

Agenda
Village of Port Edwards Board Meeting
Tuesday May 9, 2023

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/84406021424?pwd=bmhRNnltYnE2R1FJeEU0eHRLM05UZz09>

Meeting ID: 844 0602 1424, Passcode: 085731, One tap mobile +16465588656

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 April 2023 Board MTG)
 - b. Vouchers (Pay monthly bills, journal entries, etc.)
- 5) Public comment on agenda items.

Public participation and comment is encouraged and valued. Each citizen that requests to speak shall give their full name and address for the record and this will be included in the minutes. Each meeting shall include a public comment section. The individual or group representative shall have 3 minutes to address the Board or Committee. Their comments can be answered directly by a Trustee if the trustee deems it appropriate.
- 6) President's Report.
 - a) Re-Organization Meeting minutes
 - b) Special Meeting on Port Edwards Firefighter Athletic Association Minutes
 - c) Annual Village Strategic Meeting Minutes
- 7) Committee Reports:
 - a. Airport Commission. (Met on 2 March 2023)
 1. Review proceedings of the commission.
 - b. Police and Fire Commission (Met on 1 May 2023)
 1. Review proceedings of the commission.
 - c. Public Works Committee. (Met on 26 April 2023)
 1. Committee Chairman's Comments.
 2. **MOTION** to approve the County/Village Joint effort on the Market Ave project for \$140K (lowest Bid) from the TIF fund to repair the sidewalks and parking areas in summer 2023.
 - d. Parks and Recreation Committee. (Met on 26 April 2023)
 1. Committee Chairman's Comments
 - e. Public Safety Committee. (Met on 3 May 2023)
 1. Committee Chairman's Comments
 - g. Planning, Property & Information Technology Committee. (Met on 2 May 2023)
 1. Committee Chairman's Comment
 2. **MOTION** to approve the use of NEPCO lake Planning funds of No more than \$22K to receive and repair the donated Weed machines from the developer. These funds will be returned by the NEPCO lake District once their funding is established in 6 months, pending the signed Promissory Note.
 3. **MOTION** to approve changes to Chapter 8. Administrative changes and updates the outdated rules addressing the Special Assessment language.
 - f. Finance and Human Resource Committee. (Met 4 May 2023)
 1. Committee Chairman's Comments
 2. **MOTION** to approve the Village TIF Economic Incentive Program for 2023-2024

- h. Planning Commission (Did not meet since April 2022)
 - 1. Committee Chairman's Comments
- i. NEPCO lake Transition Planning Sub-Committee (Met on 29 March 2023)
 - 1. Committee Chairman's Comments
- 8) Unfinished Business from previous meeting.
 - a) Floor is open to any Trustee to discuss any old topics with updates and committee or issue referral recommendations, *NO Motions can be proposed.*
- 9) New Business.
 - a) Floor is open to any Trustee to discuss any late breaking business or issues that need to be referred to a committee for discussion/action. *NO Motions can be proposed.*
- 10) Report from Village Administrator.
 - a) Administrators monthly SNAPSHOT
 - b) Extraterritorial CSM for Grand Rapids Heigels Parcel
- 11) Report from Clerk/Treasurer.
 - a) **MOTION** to approve an Operator's License for Janessa Wilson (Amoco), valid through June 30, 2024.
 - b) **MOTION** to approve a Temporary Class "B" Beer License for Port Edwards Firefighters Athletic Association Inc. for one event June 16, 2023 at 4:00 p.m. through June 17, 2023 at 2:00 a.m.
 - c) **MOTION** to approve an Operator's License for Donald Kitowski (Port Edwards Firefighters Athletic Assoc), valid through June 30, 2024.
- 12) Trustee Comments.
- 13) Committee meeting calendar. (Next 30 Days)
 - Public Works meeting: 17 May 2023, at 5pm (Wednesday)
 - Parks and Recreation meeting: 24 May 2023 at 5pm (Wednesday)
 - Planning, Legislative, Property, and IT meeting: 6 June 2023 at 5 pm (Tuesday)
 - Finance and HR meeting: 8 June 2023 at 4:30pm (Thursday)
 - Public Safety meeting: 7 June 2023 at 4pm (Wednesday)
 - NEPCO lake transition meeting: 24 May 2023, Noon, 1200 (Wednesday)
 - Village Board: 13 June 2023, 1900 (@7:00 pm), method- in person (Tuesday)
- 14) Call for Adjournment.

Validated:

President of the Board of Trustees, Betsy Mancl

Village Administrator, Raymond "Boz" Bossert

Posted: 5 May 2023, 0900

(When activated phone call in will be noticed- Meeting Audio Dial-in number: 715-423-6698, Access Code ID: 02067)

The Village Board meeting was held at the Marshall Buehler Center and also set up as a conference call meeting and Zoom meeting. 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 Grunden, Mancl, McGregor, Mitchell, Radtke & Saylor

Absent: None

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

Citizens: Lynn Borski, Jim Borski, Jen Moore, Cary T. Smith, Bill Mahoney, Sharon Mahoney, Kathleen Wieck, Brenda Koeppel, Tony Koeppel, Eric Hummel, Bob Borski, Steve Borski, Candace & Nate Strehlau; Lee Lech (Zoom); Scott Grunden (Zoom)

Chief Drew and Wood County Sheriff Becker presented 'lifesaving awards' to Bill Mahoney, Brenda Koeppel and Tony Koeppel for their actions on March 7, 2023. Prior to the arrival of emergency services, they risked their lives to extract an individual from the icy waters of Nepco Lake after falling through the ice.

Motion (Mitchell/Mancl) to approve the Consent Agenda (meeting minutes from March 14, 2023 Board meeting and to approve monthly bills and the journal entries for the previous month). Motion carried. All ayes.

Public Comment: None

President's Report: President Zurfluh thanked the trustees that he worked with during his tenure as Village President.

Airport Commission: No minutes for review. President Zurfluh stated that they were having issues with the security gates but hope to resolve the issue in the near future.

Police and Fire Commission: Review of minutes.

Public Works: Review of minutes.

Parks & Recreation: Review of minutes.

Motion (Mancl/Grunden) to expend \$10,000 of County grant funding for Phase I of the Port Road Bike Trail extension. This was unforecasted revenue and thus an unforecasted expense from last budget cycle. Motion carried 5-1 (no-Saylor).

Public Safety: Review of minutes.

Trustee Saylor requested that the minutes be changed under Old Business, Section a, to reflect that the Fire Department Bylaws have not yet been reviewed by the PLPIT (Planning, Legislative, Property & Information Technology) Committee as stated therein.

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

Finance & Human Resources: Review of minutes.

Motion (Mancl/Grunden) 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. Motion carried. All ayes.

Motion (Mancl/McGregor) to approve the sale of Village property at 251 Market Avenue for \$40,000. Return on investment by the Village will be approximately 42% (per Village Administrator). Motion carried. All ayes.

Plan Commission: No meeting held.

Motion (Grunden/Mitchell) to approve Port Edwards Firefighter Athletic Association (Public Charity Status 170-(b)(1)(A)(vi) request to host a brat fry on May 20, 2023 at the Village Fire Department, as well as a Street Dance on June 16, 2023, as per the conditions reached with the Village Administrator. Motion carried. 4-1 (no-Saylor; abstain-

Mancl)

Unfinished Business: None

New Business: None

Village Administrator Report: Review of Administrator's monthly report including general government, human resources, public works, budget, and safety & security.

