

Agenda
Village of Port Edwards Board Meeting
Tuesday, November 30, 2021

Board Meeting, Marshall Buehler center, 7:00 p.m.

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://us06web.zoom.us/j/86041507435?pwd=YmJ3NUhLV1d3RmQyMWpPejJJd3VEUT09>

Meeting ID: 860 4150 7435, Passcode: 761712, One tap mobile +16465588656

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

2022 Budget Hearing

1. Call to order –
2. Determine a Quorum of Trustees
3. President will Open Public Hearing
4. Village administrator will conduct the Presentation of 2022 Village of Port Edwards Budget
5. Public Comment
6. President will Close Public Hearing
7. Adjourn

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 9 November 2021 Board MTG)
 - b. Vouchers (Pay monthly bills, journal entries, etc.)
- 5) Public comment on agenda items.
- 6) President's Report.
 - a) SPECIAL RECOGNITION: Mrs. Pat Tyler has a been an integral part of the Village Police and Fire commission for over 3 years. She has submitted her resignation from the Commission, effective 1 December 2021. The Village appreciates her efforts while on the Commission and her dedication to the efforts to ensure we have a professional and effective Public Safety department. She is being recognized for her efforts and dedication to serving the Village and is awarded a Village Coin.
- 7) Committee Reports:
 - a. Committee of the Whole (Budget focus). (*Met on 22 November 2021*)
 1. Committee Chairman's Comments
 2. **MOTION** to approve RESOLUTION 2021-09: AFFIRMING THE RIGHT TO CLEAN WATER IN THE VILLAGE AND THE COMMITMENT OF THE VILLAGE TO ENSURE IT IS MAINTAINED.
 - b. Airport Commission. (*No meeting since 4 November 2021*)
 1. Review proceedings of the commission.
 - c. Police and Fire Commission (*Met on 16 November 2021*)
 1. Review proceedings of the commission.
 2. Fire department Promotions. Be it Known that the following members in good standing of the Village of Port Edwards Fire department have been entrusted with positions of seniority and rank in the department.

Firefighter Don Kitowski to Lieutenant (Secretary)
Lieutenant Brian Luebke to Captain

Serving since 2013
Serving Since 2001

- d. Public Works Committee. (Met on 18 November 2021)
 3. Committee Chairman's Comments
- e. Parks and Recreation Committee. (Met on 18 November 2021)
 1. Committee Chairman's Comments
- f. Public Safety Committee. (*Will Met on 7 December 2021*)
 1. Committee Chairman's Comments
- g. Finance and Human Resource Committee. (Met on 4 November 2021, No December meeting)
 1. Committee Chairman's Comments
 2. **MOTION** to accept the Village 2022 Operating Budget as presented.
 3. **MOTION** to establish the 2022 Village of Port Edwards Tax levy of \$1,373,629.67 and Millage rate of 14.66 Mills per \$1000 of house assessed value effective on 1 January 2022.
- h. Planning, Property & Information Technology Committee. (*Will meet on 9 December 2021*)
 1. Committee Chairman's Comments
- 8) Unfinished Business from previous meetings.
 - a) Update on Offenders in The Village and enforcement of State rules and laws pertaining to their occupancy-placement in housing within the Village boundaries.
- 9) New Business.
 - a) A discussion on the necessity of a record keeping process for our social media accounts for Freedom of Information request compliance.
 - b) Update on the mandatory placement of election workers by Political parties.
- 10) Report from Village Administrator.
- 11) Report from Clerk/Treasurer.
 - a) **MOTION** to appoint Karen Thiel, Becky Taylor, Julie Des Jarlais, Michael Timm and Mike Derrie as the primary election workers; Becky Taylor and Kathy McGrath as the special voting deputies for Edgewater; and Joan Jesse, Kathy McGrath, Karen Isaacson, Nina Pelo, Kathy Dimka, Laura Vechinski, Cheryl Stewart, Rita Eichsteadt and Carol Zurfluh as substitute workers for the 2022-2023 elections. This is pending additional names provided by political parties.
 - b) **MOTION** to authorize the Clerk to pay the bills for the remainder of the 2021 year.
 - c) **MOTION** to approve the Village, Water Utility and Wastewater budgets and approval of the Labor Policies and Fee Schedule dated 1 December 2021, effective 1 January 2022.
- 12) Trustee Comments.
- 13) Committee meeting calendar. (Next 30 Days)
 - PS meeting: 7 December 2021, 1600 (4:00 pm), method in person
 - PLPIT meeting: 9 December 2021, 1700 (5:00 pm), method in person
 - PS Meeting: 4 January 2022, 1600 (4:00 pm), method in person
 - FHR meeting: 6 January 2022, 1630 (4:30 pm), method in person
 - PLPIT meeting: 6 January 2022, 1700 (5 pm), method in person
 - Village Board: 11 January 2022, 1900 (7:00 pm), method- in person
 - PW meeting: 20 January 2022, 1600 (4 pm), method in person
 - PR meeting: 27 January 2022, 1600 (4 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 Port Edwards Fire Station and also set up as 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 (via telephone), Mancl, Mitchell & Saylor

Absent: None

Also Present: J. Worden, S. Drew, B. Martinson, R. Bossert, D. Tremmel

Citizens: Tim Martin, Caleb McGregor, Natalie Diggles, Terry Lindholm

Motion (Duncan/Mitchell) to approve the Consent Agenda (meeting minutes from October 12, 2021 Board meeting and to approve monthly bills and the journal entries for the previous month). Motion carried. All ayes.

