	1080.00
Ace Flag & Visual Promotion-cemetery expense (Veterans Memorial Exp)	54.49
Advanced Disposal-WR-M3 – monthly statement	10010.25
American Asphalt of Wisconsin-roads & streets c.o.	41953.28
Anderson O'Brien-TIF legal fees	1205.00
ArborVantage Nursery LLC-new trees	1455.00
Away With Geese-water unit	399.00
BGA LLC-June building inspection expense	2000.00
Brandon Abbott-donation money received for Drew family	170.00
Carquest Auto Parts-street machinery	105.42
Carriage Trade Cleaners-police clothing expense	20.00
City of Wisconsin Rapids-2021 airport appropriation	8027.00
Commercial Testing Laboratory Inc-outside services for wastewater	1272.00
Core & Main LLP-maint of water utility services	251.20
Craig Kester-reimb fire equipment replace & maint	68.11
Crockett Septic LLC-porta potties for garage sales	180.00
Delta Dental of Wisconsin-monthly statement	1324.98
Diversified Benefit Services Inc-health insurance deductible reimb	149.01
Diversified Benefit Services Inc-health insurance deductible reimb	864.33
Document Sales and Distribution-building permit seals	335.31
Don Kitwoski-fire meeting expense (cook for dinner meeting; purchase meat)	306.91
Doug Kasten-police & fire commission meeting 5/3/21	25.00
Energenecs Inc-outside services for water utility	406.25
Ewald Motors of Oconomowoc LLC-2021 Ram truck police vehicle	29288.50
Ferguson Enterprises LLC #1550-parks	22.48
Gerald Blum-police & fire commission meeting 5/3/21	25.00
James Leiser-unused sick leave health insurance reimb	157.84
Jorden Suberla-refund for duplicate payment on citation	10.00
Karen Thiel-board of review meeting 5/11/21	25.00
Leo Thomasgard-police & fire commission meeting 5/3/21	25.00
Lexipol LLC-annual policy manual for fire dept	2842.00
Lonn Radtke-unused sick leave health insurance reimb	285.04
Marco Technologies LLC-copier contract & usage	86.26
Nekoosa Port Edwards State Bank-May direct deposit fee	50.00
Pat Tyler-police & fire commission meeting 5/3/21	25.00
Principal Life Insurance Company-monthly statement	60.58
Scott Drew-reimb police duty gear	150.52
Scott Stewart-police & fire commission 5/3/21	25.00

The Uniform Shoppe of Green Bay-policy clothing	181.80
Vandewalle & Associates-TIF planning expense	438.75
Verizon Wireless-monthly statement	429.95
Wisconsin Flowgate & Drainage LLC-parks	125.00
Wisconsin Media-publication of various notices	320.05
Wood County Clerk-2021 WisVote services	245.00

Wages & Salaries – May wages **63869.50**

The following Water Utility Bills were approved for payment:

Alliant Energy-monthly statement	2372.63
Mailboxes & Parcel Depot-testing	25.48
USA Blue Book-maint pumping plant	149.13
Wausau Chemical Corporation-chemicals	4323.90
WI State Lab of Hygiene-testing	26.00
Wis. Rural Water Association-registrations for Outdoor Expo	260.00

Building Permits:

Tri-City Refrigeration/Dustin & Cassie Owens-replace air conditioner unit
 Bruce Dupree-8' x 12' utility shed (North Star Portable Buildings)
 Jeff & Diane Solberg-10' x 24' shed
 Ronald Leverance-accessory building & concrete slab
 Travis Hansen Construction/Rob O'Conner-28' x 24' garage addition; upgrade mechanicals/remodel
 Badger Heating & Cooling/Rob O'Conner-new furnace and air conditioner
 Jim Hiles-24' x 30' garage

Electrical Permits:

Brody's Electric/Richard Wusterbarth-upgrade outside service due to bad lug
 Home Run Electric/Rob O'Conner-add new panel to garage and interior remodel

Plumbing Permits:

Steve's Plumbing Inc/Jeff Schmelzer-line the sewer, repipe small amount under floor, add floor drain
 Tri-City Services/Bruce & Kim Dupree-AC replacement
 Williams Plumbing/Rob O'Conner-plumbing remodel

Excavation Permits: None

ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT

MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

Shane Blaser, Mayor
Arne Nystrom, Chairman
Katie Martinson, Representative
Brad Hamilton, Alderman

MUNICIPALITIES:

City of Wisconsin Rapids
Town of Grand Rapids
Village of Port Edwards
City of Nekoosa

4/1/21

The South Wood County Airport Commission met on Thursday April 1, 2021 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Brad Hamilton, and Arne Nystrom. Katie Martinson was excused. Also in attendance were Merry Mackenzie, Bill Clendenning, Galen Manternach, Dennis Polach, Jeff Christensen, Randy Gustafson, Stephen Brown, and Jeremy Sickler.

1. Call to order: Chairman Blaser called the meeting to order at 8:00 AM.

2. Approval of previous month's minutes (3-4-21):

Motion by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the minutes as presented. Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler updated the Commission on the status of the upcoming projects. Longer than expected material lead times might delay completion but should not affect the usability of the system for the 2021 busy season. Sales and activity levels were well above this month last year. Bids are due April 8. Motion by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Discuss and consider action regarding a proposed fuel pricing policy: Sickler presented a comparison of fuel pricing at nearby airports. Also included was pricing at several other airports representative of origins and destinations transient traffic which our traffic visits regularly. Discussion ensued regarding the strategy for pricing here. Motion by Commissioner Hamilton, 2nd by Commissioner Nystrom to keep the retail full service price the same while considering reducing the self service price in lieu of a discount. Motion carried.

b. Discuss and consider action regarding updating or renewing leases: The list of lease expiration, negotiation dates, and new rates was presented. The Commission expressed desire to pursue new leases with new terms and rates for any lease expiring or due for negotiation. This desire was provided for via approval at a previous meeting. The Commission will notify affected lessees via letter. No action taken.

5. New Business

a. Discuss and consider action regarding hire of a new summer help employee: This is not a creation of a new position, simply filling an existing position. The City is in the process of recruiting for the opening. No action taken.

b. Discuss and consider action regarding a lease transfer from Darrell Bassuener trust to Jeff Christensen: At the time of the meeting there was no information for the Commission to consider. This will be on a future agenda. No action taken.

6. Financial Reports

a. Approval of Airport vouchers: Motion by Commissioner Blasewr, 2nd by Commissioner Hamilton to approve the Airport vouchers for March 2021. Motion carried.

b. Approval of Airport financial statements: Financial statements from Q1 2021 were provided and discussed. No action taken.

7. Future agenda items:

Hangar wedding, land lease review, eminent domain, lease transfer.

8. Correspondence received:

None

9. Set next meeting date:

Thursday May 6 at 8:00 AM.

10. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Blaser to adjourn at 9:34. Motion carried.

Minutes prepared by Jeremy Sickler, Respectfully reviewed and submitted, Chairman Blaser

Minutes of the Port Edwards Police and Fire Commission

Monday, June 7, 2021 - 5 p.m. @ Buehler Center

Present: Commissioner Blum, Thomasgard, Stewart, and Kasten. Also present were Police Chief Drew, Interim Fire Chief Leverance, and Village Administrator Bossert. Scott Noble was also in attendance.

Meeting was called to order by President Stewart at 5:05 p.m. Motion by Blum, second by Kasten to approve the minutes of the May 3, 2021 meeting. All in favor. Commissioner Tyler arrived at 5:08 p.m. There was no public comment.

Interim Fire Chief Leverance reported that there have been two internal applications received to date for the open Fire Chief's position. As the PEFD adjusts its roster as members apply for new positions, the Lieutenant and Captain slots will be increased from 2 to 3. Considerable discussion followed concerning the character background checks portion of the application process. President Stewart expressed concern at the current practice of only checking listed references and the reluctance of the PEFD Membership Committee to undertake changes in the procedures and strongly suggested an expanded character background check of PEFD candidates was vital and necessary. Administrator Bossert suggested that he could assist with that step as an official of the village.

