

Agenda
Village of Port Edwards Board Meeting
Tuesday June 13, 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/83634792672?pwd=WU43ci9tOG1tckErSmVBQVpCY014Zz09>

Meeting ID: 836 3479 2672, Passcode: 726781, One tap mobile +13017158592

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 May 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.
- 7) Committee Reports:
 - a. Airport Commission. (Met on 4 May 2023)
 1. Review proceedings of the commission.
 - b. Police and Fire Commission (Met on 23 May 2023)
 1. Review proceedings of the commission.
 2. Approve the addition of Firefighter Jordan Fuhs to the eligibility list for approval by the Fire Chief. Fire Chief approved his acceptance on 23 May 2023.
 - c. Public Works Committee. (Met on 17 May 2023)
 1. Committee Chairman's Comments.
 2. A RESOLUTION APPROVING THE VILLAGE 2023 COMPLIANCE MAINTENANCE FOR THE WASTEWATER TREATMENT PLANT AND UTILITY, MOTION to approve Resolution #2023-08.
 - d. Parks and Recreation Committee. (Met on 24 May 2023)
 1. Committee Chairman's Comments
 - e. Public Safety Committee. (Met on 7 June 2023)
 1. Committee Chairman's Comments
 - g. Planning, Property & Information Technology Committee. (Met on 6 June 2023)
 1. Committee Chairman's Comment
 2. **MOTION** to approve the language changes Chapter 2.06 (6) (c): All Village meetings, to the extent possible and reasonably practical, will be recorded for the public use and the historical record. These will be archived on the Village of Port Edwards "youtube" page <https://www.youtube.com/@villageofportedwardswi> and posted on the Village website.
 - f. Finance and Human Resource Committee. (Met 8 June 2023)
 1. Committee Chairman's Comments

2. **MOTION** to approve an 8% water rate increase for all Village water customers as of 1 January 2024. The last rate increase was in 2018, this will be based on PSC final approval and will average approx. \$10 per customer per quarter (\$40 per year).
- 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.
- 11) Report from Clerk/Treasurer.
 - a) **MOTION** to approve a Class "A" Beer and "Class A" Liquor Retail License for BK Oil Inc./Amoco at 421 State Highway 73, Nekoosa, valid from July 1, 2023 to June 30, 2024.
 - b) **MOTION** to approve Operator's Licenses for the following employees of BK Oil Inc./Amoco: Nathan Bogdan, Torrence Dankemeyer, Erin Dean, Teagen Rogers and Michelle Woold valid from July 1, 2023 to June 30, 2024.
 - c) **MOTION** to approve a Cigarette and Tobacco Products Retail License for BK Oil Inc./Amoco at 421 State Highway 73, Nekoosa, valid from July 1, 2023 to June 30, 2024.
 - d) **MOTION** to approve a Class "B" Beer and "Class C" Wine License for El Cafe LLC, 221 Market Avenue, Port Edwards, valid from July 1, 2023 to June 30, 2024.
- 12) Trustee Comments.
- 13) Committee meeting calendar. (Next 30 Days)
 - Public Works meeting: 21 June 2023, at 4pm (Wednesday)
 - Parks and Recreation meeting: 28 June 2023 at 4pm (Wednesday)
 - Planning, Legislative, Property, and IT meeting: 5 July 2023 at 4 pm (Wednesday)
 - Finance and HR meeting: 6 July 2023 at 4:30pm (Thursday)
 - Public Safety meeting: 5 July 2023 at 5pm (Wednesday)
 - NEPCO lake transition meeting: 21 June 2023, Noon (Wednesday)
 - Village Board: 11 July 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: 12 June 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 Mancl at 7:00 p.m.

Present: President Mancl, Trustees Grunden, McGregor, Moore, Radtke & Zurfluh

Absent: Trustee Saylor (excused)

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

Citizens: Eric Hummel, Cary Smith

Motion (Grunden/Radtke) to approve the Consent Agenda (meeting minutes from April 11, 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: Motion (Grunden/McGregor) to approve minutes from the April 18, 2023 Reorganizational Meeting, April 18, 2023 Special Meeting and April 22, 2023 Committee of the Whole Strategic Planning Meeting. Motion carried. All ayes.