Public Comment: Tim Martin requested that the Village Board adopt some guidelines regarding a sex offender moving into the Village. It is probably too late to do anything about the current situation but for future cases.

Terry Lindholm stated that she found out that the sex offender moving into the Village on Friday is noncompliant. They were first informed of this situation last Friday. She is concerned the State will move additional sex offenders into the house because it has five bedrooms. She also expressed concerns about young children living in that area.

There was some discussion with the Trustees and it was stated that the Village should not only draft an ordinance but should work with the school district and police department to implement restrictions and guidelines regarding sex offenders moving into the Village. Chief Drew will follow up on this matter.

Natalie Diggles reiterated the previous concerns and would like to see the Village put some guidelines in place.

President's Report: None

Airport Commission: Review of minutes.

Public Works: No meeting held.

Parks & Recreation: Review of minutes

Public Safety: Review of minutes.

Finance and Human Resources: Review of minutes.

The motion listed on the agenda (motion to transfer the funds from the sale of the police cruiser from the general funds into the Police Vehicle 400 account for a future purchase) was not voted on at the Finance and Human Resources committee and was therefore cancelled.

Planning, Legislative, Property & Information Technology: No meeting held.

Unfinished Business: A brief DMI update was given with nothing new to report.

New Business:

Village Administrator Report: Administrator Bossert presented his monthly report including the topics of general government, human resources, public works, safety and security, and budget.

Clerk-Treasurer Report:

Motion (Duncan/Bingham) to authorize a Public Hearing for the 2022 Village budget as presented at the meeting. The public hearing will be held on November 30, 2021 at 7:00 p.m. Motion carried. All ayes.

Motion (Duncan/Bingham) to move the December Board meeting to November 30, 2021 for taxing purposes. Motion carried. All ayes.

Communications: None

Trustee comments: Trustee Saylor asked Public Works Supervisor Ben Martinson when the last day is for picking up leaves. Ben stated that they would pick up leaves through November 19th at 3:00 p.m.

Meeting adjourned at 7:57 p.m.

Diane M. Tremmel, Village Clerk-Treasurer

The following Village bills were approved for payment:

Abts Law LLC-monthly retainer (November)	1000.00
Ace Hardware-misc expenses	539.73
Advance Janitorial Service & Supply-monthly statement	208.50
Aflac-monthly statement	274.50
Alliant Energy-monthly statement	5588.11
Amazon-fire dept office supplies	181.53
American Welding & Gas Inc-fire equip replace & maint	37.33
Bowmar Appraisal Inc-Oct to Dec assessor contract	1700.00
Casper Stump Tracking-stump grinding	55.00
Cintas Corporation-monthly statement	903.43
Commercial Recreation Specialists-splash pad expense	168.99
Concentra Health Services Inc-random alcohol test for CDL	50.00
Delta Dental of Wisconsin-monthly statement	1324.98
Diversified Benefit Services Inc-November health reimb arrangement	100.53
Diversified Benefit Services Inc-health insurance deductible reimb	523.56
Diversified Benefit Services Inc-health insurance deductible reimb	167.10
Federal Licensing Inc-fee for renewing FCC license for WUT	175.00
First Choice Fire Protection LLC-annual maintenance	619.50
Gerke Excavating Inc-3 rd St Reconstruction (TIF)	152208.30
Jason Leverance-boot allowance	280.00
Juris Repsa-Village Forester annual salary	500.00
Kelly Shay-refundable shelter deposit	25.00
Liberty Flag & Specialty Company-flag pole for Veterans Memorial	175.95
Martinson Trucking & Excavating Inc-sidewalks	1129.65
Metcalf Lumber-recreational trail sign posts; maint of mains	2595.42
Mobile Lock & Security-warming house expense	93.00
Napa Auto Parts/Nekoosa-misc expenses	281.74
Phillips 66-monthly statement	1223.38
Port Edwards Post Office-postage stamps	116.00
Quill LLC-misc supplies	710.74
Ray Bossert-conference expenses; ICMA annual dues	1243.65
Security Health Plan-monthly statement	22410.16
Snow Striping Industries-restripe track (ARPA exp); paint road lines	1990.00
Solarus-monthly statement	1265.08
South Wood County Humane Society-police safety/community	140.51
State of Wisconsin-October court report	206.60
The Dirks Group LLC-Office 365 – 1 mo;	483.00
Tractor Supply Credit Plan-tools & supplies	73.95
We Energies-monthly statement	404.10
Williams Plumbing & Heating-medical arts building	92.00
Wis Dept of Administration/Milw-monthly web site hosting	65.00
Wis Dept of Justice-TIME – 4 th quarter police computer system	218.25
Wis Valley Building Products-recreational trail; tools & supplies	295.52
Wood County Treasurer-October jail assessment	70.00
A-1 Services of Wisconsin Rapids LLC-maint of water mains	950.00

