

VILLAGE OF PORT EDWARDS

PUBLIC MEETING NOTICE

FINANCE AND HUMAN RESOURCES COMMITTEE

Thursday 8 July, 2021

4:30 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://us06web.zoom.us/j/85954142485?pwd=ZlhLN3JmamZMOUFseEVHaVNXbVg0Zz09>

Meeting ID: 859 5414 2485, Passcode: 249603, One tap mobile, +16465588656

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 3 June, 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 Old Business
9. Discuss New Business
 - a. Inform Committee of Internal Staff promotion (Grade 3 to 5), Ken Murray
 - b. Review DRAFT of 2022 Budget Guidance
10. Correspondence received
11. Agenda items for next meeting
12. Next meeting date, 5 August 2021
13. Adjourn.

Village of Port Edwards
Erik Saylor – Committee 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



Raymond. D "Boz" Bossert Jr.
Village Administrator

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

22 June 2021

Ken Murray, Grade 3, Public Works department
Village Wastewater Operator, Certification #38369

Ken,

Congratulations on your advancement to Public Works Grade 5. Your commitment to the Village, professional development and personal advancement is greatly appreciated by your Village. Having a fully trained wastewater operator is a great benefit to the Village and you taking time from your personal schedule to attain all the training is commendable, especially during these trying times. You will begin receiving the appropriate pay NLT the 25 July 2021, pay cycle.

I now challenge you to attain your state water certification. Professional development and growth only benefit you, as well as the Village of Port Edwards. As you have been informed by your supervisor, you have three courses to be qualified for the water certification; Distribution, Ground Water and Iron Metal. In September 2021, you will have completed 2 years of service to the Village and thus satisfied the term of service portion of your position, you will only be lacking the training. If you attain these in the near future, we will address your future advancement in the Village.

Again, Congratulations, if you have any further questions on this issue, please feel free to contact me. I can be contacted at 715-887-3511.

Raymond D" Boz" Bossert Jr
Village Administrator

A large, stylized handwritten signature in black ink, which appears to be "Boz" followed by a large flourish.

Village of Port Edwards

Raymond "Boz" Bossert
Village Administrator

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

Date: July 8, 2021

Subject: 2022 Annual Village Staff Budget Submissions
Reference: Village Standard Operating procedures CARD #3

To Village Department heads, Staff, Members of the Board of Trustees and citizens of Port Edwards,

The Village of Port Edwards last year completed another successful budget preparation and submission and has been executing that since January 1, 2021. We are now 6 months into that 2021 Budget execution with no major concerns and executing at 53% of our budget, even after a slowed economy and ending Pandemic. In our effort to be fiscally responsible we will begin our Budget 2022 process so we have ample time to address all our concerns and issues before the end of the year. We will begin this process in July 2021 and execute over the next few months as per the timeline attached. After the Village staff starts the initial input it will be up to the Village Committees, Full Board and finally Citizen input to refine this product for completion NLT 1 December 2021 for our 1 January 2022 execution.

Hard decisions will be made as we prepare this budget. Payrolls will be looked at, Benefits will be revisited, Capital Expenditures, Services and Infrastructure projects will need to be reviewed. Finally, our village safety, when it comes to Police and Fire, must not suffer but we will show fiscal restraint. At the end of this process we should hold firm to our Village ideals, ethics and values to insure we remain "Port Proud" on our final product and provide our citizens the best value to show that their hard-earned tax and service dollars are being spent wisely.

Initial Department Head Guidance from the Administrator for 2022 Village BUDGET:

1. Now that we have all positions filled and pay adjusted, no major increase in payroll greater than cost of living adjustment (no more than 2%). We will start the year with 37 employees.
2. Relook your sections employee fringe benefits and make sure they make sense and utilized.
3. Look at a 5% overall operations COST REDUCTION (supplies, fuel, office items, etc...).
4. We will purchase 1 new replacement Bobcat (\$30K) in Public Works.
7. We will conduct 2 major infrastructure projects; Shopping center Mill & Overlay (\$40K), Verbunker 5th to Brentwood Mill & Overlay (\$100K), 4th street mill and overlay (\$90K), Potential- Business District façade improvements (\$100K TID funds).
8. We will review all permit, fees and license costs to adjust for inflation.
9. We will continue to review all existing contracts and validate their need and costs.
10. We want to have a \$150K Village Emergency fund to start the year off.
11. We will review out Information Technology coverage and contracts
12. Address the ARPA funding and its uses for the next tranche of \$85K.