Administrator Bossert stated that one summer help employee will start in May; the other two in June. He also stated that the Reorganizational Meeting on April 22nd will be held at the Marshall Buehler Center and lunch will be provided by the Village at the El Café restaurant. Review of Waste Management's summary of tonnage for the year 2022. Review of the 2022 Consumer Confidence Report which was mailed to all water customers. A copy of the Earth Week flyer for activities at McMillan Memorial Library was provided, along with copy of letter from Wood County approving formation of the Nepco Lake District.

Clerk-Treasurer Report: None

Communications: None

Trustee comments: President Zurfluh and Trustee Mitchell thanked the trustees as well as the Chiefs for working with them during their time on the Board.

Administrator Bossert presented a plaque to Trustee Mitchell and a gavel with storage box to President Zurfluh.

Meeting adjourned at 7:52 p.m.

Minutes taken by Diane M Tremmel, Village Clerk-Treasurer

The following Village bills were approved for payment:

Abts Grubofski & Vruwink LLC-monthly retainer (April)	1000.00
Ace Hardware-misc. expenses	342.21
Advance Janitorial Service & Supply-monthly statement	218.93
Ag Source Coop Services-wastewater testing	930.00
Alliant Energy-service at 140 Market Ave	2168.30
Alliant Energy-monthly statement	6585.92
Amazon-tools & supplies	461.32
American Welding & Gas Inc-fire health & welfare	37.33
Amoco-monthly statement	1517.84
Aspirus Clinics Inc-Duehlmeier physical & drug test (summer help)	148.50
Beaver of Wisconsin-tools & supplies	15.00
Chrissy Robinson-refundable shelter deposit	25.00
Cintas-monthly statement	674.97
Current Technologies-panel feed for power for digital sign (1/2 cost)	3402.00
Current Technologies-work at 140 Market Ave	2925.00
Diversified Benefit Services Inc-health insurance deductible reimbursement	486.37
Diversified Benefit Services Inc-health insurance deductible reimbursement	91.30
Diversified Benefit Services Inc-April health reimb arrangement	102.40
Galls LLC-policy duty gear	201.93
J. Wenning Grinding & Supply-tree & brush control	86.00
James Leiser-unused sick leave health insurance reimb	196.91
Josiah Mertes-wiper blades for police squad	63.28
League of Wis. Municipalities-chief exec workshop/Bossert	75.00
Melissa Linzmeier-refundable shelter deposit	25.00
Metcalf Lumber-materials for 140 Market Ave	104.63
Motorola Solutions Inc-police vehicle expense	6290.00
Napa Auto Parks/Nekoosa-misc. expenses	1139.12
Nick Michels and Sons Inc-roof repairs at 140 Market Ave	5365.00

Port Edwards Water Utility-quarterly bills	2388.13
Postmaster/US Postal Service-postage stamps	189.00
Quality Plus Printing-dog signs for parks	360.00
R&R Waste Systems Cleaning Inc-clean storm sewer on Port Rd	875.00
Rapids Rental & Supply Co Inc-small equipment	1431.48
Rapids Sign Inc-recreational trail sign for Town of Saratoga	370.00
Solarus-monthly statement	1267.64
State of Wisconsin-March court report	698.67
Tractor Supply Credit Plan-small equipment	217.98
Truxcessorize Inc-snow plow edge for one ton	530.00
USA Blue Book-maint. of wastewater equipment	46.20
We Energies-monthly statement	2924.10
WI Environmental Improvement Fund-payment on clean water fund loan	213946.97
Wood County Clerk-dog licenses	229.00
Wood County Highway Dept-street signs	31.13
Wood County Treasurer-March jail assessment	220.00
Anderson O'Brien LLP-legal counseling for boundary agreement	45.00
ArborVantage Tree Care LLC-tree removal & pruning	750.00
Bank-A-Count Corporation-check stock	280.25
Belco Vehicle Solutions LLC-outfitting new squad	14261.19
BGA LLC-May building inspection services	2000.00
Compass Minerals America-snow & ice control	4106.52
Complete Office of Wisconsin-signature stamp for checks	27.19
Diversified Benefit Services Inc-health insurance deductible reimbursement	503.03
Doug Kasten-police & fire commission meeting 3/13	25.00
Fastenal Company-tools & supplies	332.50
Gerald Blum-police & fire commission meeting 3/13	25.00
Hotsy Cleaning Systems Inc-municipal garage	579.34
Insight FS-small equipment; fuel for pump	1792.51
Leo Thomasgard-police & fire commission meeting 3/13	25.00
Lonn Radtke-unused sick leave health insurance reimbursement	295.48
Marco Technologies LLC-copier contract & usage charges	131.91
Metcalf Lumber-materials for 251 Market Ave (TIF)	115.55
Nekoosa Port Edwards State Bank-April direct deposit fee	50.00
Piggly Wiggly-fire meeting expense	665.99
Principal Life Insurance Company-May premium	63.44
Quest LLC-design work for 3 rd St (TIF)	2294.85
Rapids Sign Inc-trail signs for Grand Rapids	1460.00
Security Health Plan-monthly statement	26960.48
Staples Credit Plan-municipal garage	7.89
Stop Stick Ltd-police vehicle expenses	515.00
Verizon Wireless-monthly statement	389.27
Williams Plumbing & Heating-work at 140 Market Ave (TIF)	635.54
Williams Plumbing & Heating-work at 140 Market Ave (TIF)	1684.28
Wis. Dept. of Administration/Milw-monthly web site hosting	65.00
Wis. Dept. of Justice-TIME – police computer system (4/1-6/30/2023)	218.25
Wisconsin Media-election notices	77.91
Wisconsin Towns Association-board of review training	45.00
WM Corporate Services Inc-monthly statement	11107.69
Wood County IT Department-police computer system (port splitters)	299.97
Wood County IT Department-support; wildcard cert; Toughbook, etc. for squad	7341.47
Wood County Clerk-Express Vote machine; 2023 WisVote services	3745.00
Aflac-monthly statement	216.62
Chili Implement Co-parks	290.51
Delta Dental of Wisconsin-monthly statement	1556.88
Diversified Benefit Services-health insurance deductible reimbursement	621.64
Metcalf Lumber-parks; 251 Market Ave (TIF)	99.05

South Wood County Humane Society-1 pick up	91.00
The Dirks Group LLC-monthly rapid recover; Office 365	531.30

Wages & Salaries – April wages **68315.04**

The following Water Utility Bills were approved for payment:

Ag Source Coop Services-testing	113.25
Alliant Energy-monthly statement	2547.60
Badger Meter Inc-Orion Cellular Serv Units; Beacon hosting	17.06
Jason Leverance-WRWA conference expenses	525.00
Mailboxes & Parcel Depot-testing	15.45
Wausau Chemical Corporation-chemicals	1644.48
WI State Lab or Hygiene-testing	28.00

Building Permits:

Goodwin Construction/Steve & Amy Schwantes-bathroom remodel
 Goodwin Construction/Patrick McGrath-bathroom remodel
 Heather Mentzel-drywall, stairs, cabinets & kitchen
 Link's Contracting Inc/Susan Clark-reroof
 Security Fencing/Dean Breunig-fence
 Schulz Construction LLC/Dave & Joann Walter-new construction (811 Clearwater Trl)

Electrical Permits:

Steve & Amy Schwantes-bathroom remodel
 Patrick McGrath-bathroom remodel
 Heather Mentzel-new outlets & wiring throughout the house
 DC Electric/Patrick Norby-upgrade from 100 amp to 200 amp service
 Matthews Electrical Service LLC/Dave & Joann Walter-new construction (811 Clearwater Trl)

Plumbing Permits & HVAC Permits:

Williams Plumbing & Heating/Steve & Amy Schwantes-bathroom remodel
 Williams Plumbing & Heating/Patrick McGrath-bathroom remodel
 Heather Mentzel-bathtub, shower, sink
 Jason Gilman (Plumbing) Comfort Operations (HVAC)/Dave & Joann Walter-new construction (811 Clearwater Trl)

Excavation Permits:

Tak-bore communications in right of way (311 Wisconsin River Dr)
 Intercon-install gas service (741 Wisconsin River Dr)
 We Energies/Intercon-install gas service (1490 E Shore Trl)

Zoning Permits:

Schulz Construction LLC/Dave & Jean Witter-811 Clearwater Trail

The Village Reorganizational Meeting was held at the Marshall Buehler Center and also set up as a conference call meeting and Zoom meeting. 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 Reorganizational meeting was called to order by President Zurfluh at 6:00 p.m.

Present: President Zurfluh, Trustees Grunden, Mancl, McGregor and Saylor

Absent: Trustee Radtke (excused)

Also Present: N. Abts (Village Attorney), R. Bossert, D. Tremmel

Citizens: Eric Hummel, Jason Worden, Tom Bartlett, Josh Mancl, Cary Smith, Don Kitowski, parents & children of Betsy Mancl, Scott Stewart (Zoom) and Scott Grunden (Zoom)

Citizens Comments: None

Presidents Report: President Zurfluh welcomed the newly elected Village President and Village Trustees.

The Clerk administered the Oath to the newly elected Village President.

President Mancl nominated Jennifer Moore for the vacant Village Trustee position.

Motion (Grunden/McGregor) to appoint Jennifer Moore as Village Trustee to fill the vacancy. Motion carried. All ayes.

The Clerk administered Oaths to the newly elected/appointed Village Trustees.

The election of a Vice President for the Village Board took place. Nomination was made and accepted for Trustee McGregor; nominations were closed. Trustee McGregor was elected Vice President by unanimous vote.

Attorney Abts gave a brief overview of the open meetings law and open records. He referenced Chapter 19 of the Wisconsin Statutes for information regarding open meetings, open records, ethics and financial disclosure matters. He also discussed quorum and negative quorum, as well as home rule.

Committee meeting assignments were presented and discussed.

Motion (Zurfluh/Grunden) to approve the standing committee assignments as presented for Public Works Committee, Public Safety Committee, Parks, Recreation & Cemetery Committee, Planning, Legislative, Property & Information Technology Committee, and Finance & Human Resources Committee. Motion carried. All ayes.

President Mancl presented appointments of Chairpersons of each committee. Appointments were accepted.

President Mancl presented appointments to other Boards and Commissions.

See attached list for current Committee and Commission assignments.

Committee calendars were discussed and presented for next month.

Meeting adjourned at 6:32 p.m.

Diane M. Tremmel, Village Clerk-Treasurer

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: SPECIAL MEETING

DATE: 18 April 2023

TO: BETSY MANCL

cc: JOSEPH ZURFLUH

JEN MOORE

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: Special Meeting for the Firefighter Athletic Association Discussion

Attendance: R. Bossert, B. Mancl, E. Saylor, C. McGregor, J. Moore, T. Grunden, J. Zurfluh, Nick Abts

Absent: L. Radtke

Citizens: S. Drew (ZOOM), Scott Grunden (ZOOM), Jason Worden, Cary Smith, Don Kinowski, Josh Mancl, Tom Bartlett, Eric Hummel

Subjects discussed, Action, Taken & Board Action Required:

Special Meeting

- 1) Call to order. At 6:40pm
- 2) Declaration of a Quorum. Trustees present, Radtke excused.
- 3) Public comment on agenda items.
 - a) Tom Bartlett (retired Fire Chief and Resident) submitted a sheet citing some historical data on the issue and wanted to make sure a clear understanding on the need for the organization was had. He also agreed that some previous misunderstandings possibly have occurred that brought us to this point. Comments filed with the Village.
- 4) Discussion with Village Attorney on the Fire Fighter Athletic Association issue and the Village engagement moving forward. This is an effort to gather data from the subject matter experts to make a possible future decision by the Board.
 - a. The Administrator explained the products included in the packet. The memo from the Auditor, memo from the Attorney and the Administrators courses of action described for possible action.
 - b. In summary the Attorney stated that a clear separation of the Athletic association from the Village is in the best interests of the Village and the Non-profit. It

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

clearly identifies the rules and responsibilities of all parties and keeps all interactions transparent. The ability of the Village to inject and direct a separate entity that is recognized by the Federal and State Government is extremely limited. The next point would be to clearly outline the interaction of the fire fighters to participate in this organization and that can be handled thru the employee handbook. When it comes to being involved in financial decisions of the Board as well as the Athletic association

c. Trustee Grunden asked to clarify the clear separation and that the Village should treat this athletic association as a partner that has to ask for permission to use Village property. The administrator and Fire department secretary clarified that no pay was being authorized for dance setup/tear down. Its in the bylaws but never enacted, this language is changing.

D. Trustee Saylor explained that the Bylaws are in DRAFT and needing to be revisited to continue to clean up language that has been found inaccurate or wrong. The intent is to establish firm rules so the arbitrary discretion of the Chief is limited and thus keep a professional environment.

e. Attorney Abts also stated that the Bylaws should be separated from the Association Bylaws. This will clear up a host of issues. In summary a clear separation in the Bylaws and ordinances needs to happen to outline the actions moving forward. Also capture all actions in working as an agreement or contract between the association and the Village.

5) Adjournment. at 7:13 pm by Mancl

Betsy Mancl- Village President

**PROCEEDINGS OF THE VILLAGE BOARD
COMMITTEE OF THE WHOLE
2023-2024 REORGANIZATION
APRIL 22, 2023**

The Village Board meeting was 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. It was taped via ZOOM.

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.

Present: President B. Mancl, Trustees T. Grunden, J. Moore, C. McGregor

Absent: L. Radtke, J Zurfluh, E. Saylor

Also Present: Village Administrator R. Bossert, Eric Hummel, Attorney Nick Abts (ZOOM), Jerry Deshane (President of the Wisconsin League of Municipalities)

Call to order: Village Board meeting was called to order by President Mancl at 9 a.m.

Approve the Agenda:

President's Guidance: President Mancl conducted introductions of the special guests present.

Village Organization: Reviewed the current Task organization and Village inventory of items/equipment.

Value added to a non-elected citizen to a committee, their expertise could bring forth progression in ways of thinking and how we run things by including them in our meetings.

With aging infrastructure, we have more road pavement, resurfacing, and repairs than Wisconsin Rapids and other surrounding communities.

Training is up to date. 45% of the village budget is payroll. Low turnover.

Robert's Rules & Legal Guidance: Village Attorney Nick Abts discussed major points of Robert's Rules and discussed open meetings, rules & legal obligations.