A-1 Services Wisconsin Rapids LLC-concrete for tail signs	300.00
Advanced Disposal-WR-M3 – monthly statement	10010.25
Aflac-monthly statement	274.50
Applied Industrial Technologies-street machinery	440.20
BGA LLC-December building inspection fee	2000.00
Charles Lamb-unused sick leave health insurance reimbursement	1221.88
CNA Surety-bond for clerk-treasurer	100.00
Commercial Testing Laboratory Inc-wastewater outside services	1012.50
Craig Kester-reimb for Conway Shield purchase	114.44
Current Technologies-medical arts building expense (PD restroom fan, light)	237.94
Delta Dental of Wisconsin-monthly statement	1324.98
Denny’s Repair-police vehicle expense	2075.98
Doorworks Incorporated-maint of wastewater equipment	291.00
Doug Kasten-plan commission meeting 8/24/21	25.00
Douglas Berryman-plan commission meeting 8/24/21	25.00
Erik Saylor-reimb desktop & accessories for fire dept	1064.95
Fire Programs-first responder supplies (support & upgrade service – 1 yr)	1018.00
Gerald Blum-police & fire commission meetings 9/13 & 11/16	50.00
Insight FS-street machinery; small equipment	1563.76
James Leiser-unused sick leave health insurance reimbursement	157.84
Jason Worden-reimb for McDonald’s food after fire	78.81
Leo Thomasgard-police & fire commission meetings 9/13 & 11/16	50.00
Lonn Radtke-unused sick leave health insurance reimbursement	427.56
Marco Technologies LLC-copier contract & usage charges	123.52
Midwest Meter Inc-maint of meters	3120.00
Minnesota Wisconsin Playground-benches for parks (parks c.o.)	1647.00
Nekoosa Port Edwards State Bank-November direct deposit fee	50.00
Oshkosh Fire & Police Equipment Inc-fire dept c.o.	5832.00
Pat Tyler-police & fire commission meetings 9/13 & 11/16	50.00
Port Auto Service LLC-fire truck expenses	106.38
Port Edwards Post Office-tax bill postage; water bill postage	928.00
Principal Life Insurance Company-December premium	60.58
Quill LLC-administrator expenses	93.48
Rapids Sign Inc-trail signs (Wood County grant)	1840.00
Scott Drew-reimb crossing guard “STOP” paddle signs	96.96
Scott Stewart-police & fire commission meetings 9/13 & 11/16	50.00
Team Matthews Tire Center-street machinery	314.70
The Uniform Shoppe of Green Bay-police duty gear	562.00
Verizon Wireless-monthly statement	467.50
Wausau Chemical Corporation-chemicals (water utility)	5841.70
Western Wis Waterworks Professionals-meeting fees	70.00
Wis. Dept of Administration/Milw-monthly web site hosting	65.00

Wages & Salaries – November wages **63543.10**

The following Water Utility Bills were approved for payment:

Alliant Energy-monthly statement	2259.67
Core & Main LP-maint of hydrants	2575.00
Daniel Reber-overpayment of water bill	123.01
Mailboxes & Parcel Depot-testing	25.60
USA Blue Book-maint of pumping plant	36.87
WI State Lab of Hygiene- testing	26.00

Building Permits:

Security Fence/Sean Weber-fence

American Fence Co/Traci Hanish Mendieta-fence
Halit Kiska-alterations to building
Halit Kiska-facade permit
Dondlinger General Cont/Michael Servant-new construction

Electrical Permits:

E-Con Electric Inc/Connie Jagodzinski-install home generator
Brody's Electric LLC/Elaine Newman-service upgrade to 200 amp
Current Technologies/Mari Tomsyck-review remodeled areas of home; bring up to code
Servant Electrical Service/Michael Servant-new construction

Plumbing Permits:

Williams Plumbing/Mari Tomsyck-new bathroom; remodel old bathroom
James P Eron/Michael Servant-new construction

HVAC Permits:

Comfort Operations/Michael Servant-new construction

Excavation Permits:

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Committee of the Whole

DATE: November 22, 2021

TO: JOSEPH ZURFLUH

cc: BETSY MANCL
DANA DUNCAN
JOHN BINGHAM
DIANE TREMMEL
JASON WORDEN

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
SCOTT DREW

RAYMOND BOSSERT
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: Review Final Proposed 2022 Budget

Attendance: R. Bossert, D. Tremmel, J. Zurfluh, E. Saylor, D. Duncan, B. Mancl, , B. Martinson, S. Mitchell (via Zoom), T. Grunden (via Zoom)

Citizens: Kelley Nagorski

Subjects Discussed, Action Taken, and Board Action Required:

Review Final Proposed 2022 Budget

1. ***Call to order:*** Meeting called to order by President Zurfluh at 5:00 p.m.
2. ***Zurfluh declares the Declaration of Quorum.***
3. ***Public comments:*** None.
4. ***Village President's comments/guidance:*** None.
5. ***Action Items:***
 - a. ***Discussion/Action: Committee discussion/questions on Village Millage rate procedures/Concepts***

Bossert addressed recurring questions from citizens and employees about millage rates. The State drives these rates and they will be doing assessments to make the calculations current.
 - b. ***Discussion/Action: Future Large Item Budget issues in 2023-2026 discussion/agreement***

Bossert is planning 5 and 10 year plans for the Village and will need to decide if we will use bonds, loans, or savings for capital improvement. Duncan wants to discuss more in depth, in the future, what route mentioned above will be best before making a decision. Bossert wants to address concerns and problems sooner rather than later so the Village will be prepared.

- c. ***Discussion/Action: Discuss a Proposed Water Quality RESOLUTION 2021- XX (tied to Budget) for pending approval/ Referral to Full Board MTG***

Village is currently doing well regarding water testing, never out of compliance. Concern is that it is not explained well to the citizens. They are worried the water has issues, which it does not.

Wood County wants to expand on what the Village is doing, water testing-wise, throughout the county to expose any issues, if any. The Village would hire someone to go throughout the county for water testing and then correct any issues so clean water is available to all.

MOTION Duncan - moved to approve the resolution 2021- XX (Mancl 2nd)
All ayes. **Motion carried.**

- d. ***Discussion/Action: Recommendation to move the cemetery activities under the Parks and Recreation Committee for oversight***

Everyone is in agreement, the cemetery will be moved from Public Works to Parks and Recreation.

- e. ***Discussion /Action: Presentation/Review of the Village 2022 Budget Briefing by Administrator Bossert***

Minor changes were made to the budget. 2021 still shows budgeted amounts, actual numbers will be put in when the year is over. Executive version posted tomorrow for citizens.

6. ***Future dates scheduled:***

30 Nov. 2021 - 7 p.m. - Town Hall on Budget Proposal

30 Nov. 2021 - 7 p.m. (after Town Hall) - Village Board FINAL vote on 2022 budget

7. ***Adjourn:*** Adjourned at 5:58 p.m. by Zurfluh.

President Joe Zurfluh – Chairman

RESOLUTION NO. #2021-09
VILLAGE OF PORT EDWARDS

A RESOLUTION AFFIRMING THE RIGHT TO CLEAN WATER IN THE VILLAGE AND
THE COMMITMENT OF THE VILLAGE TO ENSURE IT IS MAINTAINED

WHEREAS the Village of Port Edwards informs all concerned that clean water is a necessity to a safe and secure environment as well as Quality of Life. The Village wants to affirm its commitment in more than words to this effort to all our Villagers and those impacted by our water systems and watersheds.

AND WHEREAS in April 2021 the residents of Wood County and Port Edwards overwhelmingly voted for a clean water resolution stating, “Should the State of Wisconsin establish a right to clean water to protect human health, the environment, and the diverse cultural and natural heritage of Wisconsin”.

AND WHEREAS The Village is committed to ensuring an enduring plan that is re-evaluated annually to this effort. Specifically, the Village will ensure the actions and resources will be applied annually to this effort for the benefit of all.

AND WHEREAS The Village will conduct weekly, monthly and annual water testing and assessments across the Village to ensure water quality is maintained. These tests will be of “raw” water sources, well locations, housing locations, recreational water and municipal systems. These results will be transparent and available to all concerned and used to address any issues that are identified.

AND WHEREAS The Village will ensure the budgeting of at least \$250,000 annually to all clean water efforts in the Public Works, Water Utility and Sanitation Utility departments. These efforts will be augmented by addressing Storm water activities that impact clean water, conducting community education across the Village, ensuring well head security, collaborating with State, Regional and County water organizations and working with Village Business that might negatively impact our Water Quality.

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

Adopted the _30th Day of November __, 2021 __.