Airport Commission: Review of minutes.

Police and Fire Commission: No minutes for review. Scott Stewart reported that the Commission reviewed three applicants for firefighter. Two were rejected, and they are moving forward with one applicant.

Public Works: Review of minutes.

Motion (Radtke/Zurfluh) to approve the County/Village joint effort on the Market Avenue project for \$140,000 (lowest bid) from the TIF fund to repair the sidewalks and parking areas this summer. Motion carried. All ayes.

Parks & Recreation: Review of minutes.

Public Safety: Review of minutes.

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

Motion (Grunden/Moore) to approve the use of Nepco Lake Planning Funds of no more than \$22,000 to receive and repair donated weed machines from the developer. These funds will be returned by Nepco Lake District once their funding is established in six months, pending the signed Promissory Note. Motion carried (5-0); Abstain – Zurfluh.

The motion (Item #3 from the agenda) to approve changes to Chapter 8 of the Ordinances was postponed to a later date.

Finance & Human Resources: Review of minutes.

Motion (Radtke/Grunden) to approve the Village TIF Economic Incentive Program for 2023-2024. Motion carried (5-1); No – Zurfluh.

During discussion it was stated that the Administrator will manage the program and approve the projects; every month an update will be given to the Finance & Human Resources Committee.

Plan Commission: No meeting held.

Unfinished Business: None

New Business: Trustee Radtke inquired about the status of the Mission Coffee property. Administrator Bossert stated that it will be late summer or early fall before the building is ready.

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

Motion (Mancl/Grunden) to approve the extraterritorial certified survey map for Grand Rapids Hilgers parcel. Motion carried. All ayes.

Clerk-Treasurer Report:

Motion (Zurfluh/Radtke) to approve an Operator's License for Janessa Wilson (Amoco), valid through June 30, 2024. Motion carried. All ayes.

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

Motion (Zurfluh/Radtke) to approve an Operator's License for Donald Kitowski (Port Edwards Firefighters Athletic Association), valid through June 30, 2024. Motion carried. All ayes.

Communications: None

Trustee comments: President Mancl informed the trustees that there is a day of legislation on May 23rd in Madison which they could attend.

Trustee Zurfluh pointed out that the next Parks & Recreation meeting was being held at Ripple Creek Park and the meeting in June will be held at Edwards Alexander Park. He also stated that he will not be here for the June meeting as he will be on vacation.

Meeting adjourned at 7:48 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 (May)	1000.00
Ace Hardware-misc. expenses	406.45
Advance Janitorial Service & Supply-monthly statement	218.93
Ag Source Coop Services-wastewater testing	744.00
Alliant Energy-monthly statement (partial)	3417.11
Alora Shay-refundable shelter deposit	25.00
Amazon-tree guards and ties	130.76
American Welding & Gas Inc-fire health & welfare	36.64
Amoco-monthly statement	1713.23
Awards 'N' More-fire dept plaque	85.90
Brian Luebke-reimbursement for fire dept batteries	65.37
Brooks Tractor Inc-street machinery	1668.15
Cintas Corp-monthly statement	508.11
Clifton Larson Allen LLP-auditing services	7848.17
Compass Minerals America-snow & ice control	2199.66
Dinges Fire Company-fire equipment	2471.75
Diversified Benefit Services Inc-May health reimb arrangement	101.20
Ferguson Enterprises LLC #1550-splash pad	61.54
Francis Excavating LLC-black dirt for cemetery	600.00
James Leiser-unused sick leave health insurance reimb	196.91
Lee Recreation LLC-tube slide (Riverwalk Fund)	3410.00
Lonn Radtke-unused sick leave health insurance reimb	295.48
Napa Auto Parks/Nekoosa-misc. expenses	86.48
Port Edwards Water Utility-final utility bill for 251 Market Ave	13.50
Postmaster/US Postal Service-postage stamps	189.00
Rapids Rental & Supply Co Inc-small equipment	128.97
Ray Bossert-reimb for meeting food, plaque, gavel with box	738.70
Shamaine Rustad-refundable shelter deposit	25.00
Solarus-monthly statement	1261.81
State of Wisconsin-April court report	563.97
Tom's Paint & Decorating-parks	93.90
We Energies-final bill for 251 Market Ave	16.93