Secretary Thomasgard distributed draft copies of a form he had created to standardize the character check portion of the PEFD application process. Interim Chief Leverance noted the process of approving the changes in procedure would take some time. The form can be modified and suggestions can be brought to the next meeting.

Commissioner Kasten presented draft copies of changes he proposed to Chapters 2 and 5 of the Commission Manual related to PEFD Membership and the Fire Chief. Discussion followed with various questions and suggestions made. Following discussion, motion by Kasten, second by Blum, to modify Chapters 2 and 5 accordingly. All in favor. President Stewart will see that the changes are incorporated into the Manual and new copies printed for the next meeting.

Police Chief Drew noted that the new Dodge squad truck is in service and the 2016 Ford has been sold. He further noted that the Lexipol billing had been covered by the League of Municipalities, so no costs were incurred for the year. Discussion on the police department Lexipol policies was tabled until the next meeting.

Administrator Bossert noted that it would probably be August before the Fire Chief selection process would be moving forward.

The next regularly scheduled meeting of the PEPFC will be on Monday, August 2 at 5 p.m. @ the Buehler Center. Motion by Blum, second by Tyler, to adjourn at 5:54 p.m. All in favor.

Leo Thomasgard, PEPFC Secretary

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Public Works Meeting

DATE: May 20, 2021

TO: JOSEPH ZURFLUH

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

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
SCOTT DREW

RAYMOND BOSSERT
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: S. Mitchell, B. Mancl, J. Zurfluh, R. Bossert, J. Bingham, Ben Martinson

Citizens: None

Subjects Discussed, Action Taken, and Board Action Required:

Regular Monthly Meeting

- ***Call to order:*** Meeting called to order by J. Bingham at 4 p.m.
- ***Roll Call:*** All Present from above
- ***Approve the previous month's minutes and Agenda:*** **MOTION** (Mancl/Mitchell) to approve PW minutes from 22 April, 2021. Motion carried.
- ***Public comments on agenda items:*** None
- ***Committee Chairman's comments:*** None
- **ARP Funding.** We will continue to support an additional \$5000 for the installation of Village sidewalks from the pending ARP federal funding. This will increase the 2021 budget to \$15,000 and get us an additional 250LF of sidewalk using village public works staff.
- ***Public Works Updates***
 - a. **3rd Street Project.** Project will commence in Mid-June with a late August completion. Some concerns on resourcing supplies may add a delay but we are working with the contractor.
 - b. **1st street project.** Mill has been completed and all concrete and curb and gutter work, we will commence overlay next week. Project should be complete by Memorial Day. Total cost budgeted is \$100K

- c. **North Bike trail:** Ver bunker to Seneca road. This will commence in mid-June; we will mill the ends of the route then resurface the entire 1-mile segment. Due to the swampy nature of the ground, we will get 10 years of life before the bumps and divots return, but it will definitely be smoother tide for bikers and hikers.

- **Annual Sanitation Plant Compliance report.** Ben Martinson provided an update on the report and the committee supports making a Motion for the full board vote. The plant is running fine and well within parameters. **MOTION** to approve the Village of Port Edwards Annual Compliance report 2021 for the wastewater facility. (Bingham/ 2nd by Mitchell) all ayes.

- **Old Business.**
 - a. **Crosswalks along 54/73.** The state highway makes this a issue and unless we have a viable network north of the highway to connect to the state would not entertain a crossing. Any effort on our part to establish a network north along port road would be cost prohibitive for the amount of usage (over \$500K for a road or trail extension.). The issue about refocusing the discussion to making a double line (No passing) along the southern section of the road was referred to the Public safety committee.

 - b. **Village sanitation Deficit loan.** An update was provided on the loan parameters. Still looking at a 10-year loan at 1.75% for \$900K. This will also be part of a systemic increase every 2 years of rates proposed at 5%. A more detailed packet of Sanitation department figures will be provided at the June Board meeting. Comments from ben Martinson about increasing the rates causes residents to be more frugal and find ways to cut costs, thereby not providing income the village expects. Chairman Bingham stated that in fact is what we want villagers to do, it's not about collecting revenue. Trustee Mitchell stated we do need a more realistic long-term plan to capture rate increases. Trustee Mancl stated that Villagers are not purposely trying not to pay their fair share, they try their best to be good stewards of the water and thus wastewater and efforts on their part should be applauded. Technology is getting better for the Village as well as end user.