VILLAGE OF PORT EDWARDS
WOOD COUNTY, WISCONSIN

Joseph Zurfluh, Village President

Diane M. Tremmel, Village Clerk

Minutes of the Port Edwards Police and Fire Commission

Tuesday, November 16, 2021 – 5 p.m. @Buehler Center

Present: Commissioners Thomasgard, Stewart, Blum and Tyler. Commissioner Kasten was excused. Also present were Police Chief Drew, Fire Chief Worden, Ast. Fire Chief Kester, and Administrator Bossert. No other citizens were present.

Meeting was called to order by President Stewart at 5 p.m. Motion by Tyler, second by Blum to approve the minutes of the September 13th meeting. All in favor.

President Stewart reported that Commissioner Kasten was hospitalized and that Commissioner Tyler had informed him that she would be resigning from the PEPFC effective December 1st for health reasons. President Stewart asked that names of possible successors for Commissioner Tyler be forwarded to him for review by Village President Zurfluth. The Commission wishes to recognize and commend Commissioner Tyler for her faithful service and wishes her well in the future. There was no other public comment.

Fire Chief Worden reported that he was getting acclimated to his new position and that several other members of the PEPFC had assumed new duties. The PEPFC has been responding to numerous mutual aid calls in WR and he asked that the filter for such responses be adjusted and the number of responses to WR is down as a result.

Police Chief Drew, in addition to his usual report of incidents and activities, reported on and paid tribute to Dave Bubolz, who served as a police officer and Chief in Port Edwards from 1969-92. Chief Bubolz died November 10th at age 82.

Following a lengthy discussion, President Stewart asked to table the possible amendment of the PFC Rules and Regulations to align with Village policies and FD By-Laws until the next meeting.

At 5:57 p.m. a motion made by Thomasgard, second by Blum to go into closed session Pursuant to WI Statute 19.85(1)(c). All in favor. At 6:31 p.m a motion by Blum, second by Tyler to return to open session. All in favor.

Following the closed session, the PEPFC voted to approve the application of one PEPFC applicant moving to the next phase of the interview process and rejected a second applicant. Motion by Thomasgard, second by Tyler. All in favor. The PRPFC also voted to approve the recommendations of the PEPFC membership committee and Chief Worden to promote Don Kitowski to Lieutenant and Brian Leubke to Captain. Motion by Blum, second by Thomasgard. All in favor.

The next scheduled meeting of the PEPFC will be Monday, December 6, 2021 @ 5 p. m. at the Buehler Center. Motion by Thomasgard, second by Blum to adjourn at 7:05 p.m. All in favor.

Leo Thomasgard, PEPFC Secretary

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

9 November 2021

Promotion Order #2021-0909

TO: The Village of Port Edwards Police and Fire Commission

RE: Fire Department Internal Officer Promotions

Commission members,

The Fire Chief has provided the Village his recommendations on internal Fire leadership moves. After review and some discussion, the Village supports these moves. These moves have been driven by the Promotion of Chief Jason Worden and some internal adjustments based on the new leadership team in the department. The Individuals are long serving firefighters and current officers and have shown dedication and commitment to the Their Comrades, The Department, The Village and the Mission of Community Volunteer firefighting.

Firefighter Don Kitowski	To Lieutenant (Secretary)	Serving since 2013
Lieutenant Brian Luebke	To Captain	Serving Since 2001

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

Raymond D" Boz" Bossert Jr
Village Administrator

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Public Works

DATE: November 18, 2021

TO: JOSEPH ZURFLUH

cc: BETSY MANCL

DANA DUNCAN

JOHN BINGHAM

DIANE TREMMEL

JASON WORDEN

ERIK SAYLOR

SUE MITCHELL

TIARA GRUNDEN

SCOTT DREW

RAYMOND BOSSERT

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

Purpose of Meeting: Regular Monthly Meeting

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

Citizens: Kelley Nagorski

Subjects Discussed, Action Taken, and Board Action Required:

Regular Monthly Meeting

- **Call to order:** Meeting called to order by Chairman Bingham at 3:59 p.m.
- **Roll Call:** All present from above.
- **Approve the previous month's minutes and Agenda:** MOTION (Mitchell/Mancl) to approve minutes from 23 September 2021 & agenda. Motion carried.
- **Public comments on agenda items:** None.
- **Committee Chairman's comments:** None.
- **Public Works Updates**
 - a. **Department of Public Works report.**
 - i. Martinson graded roads (1-10), which is done every 2 years, using a statewide formula that is inputted into an excel sheet that creates a document of that data. This data is useful for grants as they use that data to determine eligibility.
 - ii. Calculation problem with the budget was brought to Bossert's attention earlier in the day. Clerk misinterpreted \$100k as an addition to PW \$90k. Instead of rearranging the PW budget, the Ver Bunker project will be shifted from 2022 to 2023 unless the Village can get funding through ARPA or find other money.

b. 2022-2025 Capital Improvement Plan for Projects.