- FOCUS areas: Stay true to rules. However, they are a guideline in some cases (Home rule)
- We will compile a set of Port Edwards specific procedures to augment Robert's Rules. This will be run thru the PLPIT Committee over the year.
 - Citizen Virtual Involvement
 - Consent Agenda
 - Old and New Business (FREE TEXT)
- Keep the decorum, it assists with the appropriate flow and process of the meeting.

-
- Request permission to speak.
 - Only can speak twice on an issue, 10 minutes max.
 - Only one speaker at a time
 - Open meetings have rules and legal ramifications if rules aren't followed
 - Don't discuss village business with one another outside of the meetings either in person, by telephone, emails, etc.
 - Open records - any record is available to the public if created and documented for official use (this does not include personal notes), No citizen can request a special product that has not been created for Village use.

Determine the Village Vision/Mission: A discussion on the Village Vision statement as well as the follow-on Mission statement for the Village staff.

- **Summary** - Fiscally responsible/conservative; educationally and environmentally focused; safe and secure; incomparable village services; family-friendly.
- **Organizational values:**
 - Safe and secure environment
 - Fiscally responsible
 - Educationally and environmentally focused
 - Incomparable village services
 - Family-friendly
- **Goals:**
 - Business district Improvements/expansion
 - Improve housing options
 - NEPCO lake development
 - Mill property development
 - Recreational enhancements
 - Maintain village services

Village Strategic Plan (10-year plan)

Presented the 10-year DRAFT plan for discussion. Use the talking points below as a roadmap to drive discussions in our committee meetings.

- Have set goals to find more grants money and have surpassed them each year
- Considering NEPCO Lake safety center with a possible partnership with other municipalities. Would provide a location over there that would benefit the occupants of that area with services.
- Lumping some money to pay off a loan to be able to obtain a loan for a fire truck the station will soon need as the oldest truck is 30 years old.
- Marketing of Port Edwards from the Wisconsin Rapids Chambers.

DMI - Riverwalk and Bike Trails

Riverwalk will be a connection made through DMI property to our trails, which will include street lighting, kiosks, fencing, benches, and murals placed every 250 ft that represent our

Village and region. DMI had an initiative from the beginning to establish a path in the area the Riverwalk will be placed. Will be tapping into TIF funds to extend our bike trails starting this year. As well as the utilization of the \$500K in legacy funding.

NEPCO Lake Boundary agreement and preparations

ON 31 DEC 2023, The Village will assume control over the properties around NEPCO Lake. In our initial conversations with the County here are the data points we are using in our preparations.

We will resume responsibility for over 470 acres, 151 properties, 45 of which have houses on them. Over 85% of the lake will be the Village of Port Edwards.

They are valued at \$14M in land value and \$9M in improvements, with over \$23M in assessed value added to our tax base. (Expectations were at \$90M+). When the Village does take over, re-assessments will be done in 2024 for those parcels. The Village is being re-assessed this year.

Obviously, values will either increase or decrease over the next year as well as new construction but for now, we are planning to increase our property tax revenue by \$250K starting in 2025. Estimated taxes and values are well below anticipated goals.

We may be responsible for over 3 miles of new road networks, pending HOA Authority. We have been discussing this with our Attorney and internally to present a way ahead. The roads were developed below state standards and thus we would assume responsibility if we assume control without the proper assurances.

Also, our waste removal costs will increase by \$15-25K to include those residents in our existing contracts. This will ensure the same services on the west side of the river will be extended to the east side.

We are still defining our direct responsibility for the actual lake and regular maintenance (shoreline, bulkheads, public docks, weed removal, etc.). With the establishment of a lake District, which we are a part of this should elevate that concern.

We will be planning for a village NEPCO lake safety center for police and fire equipment along Town line Road which would cost approx. \$150K- \$800K in construction built in 2022-2023.

More sensing sessions will be conducted with the residents on that side of the lake with the majority in attendance this summer.

Budget Process

The budget is well-informed, with plenty of time to make decisions with the committees having a lot of input in it. We are open to the village about what we are doing, what the money is used for, why fees are implemented, etc.

Village debt has gone down slightly, 10% of the budget is debt.

Capital Improvements/Loans

When TIF and federal money dries up, it may get to the point in the future (over 5 years from now) that we may have to take out loans to replace/fix infrastructure.

Trustee Discussions

A good session that helps frame the issues in the Village. Making this more of a quarterly session might be more beneficial for attendance and timely input.

Adjournment at 3 p.m. by President Mancl

ALEXANDER FIELD
SOUTH WOOD COUNTY AIRPORT
MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

Shane Blaser, Mayor
Jeremy Eichorn, Chairman
Joseph Zurfluh, President
Brad Hamilton, Alderman

MUNICIPALITIES:

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

4/6/23

The South Wood County Airport Commission met on Thursday April 6, 2023 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Jeremy Eichorn, and Joe Zurfluh. Brad Hamilton attended via telephone. Also in attendance were Dennis Polach, Randy Gustafson, Paul Tranal, Bill Menzel, Mike Esser, Tom Davis, and Jeremy Sickler.

1. Call to order: Chairman Blaser called the meeting to order at 8:05 AM.

2. Approval of previous month's minutes (2-1-22):

Motion by Commissioner Zurfluh, 2nd by Commissioner Eichorn to approve the minutes as presented. Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. The ad for bids from interested firms to provide consultant services was published and the selection will take place at the May meeting. The fuel system project will be closed out upon scheduling of the final inspection and completion of punch list items.

Sickler reported that the fuel sales and activity in March was well below average compared with historical performance.

Sickler mentioned and discussion ensued regarding the perpetual outages of the Two Mile Ave. Gate. Sickler will pursue more permanent solutions and possibly seek the services of another maintenance vendor.

Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the Airport Managers Report. Motion carried.

4. Old Business

a. Discuss and consider action regarding T-Hangar door repairs. The Commission did not receive a quote from a vendor. No action taken.

5. New Business

a. Discuss and consider action regarding soffit and lighting refurbishment on terminal building. Sickler reported that a verbal quote was received for replacement of the exterior soffit, fascia, and lighting for \$11,136. Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to accept the proposal contingent upon submission of a written quote. Motion carried.

6. Review of Financial Statements

Financial statements were presented and reviewed. Motion by Commissioner Zurfluh, 2nd by Commissioner Eichorn to approve the addendum to the lease as presented. Motion carried.

7. Future agenda items:

T-hangar door repair. Hangar sale. Consultant selection.

8. Public Comment

Bill Menzel asked for accommodations for better ability to hear for the attendees. EAA 706 commented on the completion of contractor guidelines, receipt of a Ray Scholarship for their applicant, the schedule of public events for the summer season, and the business name correction on credit card statements.

9. Correspondence received: None

10. Set next meeting date:

Thursday May 4 at 8:00 AM.

11. Adjourn:

Motion made by Commissioner Hamilton, 2nd by Commissioner Blaser to adjourn at 0919. Motion carried.