- **New Business.** None

- **Correspondence received.** None

- **Future Agenda items for next meeting;**
 - a. CIP plans for 2022
 - b. Future Public Works Revenue designation discussion

- **Next meeting date:** 17 June 2021 at 4pm (Thursday), in person

- **Adjourn:** Adjourned at 4:55 pm.

John Bingham – Chairman

RESOLUTION NO. #2021-03
VILLAGE OF PORT EDWARDS

A RESOLUTION APPROVING THE VILLAGE 2020 COMPLIANCE MAINTENANCE FOR
THE WASTEWATER TREATMENT PLANT AND UTILITY

WHEREAS the Village of Port Edwards informs the Wisconsin Department of Natural Resources that the below actions were taken by the Village Board and they reviewed the 2020 Compliance Maintenance Report which is attached to this resolution. In summary;

The Village maintains over 54 Miles of Sanitary lines in the Village
The Village maintains 3 lift stations
The Village received only 2 complaints, that were addressed by the Utility
The Village cleaned 20% of the Sanitary system in 2020
The Village conducted root removal in over 15% of the sanitary system in 2020
The Village conducted flow monitoring in 50% of the sanitary system in 2020
The Village conducted sewer line televising in 10% of the sanitary system in 2020
The Village conducted manhole inspection in 20% of the sanitary system in 2020
The Village conducted manhole rehabilitation in 3% of the sanitary system in 2020
The Village conducted 3 lift station operational and maintenance upgrades in 2020

AND WHEREAS the 2020 Compliance Maintenance Report reported a grade of "A", 4.0 for the overall system. In summary;

Influent Flow and ratings = A	Effluent Quality: BOD = A
Effluent Quality: TSS = A	Effluent Quality: Phosphorus= A
Biosolids quality and management = A	Staffing = A
Operator certification = A	Financial management = A
Collection Systems = A	Overall Grade= A

AND WHEREAS the Village Public Works Committee approved this report on 20 April 2021 and moved to present to the full board in June 2021 and the Village Board approves that this report represents the operation and maintenance activities of the Port Edwards Wastewater Treatment Plant and Utility.

NOW THEREFORE, BE IT RESOLVED the Village of Port Edwards does hereby adopts this resolution;

Adopted the 8th day of June, 2021 .

VILLAGE OF PORT EDWARDS
WOOD COUNTY, WISCONSIN

Joseph Zurfluh, Village President

Diane M. Tremmel, Village Clerk

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Parks and Recreation Meeting

DATE: May 27, 2021

TO: JOSEPH ZURFLUH

cc: BETSY MANCL
DANA DUNCAN
JOHN BINGHAM
DIANE TREMMEL
TIM LEVERANCE

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
SCOTT DREW

RAYMOND BOSSERT
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: **Public Hearing and Regular Monthly Meeting**

Attendance: B. Mancl, S. Mitchell, T. Grunden, J Zurfluh, R. Bossert

Citizens: None

Subjects Discussed, Action Taken, and Board Action Required:

Regular Monthly Meeting

1. Call to order: Meeting called to order by B Mancl- Chairman at 5pm.

2. Roll Call: All Present from above

3. Approve the previous month's minutes and Agenda: **MOTION** (Grunden/2nd Mitchell) to approve minutes. Of 29 APR 2021 SIRC Motion carried.

4. Public comments on agenda items: Dog park update by Mrs. Jamie Jueng from Scentrails organization.

5. Committee Chairman's comments: None

6. Review of Ripple Creek park (Onsite- walk about)- Cancelled due to weather, this became an update using the park Inventory slide show that covered all our parks.