Wood County Fire Investigation Task Force-annual dues	50.00
Wood County Head Start-refundable shelter deposit	25.00
Wood County Highway Dept-roads & streets	473.77
Wood County Treasurer-April jail assessment	288.80
Alliant Energy-add'l monthly statements	3049.66
Alliant Energy-final bill for 251 Market Ave	40.72
Andrea Weiland-police & fire commission 4/3 & 5/1	50.00
Aspirus Clinics Inc-2 physicals & drug tests (summer help)	356.50
Concentra Health Services Inc-3 DOT random drug tests	180.00
Corey Shaffer-police & fire comm 4/3 & 5/1	50.00
Current Technologies-receptacle by water tower for water meters	799.45
Diversified Benefit Services Inc-health insurance deductible reimbursement	686.96
Fastenal Company-tools & supplies	227.25
Gerald Blum-police & fire commission 4/3 & 5/1	50.00
Jewell Associates Engineers Inc-facade inspection	1425.00
Leo Thomasgard-police & fire commission 4/3 & 5/1	50.00
MacQueen Equipment-street machinery	1013.44
Mid-American Research Chemical-splash pad	136.25
Nassco Inc-parks	74.97
Nick Michels and Sons Inc-roof repairs for 231-51 Market Ave (TIF)	78630.00
Partners Mfg Group Inc (Dinkmar)-leaf loader (ARPA)	56608.00
Scott Stewart-police & fire commission 4/3 & 5/1	50.00
Security Health Plan-monthly statement	29045.56
Tractor Supply Credit Plan-monthly statement	189.96
Water Works & Lighting Commission-2 water tests	50.00
Wausau Chemical Corporation-chemicals	8567.75
We Energies-monthly statement	1081.23
Wis. Valley Building Products-parks	22.00
WM Corporate Services Inc-monthly statement	11107.69
Zarnoth Brush Works-street machinery	1381.80
A-1 Services Wisconsin Rapids LLC-concrete for 2 nd St park (Riverwalk Fund)	10400.00
Aflac-monthly statement	216.62
Arborvantage Nursery LLC-trees	1665.00
Bassuener Trucking & Excavating-roads & streets; cemetery	2738.30
Beaver of Wisconsin-tools & supplies	175.00
BGA LLC-June building inspection services	2000.00
City of Wisconsin Rapids Fire Dept-2 nd half pymt EMS services	9208.50
Diversified Benefit Services Inc-health insurance deductible reimbursement	2475.55
Eron & Gee/Herman's-backflow preventer tests	500.00
First Choice Fire Protection LLC-police vehicle expense	90.00
Insight FS-street machinery; small equipment	2426.86
Marco Technologies LLC-copier monthly contract & usage charge	253.06
Nekoosa Port Edwards State Bank-May direct deposit fee	50.00
Pam Murray-floor refinishing garage & fire station	949.66
Paul Liebherr-Yellow Pellet-May music fest	250.00
Principal Life Insurance Company-monthly premium	63.44
Staples Credit Plan-misc expenses	140.47
Team Matthews Tire Center-street machinery	1601.88
Verizon Wireless-monthly statement	389.19
Western Wis. Waterworks Professionals-meeting fees	25.00
Wis. Dept. of Administration/Milw-monthly website hosting	65.00
Wis. Dept. of Natural Resources-annual wastewater & groundwater fees	1035.77
Wolosek Landscaping-dog park	1492.00
Anderson O'Brien LLP-legal counseling (boundary agreement/lake district)	517.50
Current Technologies-241 Market Ave; 140 Market Ave (TIF)	2943.25
Delta Dental of Wisconsin-monthly statement	1556.88

Diversified Benefit Services Inc-health insurance deductible reimbursement	1378.59
Lexipol LLC-police office supplies (annual policy manual)	2694.69
Power Pac Inc-small equipment	658.32
Ray Bossert-survey monkey subscription; stamps for Lake District mailing	594.00

Wages & Salaries – May wages **103212.64**

The following Water Utility Bills were approved for payment:

Ag Source Coop Services-testing	171.00
Alliant Energy-monthly statement	2371.46
Badger Meter Inc-Orion Cellular Serv Units; Beacon hosting	17.06
Mailboxes & Parcel Depot-testing	15.38
Municipal Well & Pump-work on Well #3	40229.00
USA Blue Book-chemicals	55.67
WI State Lab or Hygiene-testing	28.00

Building Permits:

Bruce & Ruth Diggles-lean to addition to back of existing garage
Ed Bodette-10' x 12' shed
Dan Henne/Mike Servant-lean to addition with poured concrete floor
Terrance Ridgway-fence
Cliff & Karen Isaacson-8' x 10' shed
Eric & Tonya Callahan-fence

Electrical Permits:

E-Con Electric Inc/Steven Sterzinger-service upgrade
Current Technologies Inc/Jackie Miller-electrical underground upgrade
Current Technologies Inc/Alex McLaughlin-electrical underground upgrade
Current Technologies Inc/Zach Blaskowski-electrical underground upgrade

Plumbing Permits & HVAC Permits:

Tri-City Services/Harlan Winchester-furnace and air conditioner replacement

Excavation Permits: None

Zoning Permits: None

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

5/4/23

The South Wood County Airport Commission met on Thursday May 4, 2023 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, and Joe Zurfluh. Brad Hamilton and Jeremy Eichorn attended via telephone. Also in attendance were Dennis Polach, Bill Clendenning, Paul Tranal, Bill Menzel, Mike Esser, Tom Davis, Ryan Falch, Jeremy Roberts, 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 (4-6-23):

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 April was well below average compared with historical performance.

Sickler mentioned a permanent solution to the gate issues on Two Mile Avenue was found.

Sickler also reported on the progress of several other items including: Paved surface sweeping, seasonal equipment maintenance, and status of a few projects to be completed by contractors.

Motion by Chairman Blaser, 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 received a quote from Modern Image Builders for T-Hangar door refurbishment for \$8000 - \$10000 per door. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to approve refurbishment of one door not to exceed \$10000. Motion carried.

b. Discuss and consider action regarding offering a lease for Hangar Lot 10 to Michael Bretl. The Commission received a request for a lease from Michael Bretl who recently purchased the hangar on Lot 10. A bill of sale documenting change of ownership was presented. The lease will be

prorated for the rest of 2023 and have an anniversary date of January 1 2024. Motion by Chairman Blaser, 2nd by Commissioner Eichorn to approve the lease as presented. Motion carried.

5. New Business

a. Discuss and consider action regarding selection of a consultant for the Master Plan project.. Three proposals were received by the Commission. Chairman Blaser proposed tabling the discussion until a future meeting after Commissioners were given more time to review the proposals. A closed session will be held at a future meeting. No action taken.

a. Discuss and consider action regarding temporary lease agreements for Commission owned hangars. Chairman Blaser introduced Tim Desorcy of the City Finance Department for explanation of the necessity for such agreements. Sickler was tasked with researching and proposing lease language and possibly policy language for future short term tenancy in Commission owned hangars. No action taken.

6. Review of Financial Statements

Financial statements were presented and reviewed. Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to approve the financial statements as presented. Motion carried.

7. Future agenda items:

Consultant selection

8. Public Comment

None

9. Correspondence received: None

10. Set next meeting date:

Thursday June 1 at 8:00 AM.

11. Adjourn:

Motion made by Chairman Blaser, 2nd by Commissioner Hamilton to adjourn at 0848. Motion carried.

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

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Public Works

DATE: 17 May 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: Regular Monthly Meeting

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

Absent: None

Citizens: None

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** (Saylor/ 2nd by Mancl) to approve the agenda & minutes from 26 April 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 transitioning to summer activities. An 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. See below on specific's.
- ***Old Business:***
 - a. Forestry Grant has been prepared and ready to submit this summer. We are seeking \$50K

- ***New Business:*** None
- ***Correspondence received.*** None.
- ***Future Agenda items for next meeting:*** None
- ***Next meeting date:*** 21 June 2023 at 4pm in person at the Marshall Buehler Center.
- ***Adjourn:*** Adjourned at 4:25 p.m. by Radtke.