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

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Public Works

DATE: 26 April 2023

TO: JOSEPH ZURFLUH

cc: BETSY MANCL

JEN MOORE

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: J. Zurfluh, L. Radtke, E. Saylor, Public Works Supervisor Ben Martinson, R. Bossert, B. Mancl

Absent: None

Citizens: Tiara Grunden

Subjects Discussed, Action Taken & Board Action Required:

Regular Monthly Meeting

- ***Call to order:*** Meeting called to order by Chairman Radtke at 4:00 p.m.
- ***Roll Call:*** All present from above.
- ***Approve the agenda & previous month's minutes:*** **MOTION** (Radtke/ 2nd by Zurfluh) to approve the agenda & minutes from 22 March 2023. **Motion carried.**
- ***Public comments on agenda items:*** None.
- ***Committee Chairman's comments:*** None.
- ***Public Works Updates***
 - a. **Department of Public Works Report - Project Update.** Spring Cleaning is ongoing. A n update on the road work that will commence this summer with Chip seal, crack sealing in the Village as well as the update on Market Ave.
 - b. **Bids from the Market Ave work.** Bids for the roof repairs and Market Ave. Street projects were discussed. Roof work commenced with the lowest bidder Michels roofing based on active leaks that needed to be repaired at a cost of approx. \$85K. **MOTION** to approve the County/Village Joint effort on the Market Ave project for \$140K from

the TIF fund to repair the sidewalks and parking areas this summer. Motion by Radtke/2nd by Mancl, **Motion carried.**

c. Discussion on the Public Works ordinance Chapter 8. Reviewed the recommended changes mainly administrative in nature and the clarifying language on the Assessments have been fixed. All agreed to move the Chapter 8 Public Works changes to the PLPIT committee.

- ***Old Business:***

- a. Continued discussion on Range line Road. An official request will be submitted to the Town of Saratoga for any funding to assist in the repairs.

- ***New Business:*** None

- ***Correspondence received.*** None.

- ***Future Agenda items for next meeting:*** None

- ***Next meeting date:*** 17 May 2023 at 4pm in person at the Marshall Buehler Center.

- ***Adjourn:*** Adjourned at 5:25 p.m. by Radtke.

Lonn Radtke – Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Parks & Recreation

DATE: 26 April, 2023

TO: JOSEPH ZURFLUH

cc: BETSY MANCL

JEN MOORE

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, J. Zurfluh, B. Mancl, E. Saylor, T. Grunden, J. Moore, B. Martinson

Absent: None

Citizens: Nathan Plim, Ben Everlyne (Chamber of Commerce Leadership project)

Subjects Discussed, Action Taken & Board Action Required:

Regular Monthly Meeting

- ***Call to order:*** Meeting called to order by Zurfluh - Chairman at 5 p.m.
- ***Roll Call:*** All present from above.
- ***Approve the agenda & previous month's minutes:*** **MOTION** (Saylor/ 2nd by Moore to approve the agenda & minutes from 22 March 2023. **Motion carried.**
- ***Public comments on agenda items:*** None.
- ***Committee Chairperson's comments:*** None
- ***Parks & Recreation Updates.*** Spring Cleanup, No issues
- **Community calendar Update**
 - a. **Wood County leadership project for a Mural.** The members presented their proposal. They would like to sponsor a mural on the end of the Village buildings on Market Ave. focused on Emergency Responders. They would bring forward a concept sketch and start fund raising. Administrator Bossert discussed the concern on longevity

of the project and will there be any costs to the Village to maintain it. He also discussed the with Solarus COO James Lynse who supports it but wants a memorandum of agreement on the maintenance of the mural.

- b. Village calendar.** Presented the May 2023 Calendar, adjusted some meeting times, but approved for DISTRO.
- c. Port Road Bike/Walking trail extension discussion.** The administrator Updated the efforts. Their will be more data collected and a final determination made by the Village if this is a project to pursue. Some concerns for the DoT on the signaling required. Also, a new engineering proposal was submitted by MSA engineering for \$33K for the project.

- ***Old Business.*** None
- ***New Business.*** None
- ***Correspondence received.*** None.
- ***Agenda items for next meeting.*** Mural, Crosswalk, Parks Update on playground gear, add all the summer meeting dates on the agenda.
- ***Next meeting date:*** 24 may 2023 at 5pm at the Ripple Creek Park Shelter
- ***Adjourn:*** Adjourned at 5:30 p.m. by Zurfluh

Joseph Zurfluh – Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Planning, Legislature, Property
& Information Technology

DATE: 2 MAY, 2023

TO: BETSY MANCL

cc: BETSY MANCL	ERIK SAYLOR	RAYMOND BOSSERT
JEN MOORE	DAILY TRIBUNE	JASON WORDEN
TIARA GRUNDEN	WFHR/WGLX	DIANE TREMMEL
SCOTT DREW	NICK ABTS	LONN RADTKE
CALEB MCGREGOR		

Purpose of Meeting: Regular Monthly Meeting

Attendance: T. Grunden, C. McGregor, J. Moore, R. Bossert, B. Mancl

Citizens: Eric Hummel, Cary Smith, Del Stewert, Lee Fletcher, Matt Fletcher

Subjects Discussed, Action Taken & Board Action Required:

Regular Monthly Meeting

- ***Call to order:*** Meeting called to order by Grunden - Chairman at 5 p.m.
- ***Roll Call:*** All present from above.
- ***Approve the agenda , MOTION*** (Grunden/2nd by McGregor) to approve minutes from 29 March 2023 & agenda. **Motion carried.**
- ***Approve the previous month's minutes: MOTION*** by McGregor, 2nd by Moore, **Motion carried.**
- ***Public comments on agenda items:*** Questions on the process and procedures of the meeting as well as comments by Matt Fletcher, Lee Fletcher and Cary Smith on the Memorandum of Agreement between the Village and the Port Edwards Firefighter Association and its use of Village property.
- ***Committee Chairman's comments:*** None
- ***Planning, Legislature, Property, & Information Technology Updates***
- ***Discuss & review Chapter 8, Public Works, MOTION to approve changes to Chapter 8. Administrative changes & updates to outdated rules.***

There was NO MOTION, the Administrator will address some text issues and work on a better explanation for when a special assessment may be deemed appropriate SECTION 8.08. This will be brought back at the next meeting.

- Ripple Creek Apartment discussion and Possible **MOTION** to approve transfer to Property management.

Discussion and concern on the loss of low-income housing. More details will need to be brought to the FHR meeting for a final motion. Consensus to Move to FHR with that concern.

- ***Old Business.***
- ***Discuss and Possible MOTION to approve the Use of no more than \$22K in NEPCO lake account funds to secure and repair the “Donated” weed machines, pending a Memorandum of Agreement from the NEPCO lake district to refund that amount once their funding is in place 3-6 months from now.***

After some discussion and completing a legal agreement between the parties we will recommend authorizing the funds for a short-term loan to the lake district until they can pay us back.

MOTION to approve Grunden/McGregor, **Motion carried.**

- ***Discuss development options in the TIF district & incentives utilizing TIF funding.*** The administrator provided an updated DRAFT for comment. The Current authority under the development agreement allows for up to \$250K to be used.

a. Consensus on the DRAFT and moving it to FHR.

- ***New Business: None.***
- a. Discuss the Technical Assistance Grant from DNR for the Mill property, \$20K no match required.***

No issues, the committee supports the Grant for marketing efforts of the Mill.

- b. Review of proposed Memorandums of Agreement for the use of Village property by the Firefighter Athletic Association for the Rummage sale and Street dance.***

Concern on the optic of charging the athletic association, this will be moved to FHR for final review.

- ***Correspondence received.*** None
- ***Future Agenda items for next meeting:*** Review Village Board Chapter 2, parliamentary rules

- ***Next meeting date:*** 6 June, 2023 at 5 p.m., in person at the Marshall Buehler Center.
- ***Adjourn:*** Adjourned at 6pm by Grunden.