7. Village Park Overview – Current and Future

- 7 Current Parks/Memorials (35 acres)

(Ripple Creek, Aubey, Edwards Alexander, No name, Vet memorial, Boat ramp, Bike Trail)

- 3 Village owned property for possible expansion (2 acres)

(Market Ave VET park, Eastside NEPCO park, Outlot 4 NEPCO Park)

- 4 partnership properties for possible expansion (4.5 acres)

(Kayak Park NEPCO, Kayak park ERCO, Letender VET park, John Edwards Statue)

- Capital Investments over the past 5 years (\$650,000)
- Land Value: \$575,000
- Facility and Equipment Value: \$3,091,500
- TOTAL parks and Recreation asset: **\$3,666,500**
- Annual Maintenance: \$115,000 (\$3400 per acre operating cost)

8. Village Summer Events Calendar Review: Community Events Discussion by the group on expanding our community events. Administrator will craft up a schedule working with the Chamber of Commerce to highlight a few events this summer

9. Village Survey questions review: *Went over the results from the survey, we will keep the survey open for another two weeks to gather more facts.*

- Respondents:
 - 93 respondents
 - 701 Village Facebook followers contacted
 - 15% respondent rate (the average for online surveys is 3-4%)
- BLUF
 - 81% of Villagers feel safe and secure in our parks
 - Over 85% of Villagers are very satisfied with the care and maintenance of our parks
 - Over 70% of Villagers want more greenspace
 - Over 88% of Villagers believe our Parks are better/same as others
 - Less than 14% of Villagers are dissatisfied with park system
 - Most concerns are with old playground equipment, not enough benches, lack of all weather areas, No planned events

10. Community Events: Discussion by the group on expanding our community events. Administrator will craft up a schedule working with the Chamber of Commerce to highlight a few events this summer

11. Old Business: None

12. New Business: None

13. Future Agenda Items:

14. Next meeting date: June 24, 2021 at 4pm at Edwards Alexander Park

15. Adjourn: Adjourned at 5:45 pm.

Betsy Mancl – Chairman

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Public Safety

DATE: 1 June 2021

TO: JOSEPH ZURFLUH

cc: BETSY MANCL
DANA DUNCAN
JOHN BINGHAM
DIANE TREMMEL

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
SCOTT DREW

TIM LEVERANCE
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: Erik Saylor, Tiara Grunden, Betsy Mancl, Administrator Ray "Boz" Bossert, Chief Scott Drew, Interim Chief Tim Leverance, Ast. Chief Craig Kester, Scott Stewart

Citizens: Karen Madden

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order by E. Saylor- Chairman at 5 p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the agenda:*** **MOTION**, (*Saylor/ 2nd Grunden*) approved all Ayes
4. ***Approve the previous months minutes and Agenda:*** **MOTION** (Grunden/Mancl) to approve minutes of the 29 April 2021 meeting and the agenda. Motion carried.
5. ***Public comments on agenda items:*** None
6. ***Committee Chairman's comments:*** Erik Saylor made mention of Chief Patrick Arendt's resignation letter, Erik also wanted to thank Patrick for 33 years of service, that is a lot of time, He wishes Patrick well on his retirement and to enjoy himself.
7. ***Discuss/action Fire Department Actions and Budget:***
Reviewed monthly report and budget comparison for the Fire Department.
 - a. A. discussion on pool filling costs, Minimum charge of \$50 to fill pools, that would cover the cost of the water. Also deciding a charge on fee of getting the trucks out and for personnel costs. Mancl suggested having different charges for different size pools, that way it is fair. More discussion will be had between Interim fire chief and Administrator Bossert. A liability waiver will need to be signed by the homeowner.
 - b. Officers concerns with Qualifications and Hiring process (PFC): Chairman Saylor wanted this to be brought up so that everyone is on the same page for the process and qualifications. Chairman Stewart laid out the PFC's plan on how to move forward with this, in a somewhat similar fashion to how the police chief hiring process was, including: background checks, character interviews of neighbors, previous employers etc.

c. Plans for Rescue & Brush truck replacements in the future: This is being brought up so we can plan on replacing these vehicles, both are at least 10 year old, Rescue truck is showing some rust and having more mechanical issues. More to come with this around budget time

8. *Discuss/action Police Department Actions and Budget:*

Chief Drew is keeping overtime hours to a minimum, making sure his budget for salaries is well within the range for this time of year, knowing that more time might be needed over the summer months.

a. Discussed Use of Force Rules in the village. These have been updated with Lexipol to be in compliance with State & Federal recommendations. The Police Department has also received a certification on safe policing for the community.