Key dates:

1 July 2021	Administrator Budget 2022 Guidance issued (This memo)
20 July 2021	Committee of the Whole Budget Guidance Meeting
3 August 2021	Department head DRAFT submissions (Per Budget sheet)
10 August 2021	Village Staff meeting on Budget Prep (All Department heads)
31 August 2021	DRAFT Village 2022 Budget is compiled by Administrator
3 September 2021	Initial FHR Review of proposed Village 2022 Budget (1 st Markup)
15 September 2021	Initial PW and PR review of proposed Public Works 2021 Budget
22 September 2021	Initial PLPIT review of proposed Village 2022 Budget
29 September 2021	Initial PS review of proposed Fire/Police Budget
1 October 2021	FHR Review of proposed Village 2022 Budget (2 nd Markup)
Others TBD	

(Follow on events as published after our September FHR meeting)

See Timeline Attached in SOP card #3 (Attached)

Products:

- Use the Budget worksheet provided by the Treasurer to input your information.
- The mid-year budget execution sheet is available to summarize your expenditures to date. This is a product you can use to refine your 2021 submission.

I hope this process will make an easy Budget preparation cycle for all concerned. We need to make this a process that is not painful, fully transparent and keeps us fiscally conservative with the funds that are entrusted to us as a local government. Understand that we are still working off a 2021 budget and thus some information will be coming into the process that will impact your proposed 2022 budget (revenues, continued expenditures, etc...), we will remain flexible but at least we will work off a plan.

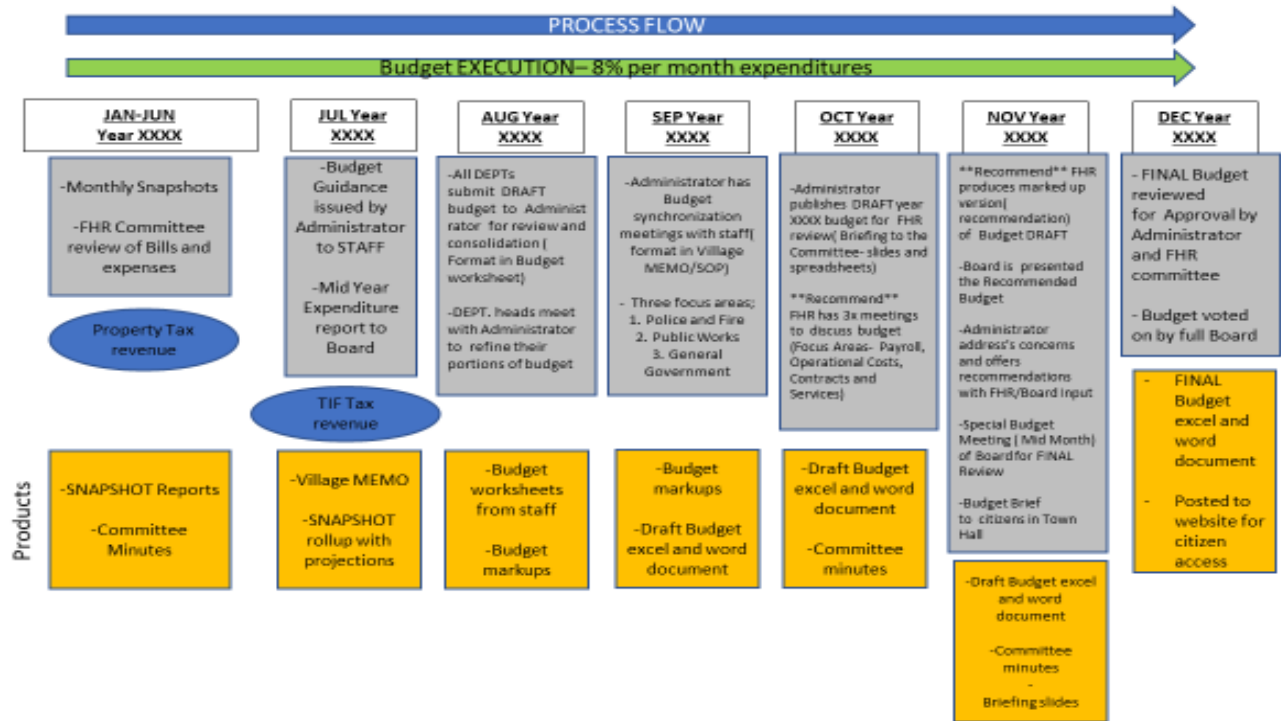
Questions, Concerns? My door is always open and I can be reached 24/7.

Sincerely,

VILLAGE OF PORT EDWARDS
Raymond "Boz" Bossert
Administrator

C: Board
C: Department Heads
C: File

The Village of Port Edwards Budget Process



Products

Monthly SNAPSHOT

Monthly Bills in Board Meeting Minutes

Budget Cover memo

Staff Budget Worksheet

Budget Summary by Grouping (Payroll)