Tiara Grunden– Committee Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Public Safety Meeting

DATE: May 3, 2023

TO: BETSY MANCL

cc: BETSY MANCL

JEN MOORE

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: T. Grunden, C. McGregor, Police Chief Drew, Fire Chief Worden, Administrator Bossert, J. Moore

Citizens: Cary Smith

Subjects Discussed, Action Taken & Board Action Required:

Regular Monthly Meeting

- ***Call to order:*** Meeting called to order by Chairman McGregor at 5:00 p.m.
- ***Roll Call:*** All present from above.
- ***Approve the agenda & approve the previous month's minutes, 6 April 2023:*** **MOTION** Grunden/ 2nd Moore, **Motion carried.**
- ***Public comments on agenda items:*** None.
- ***Committee Chairperson's comments:*** None.
- ***Public Safety Updates***

Fire Department

- a. Review monthly & budget comparison reports.** The Chief updated the committee on his progress and activities, no issues.
- b. Discussion on the Village EMS coverage.** A discussion on the utilization of the fire department for EMS coverage in addition to the ambulance coverage from Wisconsin rapids. Concerns that this small element of the department (5 individuals) are consuming over 50% of the Fire department payroll. The Administrator offered some

future options- end the program, modify the program with a reduced payment for their calls, \$ TBD, continue as is and budget more funds.

- c. For reference- in 2022 the ambulance service responded to 162 calls in Port Edwards, our EMS team assisted at 92 of those calls. In over 90% of the calls the Village EMS call came well after the ambulance was on scene.
- d. Concerns by the Chief on the elimination of the program as well as any reduction in payments to respond. This was echoed by Trustee Grunden, she likes the hometown connection of a Village firefighter on scene. Trustee Moore was open to the idea of a reduced payment with further discussion. The Chief will address the department to get a sense of their ideas on the discussion.
- e. This will be tabled till next month with more details.

Police Department

- a. Update by the Chief on Police issues per his report, nothing significant to report. The new Squad has arrived and being outfitted. There is a slight increase in the budget line due to the outfitting the vehicle, but this will be addressed.

- **Old Business.** None
- **New Business.** None
- **Correspondence received.** None.
- **Future Agenda items for next meeting:** Lexipol update, further discussion on EMS coverages
- **Next meeting date:** 7 June 2023 at 4:00 p.m., in person at the Marshall Buehler Center.
- **Adjourn:** Adjourned at 5:55 p.m. by McGregor

Video Meeting Link- https://youtu.be/1_I5NKfVAI4

Caleb McGregor – Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Finance & Human Relations

DATE: 4 May 2023

TO: BETSY MANCL

cc: BETSY MANCL

JEN MOORE

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, C. McGregor,, L. Radtke, T. Grunden, D. Tremmel

Absent: None

Citizens: Del Stewert, Matt Fletcher, Jason Worden, Tim Leverance, Cary Smith,

Subjects discussed, Action, Taken & Board Action Required:

Regular Monthly Meeting

- **Call to Order:** meeting called to order by Radtke-Chairman at 4:29 pm
- **Roll Call:** all present from above.
- **Approve the agenda & previous month's minutes from 6 April 2023:** MOTION (Grunden/
2nd McGregor) to approve agenda/minutes. **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. (Grunden/ 2nd McGregor) **Motion to approve carried.**
- **Discussion on the TIF economic incentive DRAFT program as discussed by the PLPIT
committee. Possible MOTION to approve the Village program as presented.**
 - Discussion on the program, some clarification on Board and Committee
notification and who is the keeper of the program. Determinations were made
that the Administrator will manage and approve the projects. Every 30 days an
update will be given to the FHR committee. The MEMO was amended to capture
these changes.

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

- **MOTION** to approve the MEMO as amended McGregor/ 2nd by Grunden to approve the Village TIF Economic Development Program, **motion carried.**
- **Discuss the Village Employee handbook and recommended Updates.**
 - Initial review of the 2023 handbook. Comments to focus on are for a light duty category for staff, ethics for non-employees and elected officials. Limited Time Employee classification, fringe benefits, names on the labor policy, Mention of the Police and Fire Commission. These and other comments will be incorporated in future reviews for discussion. The Administrator will provide a DRAFT version #2 at the next meeting for discussion. Trustees can provide further feedback prior to next meeting.
- **Review the Standing Contracts for use of Village property by Non-Profits.**
 - The Administrator presented an updated copy from the PLPIT conversation on the rental of space for the Street Dance and Brat Fry. The optics of charging the Athletic Association might be looked at negatively. Chairman Radtke discussed that the Athletic association has helped in the past numerous times and regardless of the cost for the Dance, while he understands the calculation, he would be more in favor of waving any costs. He fully supports a document that clearly lays out the contract between the Village and the Association but would like the fee to be waived. Consensus of the committee to continue the contract but waving of fees is appropriate.
- **Old Business:**
 - Discussion on the Possible selling of the Ripple Creek apartment to the developer after 30 years of lease. An offer of \$4400 was made for both parcels (they have paid over \$100K in the past 30 years). The concern from Trustee Grunden was that we would lose a low-income housing option by the developer raising rents. A product was provided that lists the MAX rent that is allowed based on the Title 42 program with or without the Village owning the parcels. Trustee Grunden requested a legal opinion on the sale. This will be provided more focused on the Title 42 aspect. The Village attorney has already commented on his support of the sale and meeting all village rules. The Administrator will coordinate with the Lawyer to present a more detailed response to the Trustee's
- **New Business:** None
- **Correspondence received:** None
- **Future Agenda items for next meeting:** Employee handbook review, Ripple Creek
- **Next Meeting date:** *June 8, 2023 at 4:30 pm*
- **Adjourn:** adjourned at 6 pm by Radtke

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

VIDEO LINK- <https://youtu.be/GJjOwY2Fx8s>

Lonn Radtke- 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

5 May 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's:

- Organizations involved
- Contact information on lead person
- Project description
- Amount requested
- Timeline of execution
- Budget sheet on expenditures with any additional funding
- Post project responsibilities and caretaker issues
- Impacts to the Village
- Referrals
- Other documents, Photos, sketches, renderings, etc...

These requests will be submitted to the Village Administrator for approval and monthly 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 and is denied.

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 program 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 program 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 program 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 program 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 program 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 program allocations available= \$20,000.

Village Business Micro-Loans- An organization (In the TID boundaries) can petition the Village for a low interest (6%) loan for 1-3 years if it improves the Business district and the 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 program 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 of Port Edwards

Raymond "BOZ" Bossert
Administrator

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

Date: 1 May 2023 (Report Period 1-30 April 2023)
To: Village Board
Subject: Administrators REPORT, MAY 2023

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 major issues for the Village. We are transitioning to Spring/Summer activities and street cleaning and debris removal. The Village continues to work on the Market Street projects. Village Budget is being executed with NO issues.

Human Resources:

1. The village has currently 6 police officers/ 17 firemen/ 3 general government/ 1 court officer/ 7 public works employees = 34 employees (This does not include the 56 Board & Commission/Committee members we pay) out of 90 authorized. **So, we are back to 63 filled positions of the 90 authorized (part time helpers will start work in May with 1 employee, then followed in June by 3 more, all have passed drug testing)**
2. Our Village employee expenses to date have been approx. \$440,312 out of our total employee budget of \$1,600,000, for the year. We have a payroll execution rate of 28%, no issues. FYI---The Village Payroll is a total of 45% of the Overall Village 2023 Budget.