- i. Martinson spoke about future projects; will finish 3rd from Alexander to Edwards in 2022, \$200k. 4th Street from Bruener to Seneca needs mill & overlay, \$100k. Seneca and Port Road need chip sealing, \$60k, as does Ver Bunker from 3rd to someone's house (Na Pinkies house). Ver Bunker from 5th to Brentwood slated for \$130k will most likely be put off or dropped. Also, Ver Bunker to Monroe needs immediate attention as that intersection floods and is damaging the area.
- ii. Working on different ideas on how to clean up the downtown/shopping area, which is in a TIF district.
- iii. Applied for grants in hopes to get financial relief. Most of our big projects are close to 50% match. Municipality match needs to be waived or greatly reduced.

c. 2022-2028 Capital Equipment Purchase Plan.

- i. Martinson said they bought a plow truck in 2021. In 2022, buying a bobcat for under \$30k with trade-in value. Building up money for 2024 by putting \$60k in 2022, \$90k in 2023, & only spending half to prepare for purchases of a leaf loader, pickup truck, & end loader. End loader alone costs \$150k.
- ii. Martinson made a maintenance plan with Ken regarding the wastewater plant which also will need a replacement pump. DNR regulations for Water Plant require pulling out the well to clean & conduct testing every 5-8 years.
- iii. Foreman wants the sandblasting of the hydrants & building of the walls around well tanks with glass doors to be done in-house instead of hiring out.

- **Old Business.** Update on phase 2 of the 3rd Street near Edwards Avenue project. Stopped last year due to lack of funding. Will start 2022, waiting on bids.
- **New Business.** Discuss the Federal Infrastructure Bill & Impacts on Port Edwards. Looking for places to put electric car charging kiosks. Not based on need, they just want to get them out there so it draws folks to the area. Will ask for funding.
- **Correspondence received.** None
- **Future Agenda items for next meeting:** Cost of winter plowing.
- **Next meeting date:** 20 January at 4:00 p.m. (Thursday), in person.
- **Adjourn:** Adjourned at 4:50 p.m. by Bingham.

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Parks & Recreation

DATE: November 18, 2021

TO: JOSEPH ZURFLUH

cc: BETSY MANCL
DANA DUNCAN
JOHN BINGHAM
DIANE TREMMEL
JASON WORDEN

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
SCOTT DREW

RAYMOND BOSSERT
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: Regular Monthly Meeting

Attendance: B. Mancl, S. Mitchell, R. Bossert, T. Grunden (via Phone)

Citizens: Kelley Nagorski

Subjects Discussed, Action Taken, and Board Action Required:

Regular Monthly Meeting

- **Call to order:** Meeting called to order by Mancl - Chairman at 5:00 p.m.
- **Roll Call:** All present from above.
- **Approve the previous month's minutes and Agenda:** **MOTION** (Mancl/Grunden) to approve minutes from 28 October 2021 and agenda. **Motion carried.**
- **Public comments on agenda items:** None
- **Committee Chairman's comments:** None
- **Parks & Recreation Updates.**
 - a. **Discussion on Proposed Capital Improvement plan for parks.** Bossert is building towards a 5 year plan which includes creating shelters, bike trail extensions, propane fire pits, upgrading playground equipment, pickleball, & basketball. Currently no numbers on it, wanted more feedback before starting. Interest in joining with River Riders Bike Share program, looking to co-op with Wisconsin Rapids, as they have 6 bike stations currently located there. Will be reaching out for more specifics.
 - b. **Potential Naming Convention for Village spaces.** Village wants to name name-less spaces; parks, shelters, rooms & buildings. For possible revenue, have sponsors name shelters/benches which would include a plaque. Bossert recommends naming

Central/no-name park to represent the nearby civil war burial of Private John Jones: John Jones Park/Veterans Park. Mancl suggests adding a mix of recent names that the citizens will recognize. Martinson proposes adding previous Fire/Police Chiefs & relevant names to go on the list. Will be posting on Facebook for suggestions from residents for names & ideas for these unnamed spaces. From there, the committee will go over them & cut it down to a select few and have the Village residents vote for their favorite.

- **Old Business.** Awaiting on approval for grants. Received official notice from the county that \$15k has been approved for the kayak project.
- **New Business.** Eight trees that will surround the Village tree will be decorated by the Spanish Club from the high school, Port Auto, bank, PEPO from the schools, barber shop, Scentrail, Lutheran Church & Wood County animal shelter. Tree lighting was moved from December 1st to the 8th. There will be a vote for the best tree, Bossert will reward the winners with a gift card or other means. By January 4th the trees will need to be undecorated as that is the day they will be removed.
- **Correspondence received.** None.
- **Future Agenda items for next meeting.** Update on grants.
- **Next meeting date:** 27 January 2022 at 4:00 p.m. (Thursday), in person.
- **Adjourn:** Adjourned at 5:19 p.m. by Mancl.

