

**VILLAGE OF PORT EDWARDS
PUBLIC MEETING NOTICE
FINANCE AND HUMAN RESOURCES COMMITTEE
Thursday, 6 April 2023**

3:40 P.M. AT THE MARSHALL BUEHLER CENTER

If a member of the public wish's to listen, please call the dial in number below and you will be acknowledged.

Join Zoom Meeting: <https://us06web.zoom.us/j/83706877726?pwd=UVowQkgwT2J2U1ZQSDNCWkZmdnBLQT09>

Meeting ID: 837 0687 7726, Passcode: 100684, One tap mobile +13092053325

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 9 March 2023
5. Public comments on agenda items
6. Chairperson comments.
7. Discussion then **MOTION** to approve the monthly bills, journal entries for previous month and financial report.
8. Review of the 1st Quarter 2023 Village Budget summary.
9. Discussion on the TIF economic incentive DRAFT program as discussed by the PLPIT committee.
10. Discussion on DRAFT wage study progress and future payroll initiatives
11. Discussion and potential **MOTION** to approve Resolution 2023-03 RESOLUTION AUTHORIZING VILLAGE STAFF TO SUBMIT, COORDINATE, AND EXECUTE THE WISCONSIN URBAN FORESTRY GRANT for \$25,000. The expectation is that the Village could match up to \$25,000 from Village funds in 2024.
12. **MOTION** to go into Closed session on Purchases and competitive bargaining - Wis. Stat. §19.85(1)(e). Closed sessions are allowed when deliberating or negotiating the purchase or sale of public property, investment of public funds, or other specified public business, when competitive or bargaining reasons require a closed session. The competitive or bargaining reasons must relate to reasons benefiting the governmental body, not a private party's desire for confidentiality.
13. Discussion on the Sale of Village Property at 251 market Ave.
14. **MOTION** to return to Open Session and take any actions required.
15. Potential **MOTION** to approve the sale of Village property at 251 Market Ave.
16. Discuss Old Business
17. Discuss New Business
18. Correspondence received
19. Agenda items for next meeting
20. Next meeting date, TBD
21. Adjourn.

Village of Port Edwards
Betsy Mancl – Committee Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Finance & Human Relations

DATE: 9 March 2023

TO: JOSEPH ZURFLUH

cc: BETSY MANCL

SUE MITCHELL

TIARA GRUNDEN

SCOTT DREW

CALEB MCGREGOR

ERIK SAYLOR

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

RAYMOND BOSSERT

JASON WORDEN

DIANE TREMMEL

LONN RADTKE

Purpose of Meeting: Regular Monthly Meeting

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

Absent: D. Tremmel

Citizens: T. Grunden (ZOOM)

Subjects discussed, Action, Taken & Board Action Required:

Regular Monthly Meeting

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

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

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

Betsy Mancl- Committee Chairman

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

1 April 2023

TO: Village FHR Committee and Board of Trustee's

RE: 1st Quarter 2023, Village Budget summary

REVENUE:

Village-	\$1,588,954.00	77% of Anticipated Budget
Water Utility-	\$50,991.72	10% of Budgeted amount
Wastewater Utility-	\$177.75	1% of Budgeted amount

Of Note:

State Shared Revenue	\$0 of \$225K
Highway Aid	\$38K of \$156K
Infrastructure Fee	\$7500 of \$55K
Fire Contracts	\$39K of \$68K
Garbage Collection	\$117K of \$125K

EXPENSES:

Payroll	\$340,312.26 of \$1,569,625	22% of Budget expended
Waste water operations	\$53,201 of \$531K	10% of Budget
Water Operations	\$70,216.00 of \$445K	16% of Budget
Snow removal	\$24,190 of \$52K	47% of Budget
Skate Pond	\$900 of \$5500	16% of Budget
Parks	\$11,759 of \$70K	17% of Budget
Police operations	\$52,179 of \$238,150	22% of Budget
Fire operations	\$18,926 of \$109,700	17% of Budget
Public Works Operations	\$177,820 of \$808,725	22% of Budget
General Government	\$283,312 of \$790,720	36% of Budget