Public Works:

1. The Dog park is open and we will monitor the use and any issues. We plan to conduct a more formal ribbon cutting in June of 2023.
2. Street projects will commence in June as well as 3+ Alley resurfacing.
3. Market Street projects will be completed in July-August 2023 this will include sidewalks, curb and gutter and parking areas. This will leave approx. \$50K in the TIF account for market street improvements.

Safety and Security:

1. Police- We have had 11 citations; 25 Traffic stops and 0 criminal/warrants and 1 ordinance violations these past 30 days. We responded to over 138 calls/events in the past 30 days. The Police are executing their budget. The Chief has concerns on NEPCO lake and SRO activities that I concur with and need to be addressed.
2. Fire- Responded to 20 events (5x Fire calls and 15x 1st responder events). They conducted 1x drill and training events as well as 3x meetings. The Fire Department are executing their budget. Some concerns on EMS support consuming the majority of the Department budget needs to be addressed. All fire contracts have been paid.

Budget:

1. Our Village budget is on track on execution. We have expended approx. \$1.4M so far this year, an 45% expenditure rate, we expected to have spent \$1.8M. No issues. Our revenue to date is \$1.8M approx. 79% of our expected revenue this year, no issues.
2. We conducted some discussions on the Village payroll in the FHR committee and this will continue. The Administrator has presented data for a new Village Wage Study. The 2019 PAA audit is outdated at this time, however the Village has completed over 90% of those recommendations.
3. Potential shared revenue increases for next year will be a minimum of a 10% increase approx. \$56K as cited to date, however not approved by the Governor. This will be tied to the State Sales tax and thus we should see a steady increase of 5-8% annually unlike today. As part of the new shared revenue formula there are some dedicated funding streams for public safety (\$50M) and municipal collaboration (\$30M) that the Village could benefit from.

General Government:

1. NEPCO lake District meeting will be scheduled for 15 May 2023 to further discuss the lake district, weed machine donations and other formational issues. Inspection of weed machine equipment is ongoing for potential donation to the Village.
2. We continue to renovate the 231/241 parcels and will be marketing them in the near future. We also are working on 140 market avenue, we are awaiting internal design plans.
3. We have sold the 251 market Ave parcel for \$40K. We closed on 28 April 2023.
4. Village signs have been installed by the Village crew, we will wait on the install of the Village buildings and their signage.
5. We have submitted downtown Vibrant spaces grant thru the WEDC for \$50K a 1-3 match. This will be incorporated with our pending TIF improvements for 2023.
6. Potential water rates increase for JAN 2024. The decision will need to be made this summer. The PSC has authorized an 8% increase. The village has not increased water rates since 2018. Our revenue has been declining and only increasing due to usage, not cost increases. This would raise the average \$200 quarterly water bill by \$6-7 per quarter.
7. Summary on Permits since JAN 1, 2023== Total 34 (approx. \$3200)
 - a. Building- 8, Electrical- 8, Plumbing/HVAC- 12, Excavation-4, Zoning-2

HOLIDAY:

1. 18 May 2023 at 5-8pm is the Music fest.
2. 20 May 2023 all weekend is the Village Rummage sale (No porta-johns and the Good will truck will be at the Fire station) the Firefighter Athletic Association will host the Brat fry at the Fire station all day Saturday.
3. 29 May 2023 at the Village cemetery we will have the Memorial Day event. Guest speaker is Jen Pankowski, the lead coordinator for the Wisconsin Honor Flight taking veterans to the War memorials in Washington DC.

MAJOR Initiatives in the next 30-60 DAYS:

1. Continue to work off PAA Audit corrective actions
2. DMI engagements
3. GRANT requests and preparations

VILLAGE OF PORT EDWARDS
Raymond “BOZ” Bossert
Administrator

C: Board members

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

C: File

FOR CERTIFIED SURVEY MAPS AND PLATS

Under the provisions of Section 236, Wisconsin Statutes, and the Wood County Land Subdivision Ordinance as adopted by the Wood County Board of Supervisors, the certified survey map (CSM), preliminary plat or final plat listed below is being sent to you for your municipality to review and approve or deny.

This form is to be completed and signed after your authorized committee, Board or staff person has reviewed the map for compliance with local ordinances or regulations and taken the appropriate action. This form must be returned within 30 days for certified survey maps and 60 days for preliminary and final plats.

Date: May 1, 2023

CSM Name: Harry Hilgers

Location: SECTION 33, T22N R6E

Municipality: Village of Port Edwards

>>>>> TO BE COMPLETED BY MUNICIPALITY <<<<<

This CSM ☒ DOES ☐ DOES NOT
meet the minimum requirements of our municipality.

☒ Approved ☐ Denied on this 1 day of MAY 2023.

Comments, recommended changes or reason for denial:
☐ This CSM does not require review under local ordinance.

Authorized Signature

Village Administrator 12 MAY 2023
Title Date

NOTE: PLEASE ATTACH A COPY OF OFFICIAL MINUTES AUTHORIZING ACTION ON
THIS CERTIFIED SURVEY MAP OR PLAT. THANK YOU!!

After review of this certified survey map, preliminary or final plat,
please complete this form and return to:

Wood County Planning & Zoning Office
400 Market Street
P.O. Box 8095
Wisconsin Rapids, WI 54495-8095

BADGER - LAND SURVEY, LLC 2610 WEST GRAND AVE. WISCONSIN RAPIDS, WI 54495 © 2023, BADGER-LAND SURVEY, LLC	PHONE: (715) 424 - 5900 FAX: (715) 424 - 5901 E-MAIL: blsurvey@wetc.net www.badgerlandsurvey.com	PREPARED FOR: HARRY HILGERS 3010 DEER RD WISCONSIN RAPIDS, WI 54494
	IF THE SURVEYOR'S SEAL IS NOT RED IN COLOR, THIS MAP IS A COPY AND SHOULD BE ASSIGNED TO CONTAIN UNAUTHORIZED ALTERATIONS. THE CERTIFICATION DOES NOT APPLY TO COPIES.	DRAWN BY: AP JOB#: 49723

WOOD COUNTY CERTIFIED SURVEY MAP NO. _____

BEING LOT 2 OF WOOD COUNTY CERTIFIED SURVEY MAP NO. 6637, LOCATED IN PART OF THE NE1/4 SE1/4 OF SECTION 33, TOWNSHIP 22 NORTH, RANGE 6 EAST, TOWN OF GRAND RAPIDS, WOOD COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, KEVIN M. WHIPPLE, PROFESSIONAL LAND SURVEYOR, hereby certify:

That I have surveyed, divided and mapped this Certified Survey Map being Lot 2 of Wood County Certified Survey Map No. 6637, located in part of the NE1/4 SE1/4 of Section 33, Township 22 North, Range 6 East, Town of Grand Rapids, Wood County, Wisconsin; subject to right-of-ways, easements, restrictions and reservations of record, IF ANY.