Village of Port Edwards

Raymond "BOZ" Bossert
Administrator

Municipal Building
Port Edwards, Wisconsin 54469
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Date: 30 NOV 2021

To: Village Board

Subject: Administrators REPORT, December 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.)* We have completed the 2022 Budget and preparing for the "State of the Village in 2022" report. Preparations for Winter are ongoing in our streets and parks departments. The vaccine is rolling out and our estimate is that 75% of the Village has been vaccinated, the county over 55%, the remainder of the residents are determining their desires to get vaccinated, we have reached the statistical point, like other diseases that we may have reached MAX vaccination based on personal choices. We have had an average of 10 active cases weekly in the Village, none to the level of serious hospitalization or death that we have been made aware of. Our Students are at a 45% vaccination rate, with less than 20 active cases.

Human Resources:

1. The village has currently 6 police officers/ 21 firemen/ 3 general government/ 1 court officer/ 7 public works employees = 38 employees (This does not include the 20 Board & Commission members we pay). We also have a contracted Building Inspector and Legal counsel. We now have 2 temporary work study students, 1 working for our Police department and 1 for our general Government for this school year.
2. Our Village employee expenses to date have been \$910,580.67 out of our total employee budget of \$1,480,000, for the year. We have a payroll execution rate of 75%, no issues. FYI---The Village Payroll is a total of 33% of the Overall Village 2021 Budget.

Public Works:

1. We have no major projects ongoing; we are prepared for winter activities and maintenance projects.
2. We have initiated Phase II of the 3rd street project thru the same contractor and are awaiting their estimates for construction in 2022.

Safety and Security:

1. Police- We have had 6 citations; 9 Traffic stops and 5 criminal/warrants and no ordinance violations these past 30 days. We responded to over 118 calls/events in the past 30 days. The Police are executing their budget- No issues or trends.

2. Fire- Responded to 23 events (8x Fire calls and 15x 1st responder events). They conducted 3 drill and training events as well as 1 officer meetings. The Fire Department are executing their budget- No issues or trends. The membership committee has submitted one applicant for consideration for associate fireman, He will be reviewed this month.

Budget:

1. Our Village budget is on track on execution. We have expended \$3,1000.00 so far this year, an 88% expenditure rate, we expected to have spent \$3,450,000.00. No issues. Our revenue to date is \$2,865,232 approx. 97% of our expected revenue this year, no issues.
2. Budget season is complete we are now in execution mode.

General Government:

1. We have two 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. NEPCO lake meetings will be planned in the next 60 days to discuss updates.
3. We submitted a GRANT for our Bike trail for plants and trees thru CN. This will be for \$25K. we will be notified if accepted in December 2021.
4. We submitted a GRANT request thru the legacy foundation for \$500K for a Parks, recreation trail and River walk project along the DMI property. Letter of interest is being submitted with a notification in December 2021.
5. We have been authorized our \$15K GRANT for our Proposed Kayak sites this will be disbursed once we finalize the work in collaboration with DOMTAR.

HOLIDAY:

1. We will have a Village Tree Lighting on 8 DEC 2021 at 6pm. This will also incorporate 8 smaller trees that will be decorated by partners in the Village. The Nekoosa Port Edwards Bank, The Scentrail Group (Dog Park), Mia Bella Salon, Port Auto, Port Edwards parents organization, JHS Honor society, South Wood County Animal Shelter, The Trinity Lutheran Church. They will decorate and use it as a community outreach project.

State or Federal Issues:

The political parties may submit names for appointment as election officials. The deadline for doing so is November 30. WEC indicated the political parties seldom submit names to the

municipality to serve as election officials. However, we live in a hyper partisan world right now and the Republican party is making a point of telling its local teams to submit recommendations to communities of people to be appointed as election officials. The relevant statute is sec. 7.30(4), which I've pasted below.

(4) Appointments.

(a) Except in cities where there is a board of election commissioners, the mayor, president or board chairperson of each municipality shall nominate to the governing body no later than their last regular meeting in December of each odd-numbered year the necessary election officials for each polling place and any election officials required under s. 7.52 (1) (b). If no regular meeting is scheduled, the mayor, president or chairperson shall call a special meeting for the purpose of considering nominations no later than December 31.