9. *Old Business.*

- Covering the crosswalk at HWY 54 and Port Road- the Village will continue to work with County on possibility of a crossing

-Port Road enforcement update- We have 2-3 trucks per month and are enforcing the rules.

10. *New Business:* Administrator Bossert gave an update on the new jail being proposed in Wood County, voting on this will be concluded by our next meeting. Recommendation to put a fact sheet out to the residents so they can contact their local representative and give their thoughts.

11. *Correspondence Received:* Chief Arendt retirement letter

12. *Future Agenda Items:*

13. *Next meeting date:* July 6, 2021 @ 4pm

14. *Adjourn:* Adjourned at 5:55 pm. (*Saylor/2nd Mancl*) *all Ayes*

Erik Saylor – Chairman

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Finance and Human Resources

DATE: 3 June 2021

TO: JOSEPH ZURFLUH

cc: BETSY MANCL
DANA DUNCAN
JOHN BINGHAM
DIANE TREMMEL
TIM LEVERANCE

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
SCOTT DREW

JP LACHAPELLE
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting for FHR**

Attendance: E. Saylor, R. Bossert, B. Mancl, D. Duncan (excused), J. Bingham (excused), T. Grunden, D. Tremmel(excused)

Citizens: Sue Mitchell.

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order by E. Saylor at 4:30 p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the agenda:*** (Grunden/2nd Mancl), All Ayes
4. ***Approve the previous months minutes:*** **MOTION** (Mancl, 2nd Grunden) to approve minutes of the 6 May 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.*** (Mancl, 2nd Grunden). This will be sent forward for the Village Board approval 8 June, 2021, ***Motion carried, all Ayes.***
8. ***The Rescue America Relief funding was discussed.*** The Committee was informed of the pending cash we as a village will receive and the staff recommendations on projects to be conducted with those funds. The funds should be received in the next few weeks. All committee have been discussing these options and a final list has been recommended for this year.
 - a. **MOTION** to approve the following Projects for the Village utilizing the expected \$85K in 2021 America Rescue Plan federal funding. These projects have been discussed and vetted by the respective Village committees and are authorized by the Federal expenditure guidance the Village has received . The costs for each project will not be more than stated. An additional \$5000 for Village sidewalks, \$25,000 for Village Park Upgrades, \$40,000 for two Digital Village signs, \$10,000 for Business Signage for the Village Business district.
9. ***Review and Discuss options for Sanitation Department deficit.*** The Administrator updated the Committee on the Village pending loan. The Village is working with Nekoosa Port Edwards Bank

for the \$900K loan. The term will be for 10 years, interest rates range from 1.75-2.5% and it will be for \$650,000, with no pre-payment penalty. This Motion to approve the Loan was made in May 2021 at the Full Board meeting.

10. *Discuss additional Revenue sources for the Village.* Pending the sanitation department deficit loan, that entity will be in the positive at the end of the year and moving forward. It will be self-sustaining based on the revenue received. The elimination of the special assessments requires the Village to seek other funding to aide in the infrastructure maintenance plan for the Village in future years. The three options viable are a wheel tax, an infrastructure fee on the sanitation department or capital loans. The FHR committee refers this back to the Public Works committee to discuss options and recommend an action for the FHR and Full board to discuss.