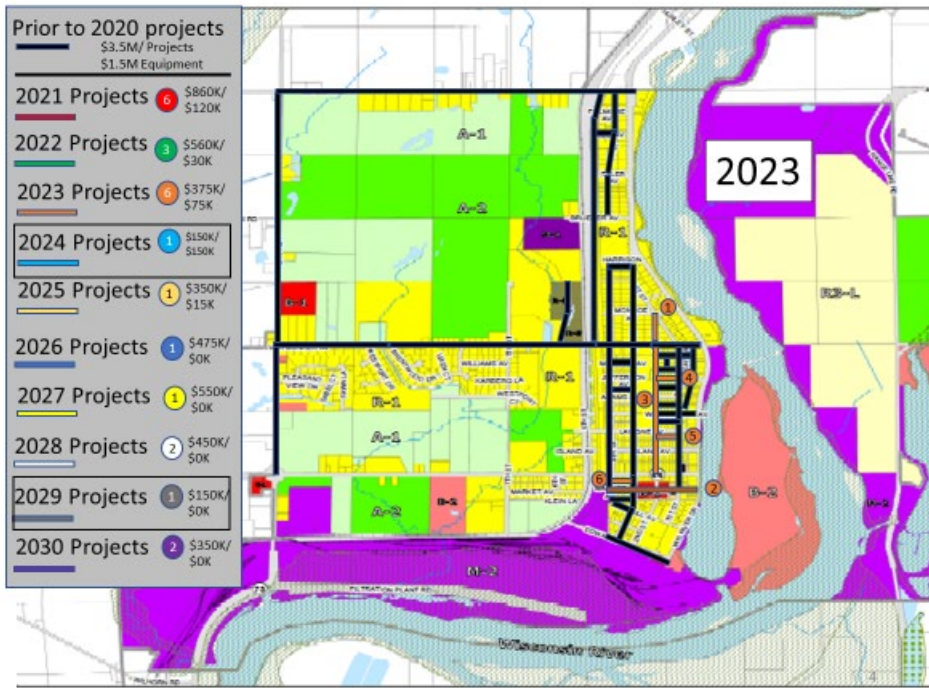
Lon Radtke – Chairman

2023 Village Road Capital Projects

- Market Ave, Street overlay (just the Horseshoe)
 - Replacement of sidewalks/curbs/gutter (random), street mill and overlay \$250K
 - TIF account
- 2nd Street **Planning** (Ver Bunker to Monroe)
 - Replacement of sidewalks/curbs/gutter random, infrastructure \$50K
 - TIF account
- 3rd Street (Chip seal) Verbunker to Le tendre
 - Replacement of sidewalks/curbs/gutter (random), street chip seal \$60K
 - Infrastructure fee (wheel tax)
- ALLEY 1, \$23K(TIF), 3rd to 4th on Market ave
- ALLEY 2, \$22K (TIF), 1st to 3rd on Lavigne St.
- ALLEY 3, \$30K(ARPA), 1st to 2nd on Jefferson Ave.

Village costs for the work= \$435K
(\$345K TIF/ \$30 ARPA/ Wheel Tax \$60K)

EQUIP Mower Legacy (\$15K) Leaf loader ARPA (\$50K)



**NEPCO Lake District Special Board Meeting
12 June 2023 at 5PM
NEPCO Lake Park Shelter**

AGENDA:

1. Call meeting to order
 2. Pledge of allegiance
 3. Roll call
 4. Approve the agenda
 5. Brief Introductions of the Current NEPCO Lake District Board members
 6. Parcel Owner comments: The NEPCO Lake District welcomes comments from any member, on any item on the agenda during the Parcel Owner Comment period of the agenda. Please know that pursuant to State Law the NEPCO Lake District cannot engage in conversation with you, but may ask questions. The NEPCO Lake District may refer the item to staff, to later in the agenda, a standing committee, or a future board agenda for discussion & action. Each person wishing to speak will have up to 3 minutes to speak. Speakers are asked to submit a card to the Secretary of the Board providing their name, address, and topic for discussion.
The NEPCO Lake District will also take comment from the public on agenda items as called by the chair, but not during Citizen Comment.
 7. District Comments by the Chair
 8. Weed Harvester Update
 9. County/Village Update
 9. Discussion on the 2023 Budget
 - 10 Discussion on the potential District Loan for \$60,000 for 2023 operations
 11. Citizen Comments on the 2023 Budget and Proposed Loan
- DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING ITEM:**
12. VOTE on the 2023 District Operational Loan for \$60K.
 13. Discussion on the Annual meeting on 12 August 2023 at 6pm, Location TBD. Topics for Discussion:
 - Election of Board members
 - Board member #1(3-year term), Board member #2(2-year term), Board member #3 (1- year term)
 - Acknowledge the appointment of the County Board member
 - Acknowledge the appointment of the Village of Port Edwards Board member
 - Election of the Chairman
 - Election of the Secretary
 - Election of the Treasurer
 - Approve the 2024 Budget
 - Discussion on the lake management plan
 14. General Questions – Parcel Owners may ask questions about the NEPCO Lake District not addressed in the agenda
 - 15 Agenda items for the Annual Meeting
 16. The first annual meeting date and time 12 August 2023, at 6pm Location TBD

ADJOURNMENT

Board Chairman- Eric Hummel
Board Secretary- Ray “Boz” Bossert

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Parks & Recreation

DATE: 24 May, 2023

TO: BETSY MANCL

cc: JOSEPH ZURFLUH	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- at Ripple Creek Park

Attendance: R. Bossert, J. Zurfluh, B. Mancl, J. Moore, B. Martinson

Absent: E. Saylor

Citizens: None

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 Mancl 2nd by Moore to approve the agenda & minutes from 26 April 2023. **Motion carried.**
- ***Public comments on agenda items:*** None.
- ***Committee Chairperson's comments:*** None
- ***Parks & Recreation Updates.*** Spring Cleanup, conducted site visit of the warming house and explained the ramp repairs and Rip Rap repairs along the pond. This will be a \$15K cost if the Village crew handles most of the project. No issues
- **Community calendar Update**
 - a. **Wood County leadership project for a Mural.** No update, the Chamber of Commerce crew will provide some products at a future meeting.

b. Village calendar. Presented the June 2023 Calendar, adjusted some meeting times, but approved for DISTRO.

- ***Old Business.*** None
- ***New Business.*** None
- ***Correspondence received.*** None.
- ***Agenda items for next meeting.*** Mural
- ***Next meeting date:*** 21 June 2023 at 4pm at the Marshall Buehler Center
 - a.** July meeting- at 26 July 2023, 4pm at Edwards Alexander Park
 - b.** August meeting- at 23 August 2023, 4pm Marshall Buehler center
- ***Adjourn:*** Adjourned at 5:15 p.m. by Zurfluh

Joseph Zurfluh – Chairman

June

2023

Village of Port Edwards, WI

Village of Port Edwards

COMMUNITY Calendar, (Legend); *(All meetings held in Marshall Buehler Center)*

PS- Public Safety Committee, PLPIT- Planning, Legislative, Property, Info technology Committee, FHR- Finance and Human Resources Committee, PW- Public Works Committee, PR- Parks and Recreations Committee



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Trash/Recycle	2	3 Dog park Playdate 10-Noon
4	5	6 PLPIT MTG 4pm	7 PS MTG 4pm Trash	8 FHR MTG 4:30pm	9	10
11	12	13 Board MTG 7pm	14 Trash/Recycle/BULK	15	16 Fire Man Street Dance 5-midnight	17 Baseball/softball TOURNY, Ripple creek
18 Baseball/softball TOURNY, Ripple Creek	19	20	21 PW MTG 4pm Trash	22 MUSIC Fest 5-8pm	23	24
25	26	27	28 PR MTG 4pm Trash/Recycle	29	30	

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VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Planning,
Legislative, Property,
Information Technology

DATE: June, 6, 2023

TO: BETSY MANCL

cc: JOSEPH ZURFLUH
DAILY TRIBUNE
WFHR/WGLX
JASON WORDEN

ERIK SAYLOR
CALEB MCGREGOR
SCOTT DREW
LONN RADTKE

JEN MOORE
TIARA GRUNDEN
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: T. Grunden, C. McGregor, J. Moore,

Citizens: Nick Abts, Janet Smith (Heartland Properties- Ripple Creek Apartments) Paul Kennedy (Intern)