That I have made such survey at the direction of
HARRY HILGERS - OWNER
3010 DEER RD
WISCONSIN RAPIDS, WI 54494

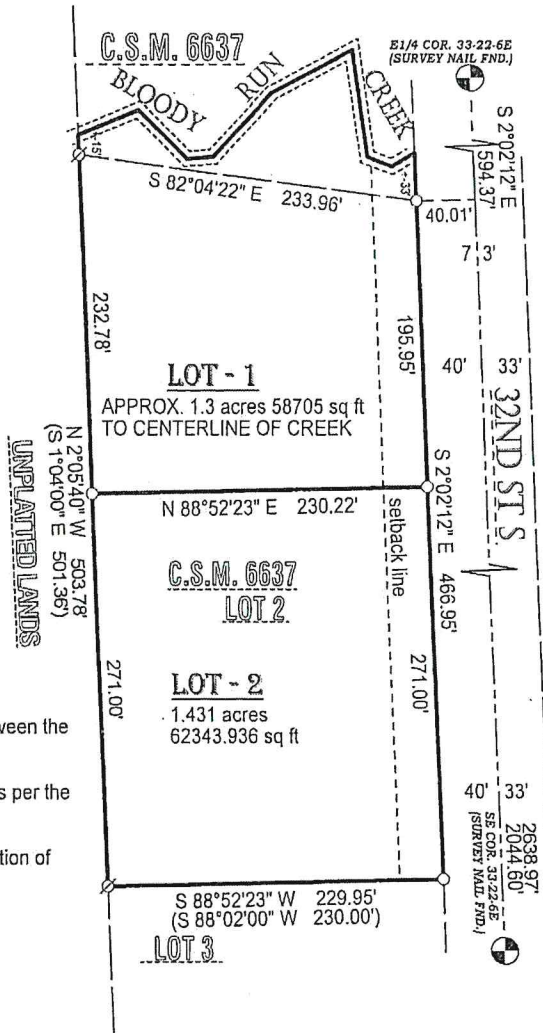
That such map is a correct representation of the exterior boundaries of the land surveyed and the subdivision thereof made; That I have complied fully with the provisions of Chapter 236.34 Wisconsin Statutes and the Wood County Subdivision Ordinance to the best of my knowledge and belief.

Kevin M. Whipple 4-26-23
 KEVIN M. WHIPPLE P.L.S. 2444
 Drafted By: AUSTIN PLANTE
 Field work completed on 4/13/23

NOTE: This survey intended to include those lands lying between the Meander Line and the centerline of the Bloody Run Creek

NOTE: Lot 1 of this CSM are subject to Floodplain restrictions per the FEMA Flood Plain Map.

NOTE: WDNR mapped wetlands are shown to exist on a portion of Lot 1 & 2, field verification may be necessary.



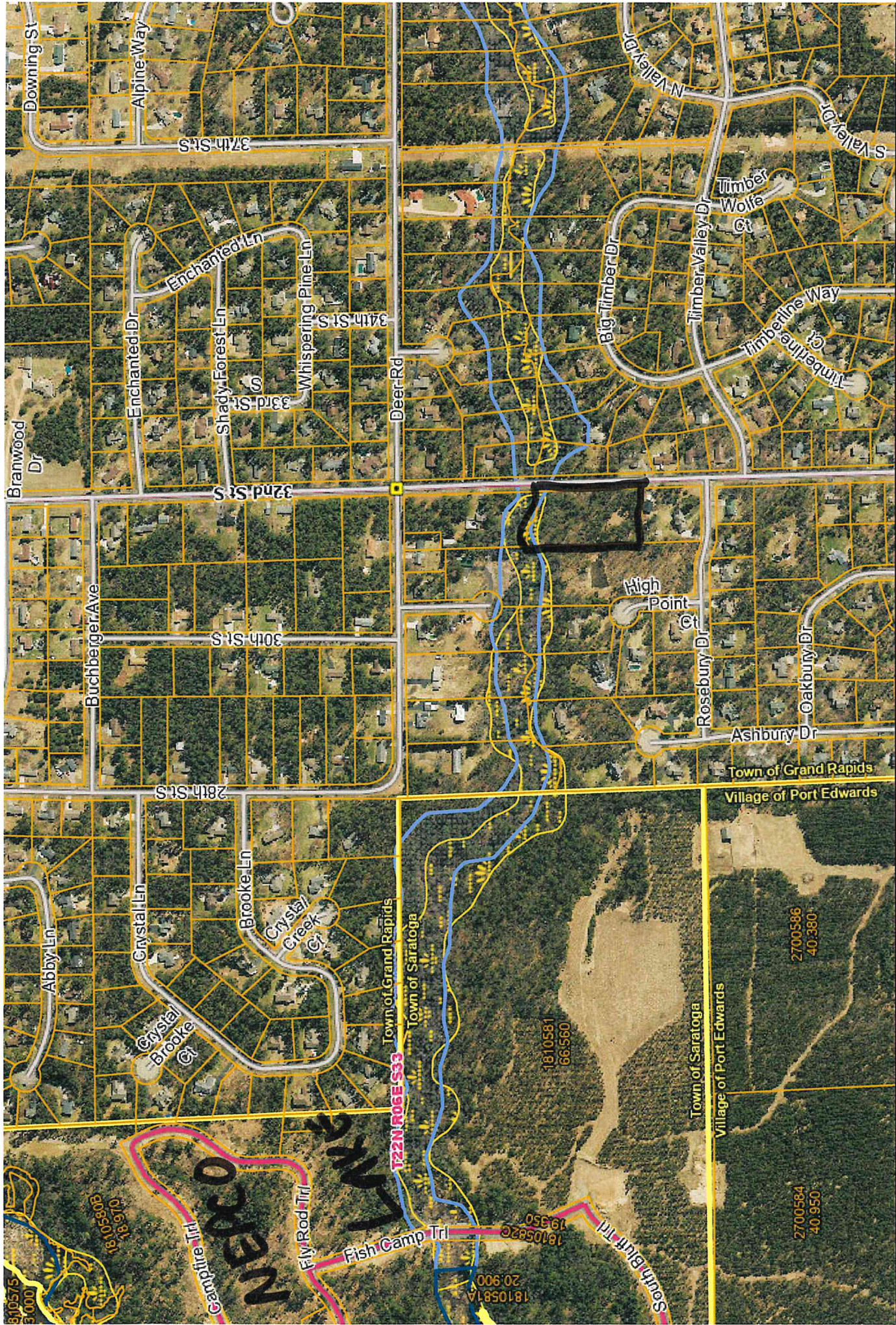
Ø 3/4" X 18" IRON ROD SET (1.5#/FT)
 Ø 3/4" IRON ROD FOUND
 () RECORDED AS

BASIS FOR BEARINGS: THE EAST LINE OF THE SE1/4 ASSIGNED A BEARING OF S 2°02'12" E FOR THIS MAP	SCALE: 1" = 100' 0 50 100 200
STATE OF WISCONSIN COUNTY OF WOOD This map is approved in accordance with the Wood County Land Subdivision Ordinance. Approved this _____ day of _____, 20____	SEAL
WOOD COUNTY PLANNING AGENCY PLAT REVIEW OFFICER RESTRICTION - Soil evaluations have not been submitted, therefore, it is unknown if these lots created by this map meet the requirements of Wood County Private Sewage Systems Ordinance for private on-site waste treatment system. This map DOES NOT transfer property ownership. Sale or transfer of property requires a recorded deed.	NORTH
VOL. _____ PAGE _____	

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 PLANNING AND ZONING OFFICE



Wood County Land Information Office

DISCLAIMER: This map is not a survey. No information on this website is intended to serve as legal evidence of size, shape, location or ownership of real estate or environmental features. Wood County assumes no liability related to the use of this map.