11. *Old Business:* None

12. *New Business:* None

13. *Correspondence received:* None

14. *Future Agenda Items:* None

15. *Next meeting date:* 8 July, 2021 at 4:30 pm

16. *Adjourn:* Adjourned at 5:08pm. **MOTION** (Saylor, 2nd Mancl)

Erik Saylor – Chairman

Attached: See FHR packet dated 3 June 2021

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Planning, Legislature, Property
and Information Technology Committee (PLPIT)

DATE: June 3, 2021

TO: JOSEPH ZURFLUH

cc: BETSY MANCL
DANA DUNCAN
JOHN BINGHAM
DIANE TREMMEL
RAYMOND BOSSERT

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
SCOTT DREW

TIM LEVERANCE
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting for PLPIT**

Attendance: S. Mitchell (Acting Chair), T. Grunden, R. Bossert, B. Mancl
Citizens: D. Duncan (excused)

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order by S. Mitchell at 5:10 p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the agenda:*** (Grunden, 2nd Mancl), Motion carried All Ayes
4. ***Approve the previous months minutes:*** **MOTION** (Mitchell, 2nd Grunden) to approve minutes of the 6 May 2021 meeting. (*Motion carried, all Ayes*).
5. ***Public comments on agenda items:*** None
6. ***Committee Chairman's comments:*** None
7. ***Future land Map Discussion:*** The Administrator mentioned the need for the planning commission to address this and wanted the Committee to be given a chance to provide any input since the Commission is composed of all citizens. A discussion on the need to update the current map to reflect proper land zoning and then the need to identify areas that the Village foresee future growth was discussed.
8. ***Market Street Business District Ordinances Update.*** The Administrator presented some ordinance changes. He is working with Village Counsel to refine the language and will propose some new language at the next meeting to be included in the ordinances that specifically address Business District enforcement rules. Some discussion on the need for a specific "open meeting" for the impacted business, and thus we will ensure they have input and any concerns are addressed. As well as a discussion on the inclusion of the multi-family parcels into our business district rules, to ensure their aesthetics do not hinder the growth of our business district.
9. ***Approve the merging of two NEPCO lake lots:*** A brief discussion by the administrator that this is a simple administrative action. **MOTION** by Grunden/ 2nd by Mancl to approve.
10. ***Discuss Old Business:*** None

11. Discuss New Business: None

12. Correspondence received: None

13. Future Agenda Items:

14. Next meeting date: 8 July 2021 at 5:00pm

15. Adjourn: Adjourned at 5:37pm. **MOTION** (Mitchell)

Sue Mitchell – Chairman

Attached: See PLPIT packet dated 3 June 2021

Village of Port Edwards

Raymond "BOZ" Bossert
Administrator

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

Date: 7 June 2021
To: Village Board
Subject: Administrators REPORT, JUNE 2021

Summary: *(A summary of events since last meeting. This will include an assessment in safety, security, Infrastructure, fiscal issues and general government for the Village. This area should also address any external/regional factors that may impact the city.)* No issues in our Village, all goes well. Projects are ongoing with no issues. Fire department dance is the main event this month as well as working on 3rd street. We continue to monitor the allocation of America Rescue Plan funding; the first tranche will be approx. \$85K. The vaccine is rolling out and our estimate is that 65% of the Village has been vaccinated, the county over 50%, the remainder of the residents will be done in 4+ months.

Human Resources:

1. The village has currently 5 police officers/ 23 firemen / 3 general government/ 1 court officer/ 7 public works employees =40 employees (This does not include the 20 Board & Commission members we pay). We also have a contracted Building Inspector and Legal counsel. We have lost the Fire Chief due to retirement on 1 June, and are vetting new candidates. We now have 4 temporary work study students working for our Police department and general Government for the next school year.
2. Our Village employee expenses to date have been \$410,380.67 out of our total employee budget of \$1,480,000, for the year. We have a payroll execution rate of 33%, no issues. FYI---The Village Payroll is a total of 33% of the Overall Village 2021 Budget.

Public Works:

1. We have 1 major project in the works, 3rd street repairs. The finalizing of 1st street repairs and the Bike trail upgrades will be complete this month.
2. We continue to work with Grand Rapids and Saratoga on the Town Line Road resurface. Once proposals are received, we will agree to release the funds with a CAP of \$25K.
3. We have worked an agreement with the school system and they will replace all the Village Blue location signs at no cost. This will be manufactured by the State prison system and installed in late summer. (a cost savings of \$5000).
4. We have completed the parks and recreation Survey, slides are attached.