MAIN ACCOUNT STATUS as of 1 April 2023:

TIF	\$1,213,702.50
ARPA	\$90,827.73
Police Vehicle	\$1,825.70
Machinery	\$46,582.35
PW Infrastructure	\$88,309.70
Emergency Funds	\$19,798.00
Cemetery Fund	\$122,014.20
Planning Fund	\$67,914.48
Wastewater Reserve	\$80,000.00
Wastewater Equip	\$103,400.00
Working capital	\$150,000.00
	\$1,984,374.30 (savings and reserves- NOT general funds)

Village Administrator Assessment:

No major concerns on either revenue or expenses. The larger % of utilization in General Government is normal based on collective expenditures of payroll and insurance early in the year and not a regular monthly expense.

Some concern on Fire department payroll, specifically on EMS response. We are collecting data for analysis. Initially we see our response involved 2-3 members and they are collecting over 60%+ of the entire Fire department payroll. Also, the information from the ambulance support from Rapids shows our EMS responders arrive less than 60% of the time and of that they are rarely if ever on scene first. In 2022 in total our EMS responders were involved in 55% of the incidents. This may require some controls on their response as well as potential adjustment of the pay scale since a member could get the same pay for 30 min response- by incident- that a firefighter gets for a 2 hours of a "Real Fire" response.

We continue to seek Grants and Federal/State funding, and to date have been very successful is receiving over \$30K in grants and are anticipating a decision on over \$500K in additional grants and potential federal road grant's.

Budget Amendments/Adjustments to date:

-Village parks damaged equipment (slide for Triangle Park) an additional \$2700.00- MAR 2023 additional expenditure from Legacy Recreation/Parks Grant.

-Bike Trail extension along Port Road from County Grant \$10,000.00- MAR 2023

-Road repairs of crack filling of NEPCO lake road from the NEPCO lake planning fund, \$10,000- MAR 2023.

TOTAL- \$10,000 from new Grant Funds, \$10,000 from NEPCO lake Planning reserves, \$2700 from the general account.

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

1 April 2023

TO- All concerned

FROM- Village Administrator Bossert

RE- The Village of Port Edwards Economic Development Incentives 2023-2024

The Village of Port Edwards established a Tax Incremental District around the Old Mill in 2008. As part of that initiative the Village allocated \$250K (below programs account to utilize only \$200K) for the use of economic development in the district as well as ½ mile from the district boundary. The Village can utilize these funds thru June of 2024 or they will be re-allocated.

Per the TID development plan amended in 2018

Economic Development Incentives*

These costs include, but are not limited to, cash grants, loans, incentives, and any expenditures of the type described in any of the other categories listed in this section by or on behalf of a developer in order to induce development and ensure project feasibility. All development projects that receive some form of direct or indirect TIF participation will first enter into a development agreement approved by the Village Board that specifies the terms of the TIF Village of Port Edwards, Wisconsin TID #2, Amendment No. 1 DOR Submission contributions and the obligations of the receiving property or business owner. Such contributions may be in the form of direct cash grants or in "pay-as-you-go" payments over time.

Other developer recruitment incentives may include, but are not limited to, land write-down, low interest loans, capital start-up costs, cash grants and other costs needed to recruit the types of businesses targeted for recruitment. This activity could help fund the Village's effort to implement the Green Energy Employment District concept by providing funds that could be used to attract businesses in the targeted industry sectors identified by the Village. Used in combination with the availability of reliable, green power and the ability to market a "green" business location, these recruitment incentives could be very powerful and effective.

The amount and form of TIF participation for a particular project, if any, will be determined on a project-by-project basis as described in a project development agreement depending upon a project's specific needs, funding availability, and the project's consistency with the goals and objectives stated in this plan and other Village plans and policies.