(b) The 2 dominant parties, under sub. (2), are each responsible for submitting a list of names from which all appointees to inspector positions, other than appointees to inspector positions authorized under sub. (1) (b), shall be chosen. Each person submitting the name of one or more nominees shall certify on his or her list of nominations that the person has contacted each nominee whose name appears on the list and that each nominee has agreed to serve as an election official. The nominations shall be submitted as follows:

1. In cities where there is a board of election commissioners, the county committee under s. 8.17 of each of the 2 recognized political parties described under sub. (2) shall submit a certified list no later than November 30 of each odd-numbered year containing the names of nominees from that party for each of the voting wards in the aldermanic district. For inspectors serving under s. 7.52 (1) (b), the county committees under s. 8.17 of the 2 recognized political parties described under sub. (2) shall submit a certified list containing the names of nominees from that party who are to be appointed under s. 7.52 (1) (b). The chairperson may designate any individual whose name is submitted as a first choice nominee. The chairperson shall sign any list submitted under this subdivision. The board of election commissioners shall appoint, no later than December 31 of odd-numbered years, at least 5 inspectors for each ward. Unless nonappointment is authorized under par. (e), the board of election commissioners shall appoint all first choice nominees for so long as positions are available. The board of election commissioners shall appoint other individuals in its discretion and may designate such alternates as it deems advisable.

2.a. In a municipality other than a city or village located in a county having a population of more than 750,000, the committees organized under s. 8.17 for each of the 2 recognized political parties described under sub. (2) shall submit a list containing the names of nominees from that party. The chairperson of each of the 2 committees shall submit the list to the mayor, president, chairperson, or clerk of the municipality, or to his or her agent, or shall deliver or mail the list to the office of the municipality. If the chairperson submits the list to the municipal clerk or his or her agent, the clerk shall immediately forward the list to the mayor, president, or chairperson of the municipality. If committees are organized in subdivisions of a city, the chairperson of the city committee shall submit the list. If there is no municipal committee, the chairperson of the county or legislative district committee shall submit the list. Except as provided in par. (c), only those persons submitted by the chairperson of each committee under s. 8.17 may act as election officials. The chairperson of each committee under s. 8.17 may designate any individual whose name is submitted as a first choice nominee. The chairperson and secretary of the submitting committee shall sign the list.

b. In a city or village located in a county having a population of more than 750,000, other than a city where there is a board of election commissioners, if there is an aldermanic district or village member of a committee under s. 8.17 for the ward or wards where a polling place is located, the committee member shall submit a list containing the names of nominees from the recognized political party, described under sub. (2), represented by the committee member. For inspectors to be appointed under s. 7.52 (1) (b), the committee members of the committees under s. 8.17 for the 2 recognized political parties described under sub. (2) for the municipality acting jointly shall submit a list containing the names of nominees from the party represented by the committee members of the committees for the municipality acting jointly. Nominations for inspectors to be appointed in a city or village where there is no aldermanic district or village committee member shall proceed in the same manner as in a municipality located in a county having a population of 750,000 or less. The appropriate committee member, committee members, or chairperson shall submit the list to the mayor, president, or clerk of the municipality, or to his or her agent, or shall deliver or mail the list to the office of the municipality. If the list is submitted to the municipal clerk or his or her agent, the clerk shall immediately forward the list to the mayor or president. Except as provided in par. (c), only those persons whose names are submitted as provided in this paragraph may act as election officials. The appropriate committee member, committee members, or chairperson may designate any individual whose name is submitted as a first choice nominee. The aldermanic district or village committee member or the chairperson of the appropriate committee shall sign the list.

c. Unless nonappointment is authorized under par. (e), upon submission of the lists of names as provided under subd. 2. a. or b., the governing body shall appoint each first choice nominee for so long as positions to be filled from that list are available. The governing body shall appoint other nominees in its discretion. If any nominee is not appointed, the mayor, president, or chairperson of the municipality shall immediately nominate another person from the appropriate lists submitted and continue until the necessary number of election officials from each party is achieved at that meeting.

(c) Except with respect to inspectors who are appointed under sub. (1) (b), for so long as nominees are made available by the political parties under this section, appointments may be made only from the lists of nominees submitted under this subsection. If the lists are not submitted by November 30 of the year in which appointments are to be made, the board of election commissioners shall appoint, or the mayor, president or chairperson of a municipality shall nominate, qualified persons whose names have not been submitted. The board of election commissioners shall give priority to appointing, and the mayor, president, or chairperson of the municipality shall give priority to nominating, qualified electors of the municipality for which no list of nominees was submitted. If an insufficient number of qualified electors of the municipality can be identified, the board of election commissioners may appoint, and the mayor, president, or chairperson of the municipality may nominate, qualified electors of a county within which the municipality is located. If an insufficient number of nominees appears on the lists as of November 30, the board of election commissioners shall similarly appoint, or the mayor, president or chairperson shall similarly nominate, sufficient individuals to fill the remaining vacancies. In addition, the mayor, president, or board chairperson of the municipality shall similarly nominate qualified persons to serve in the inspector positions authorized under sub. (1) (b). Any appointment under this paragraph which is made due to the lack of availability of names submitted under par. (b) may be made without regard to party affiliation.

MAJOR Initiatives in the next 30-60 DAYS:

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

VILLAGE OF PORT EDWARDS
Raymond "BOZ" Bossert
Administrator

C: Board members

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

C: File