Safety and Security:

1. Police- We have had 18 citations; 27 Traffic stops and 2 criminal/warrants and 7 ordinance violations these past 30 days. We responded to over 134 calls/events in the past 30 days. The new Police cruiser has arrived and has been outfitted. The Police are executing their budget- No issues or trends.
2. Fire- Responded to 13 events (10x Fire calls and 3x 1st responder events). They conducted 3 drill and training events as well as 2 officer meetings. The Fire Department are executing their budget- No issues or trends. The membership committee is collecting applications for the new chief position.
3. Our Fire Department has submitted a SAFER Grant for a Fire Station Village sign. This was submitted on 12 March 2021 for approx. \$40K.

Budget:

1. Our Village budget is on track on execution. We have expended \$1,980,000.00 so far this year, a 49% expenditure rate, we expected to have spent \$2,600,000.00. No issues. Our revenue to date is \$1,865,232 approx. 70% of our expected revenue this year, no issues.
2. We will work with Nekoosa Port Edwards Bank for the \$900K Loan for the sanitation deficit. 1.5%-2.5% rate, over 10 years are the terms of the loan.
3. Budget season starts next month, we will commence with the Staff reviews and input, trustees will start seeing budget data in August.

General Government:

1. We have four Work Study students from Mid-State TECH college. No cost to the Village and they can work for 20 hours a week for school credit (they are averaging 10 hours a week). These are augmenting our Police department and front office for clerical work.
2. Veteran's Park fund raising goes well. We have purchased the flag poles and will install later this month. We will plan on a ribbon cutting by Veterans Day later this year. Another Local veteran is wanting to donate some land at the end of Le Tender Street and near the Amoco to establish another park for veterans, more info to follow.
3. Administrator Bossert will attend the 2021 League of Wisconsin Municipality Annual conference in October in Green Bay
4. We are finalizing the Village quality of life survey and will have results next month.

MAJOR Initiatives in the next 30-60 DAYS:

1. Continue to work off PAA Audit corrective actions
2. DMI engagements
3. Rezoning commission meeting

VILLAGE OF PORT EDWARDS
Raymond "BOZ" Bossert
Administrator

C: Board members

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

C: File

The Proposed New Wood County JAIL

What it means for Villagers of Port Edwards



-The Cost to the County- An estimated \$58 Million long-term loan (20 years)

-A Potential 9 new Jobs, with a starting salary of \$70K (Pay & Benefits)

- A new Jail with proper social, drug treatment and educational programs will aide in a lower recidivism rate (repeat offenders) and thus

better the community once inmates are released.

- A \$.30 cent mill rate increase per \$1000 assessed home value starting in 2022. An additional \$.5 cent mill rate increase per \$1000 assessed home value will be added in 2024.

-The Average Port Edwards resident pays approx. \$350 annually to the County on their Property tax Bill, thus it would be an additional; \$45 annually added starting in 2022 and an additional \$8 annually starting in 2024, a 15% total potential increase.

Other Examples of potential tax increase based on assed home values...

- a \$50,000 home will pay an additional \$18 annually
- a \$100K home will pay an additional \$35 annually
- a \$200K home will pay an additional \$70 annually
- a \$250K home will pay an additional \$105 annually, etc...

- In 2027 thru 2041 the County mill rate will annually drop by \$.5 cents/per \$1000 home value.

-The Village utilizes the facilities of the Jail on occasion and works closely with the Sheriff's department on warrants and Jail admissions.

-The cost to the Village for using the Jail (taxpayers- not inmates) is about \$1500 annually. This would not change, regardless of having a New or Old Jail. This is the cost of warrant processing and our monthly Jail assessment fee.

-This will not be a REFERENDUM VOTE for citizens to participate. Your County District representative has a Vote, contact him to support, oppose or for feedback. The County vote will be on 15 June 2021 at the Courthouse, the Public is invited to attend. Your representative is our Village President Joseph Zurfluh, joseph.zurfluh@port-edwards.org