The process to request these funds will be a submission of a letter of intent by the requestor that address: project description, amount requested, timeline of execution, budget sheet on expenditures with any other funding and impacts to the Village. These requests will be submitted to the Village Administrator for approval and quarterly presentations to the FHR committee for review and discussion. The applicant can present their case at that time if the Administrator determines the project does not meet the criteria set.

Types of programs-

Job Creation- A Village business (within the TID boundaries) who hires an employee and they stay employed for 3+ months can submit pay stubs and if the employee is still employed the applicant will receive a \$500 Grant. (MAX of 3 employee grants per business). Recommended MAX allocations available= \$30,000.

Façade Improvements- A business in the Village (within the TID boundaries) who presents an upgrade to their façade to improve business and the aesthetics' of the location (lighting, signs, exterior hard/land scaping, wall composition, etc...) can be awarded a \$1500 grant. (MAX one per business location). Recommended MAX allocations available= \$30,000.

GREEN energy upgrade- A business (within the TID boundaries) who improves their electrical footprint internal external to the premise (LED lighting, energy efficient appliance/devices, etc...) can be awarded a \$1000 Grant to help defray costs. (MAX one per business location). Recommended MAX allocations available= \$20,000.

ARTWORK project- A organization or Business in the Village (within the TID boundaries) can apply for a \$1000 grant to install a art project, display, architectural features that improves the aesthetics of the Village (benches, artwork, sculpture, etc...). (MAX two per organization). Recommended MAX allocations available= \$20,000.

Day Care Project- an organization (within the TID boundaries) that provides a form of day care (more than 6 hours of care) to support local families in Port Edwards and adheres to state laws and standards can apply for a Grant up to \$5000 to help defray costs of facilities and employees. (MAX 1 grant per location). Recommended MAX allocations available= \$20,000.

Open Presentation Project- An organization (within the TID boundaries) can present a proposal that meets a version of the above or a new initiative for review. The Village will take these presentations under review to see if it meets the guidance of economic development in the Village per the TID rules. These projects can be rewarded with grants of \$500 to \$1500 each. (MAX one per organization, per year (2023-2024)). Recommended MAX allocations available= \$20,000.

Village Business Loans- An organization (In the TID boundaries) can petition the Village for a low interest (6%) loan for 3-10 years if it improves the Business district and a locations ability to sustain employees and offer a service to the Village. More details to follow based on the financial review of the applicant and terms of the loan. (MAX one per organization) Recommended MAX allocations available= \$60,000.

Questions or concerns, contact me at 715-315-0304 or villageadmin@portedwardswi.gov.

-----Original Signed-----
Raymond D" Boz" Bossert Jr
Village Administrator

VILLAGE BOARD RESOLUTION NO. 2023-03

**VILLAGE OF PORT EDWARDS
WOOD COUNTY, WISCONSIN**

**RESOLUTION AUTHORIZING VILLAGE STAFF TO SUBMIT, COORDINATE, AND EXECUTE
THE WISCONSIN URBAN FORESTRY GRANT**

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF PORT EDWARDS, WOOD COUNTY, WISCONSIN, A MUNICIPAL CORPORATION:

WHEREAS, the Village of Port Edwards, is interested in obtaining a cost-share grant from the Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects specified in statute 23.907(1g) and (1r) Wisconsin Statutes;

WHEREAS, the Village of Port Edwards attest to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the Village of Port Edwards requests a grant agreement to carry out the project;

NOW THEREFORE BE IT RESOLVED, the Village of Port Edwards will budget a sum (not to exceed \$25,000) sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers the Village administrator as its official, to act on its behalf to;

1. Sign and submit the grant application
2. Sign a grant agreement between the Village of Port Edwards and the DNR
3. Submit interim and /or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement request to DNR
5. Sign and submit other required documentation

Adopted the 11th of April 2023.

VILLAGE OF PORT EDWARDS
WOOD COUNTY, WISCONSIN

Joseph H. Zurfluh, Village President

Diane M. Tremmel, Village Clerk

By a Vote of: _____ in Favor, _____ Opposed, _____ Abstain