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order by Grunden at 4:00 p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the previous months minutes and Agenda:*** **MOTION** (Grunden/2nd McGregor) to approve minutes of the May 2, 2023 meeting and the agenda. Motion carried.
4. ***Public comments on agenda items:*** None
5. ***Committee Chairman's comments:*** None
6. ***Discuss/Action on Chapter 8 of the Village Ordinances- Public Works***
 - Discuss and Review Chapter 8 Public Works, Possible MOTION to approve changes to Chapter 8. Administrative changes and updates to outdated rules
 - The committee is not prepared to move forward with the motion at this time. The committee would like to hear an update on the status of the planning for the roads of the Nepco Lake HOA communities. We would like to wait to hear from the administrator for an explanation of the thought process.
7. ***Discuss and Review Chapter 1 General Government, Possible MOTION to approve changes to Chapter 1. Administrative changes and updates to accountability of the Board and other elected officials.***

- No action taken at this time. Committee would like further explanation from the Administrator

8. Discuss and review Chapter 5 – Fire department, section 5.13 regarding language on Athletic Association. Possible MOTION to approve the recommended changes.

- No action taken. Village Attorney will work on providing suggested language to change 5.13.

9. Discuss and review Chapter 2, Village Board, specifically referring to recorded meetings. Possible MOTION to approve the language changes.

- Recommended Changes to 2.06 (6) (c) All Village meetings, to the extent possible and reasonably practical, will be recorded for the public use and the historical record. These will be archived on the Village of Port Edwards “Utube” page <https://www.youtube.com/@villageofportedwardswi> and posted on the Village website.
- **MOTION** by Grunden/Moore to approve the language changes 2.06 (6) (c) All Village meetings, to the extent possible and reasonably practical, will be recorded for the public use and the historical record. These will be archived on the Village of Port Edwards “youtube” page <https://www.youtube.com/@villageofportedwardswi> and posted on the Village website.

10. Discussion and Possible MOTION to approve language regarding donations to the Village.

- No action at this time. The committee requested of the Village Attorney to create a donation policy.

11. Ripple Creek Apartment discussion and Possible MOTION to approve transfer to Property Management for a payment of \$4604 and ending the 50-year lease.

- Ms. Smith presented the case from Heartland stating they would like to purchase the Ripple Creek properties for the amount of \$4,604. The buildings don't have a mortgage and she explained that the reason is they are 30 years into the 50 year lease and they don't believe they can continue for 20 more years. She stated that the property is struggling and will be needing mechanical updates soon as they are 30 years old. She stated we should give it to them and they can get it back on the market and back on the tax roll.
- It was determined that the buildings are currently being taxed under personal property tax. The only part that is not on the tax roll is the approx 3 acres of land. Between the personal property taxes and the lease payments we likely would receive less revenue annually by selling it to them. It was also discussed that it didn't make sense to sell for that small amount of only \$4,604.
- After some discussion the committee decided not to take any action.

12. Correspondence received: Email from Eric Hummel- See Below.

13. Future Agenda Items: Donation policy, Update on Nepco transition planning, Chapter 8, Chapter 1

14. Next meeting date: 5 July, 2023 at 4:00pm

15. Adjourn: Adjourned at 5:46pm.

Tiara Grunden – Chairman

MEMO----

Ms Gruden:

I am writing to you in your capacity as Chair Person of the Port Edwards Village Planning, Legislative, Property & Information Technology Committee.

About two months has gone by without an update from Port Edwards on how the matter of the NEPCO Lake roads on the east side of the lake will be addressed once the area is returned to Port Edwards jurisdiction on January 1, 2024. I appreciate the matter of how the roads will be managed has several aspects to resolve. However, an update on progress would be appreciated. The last information shared was in an April 10 Transition meeting and a brief discussion at the April 22 Board Strategy meeting. A May NEPCO Lake Transition meeting was “penciled in” but did not take place.

It seems like a long time has past for “discussing this with our Attorney and internal to present a way ahead,” without some concrete results or options. My fear is that the questions being asked are mostly around **what** are the problems and **what** is the cost of taking over the roads versus **How** are we going to transfer the roads to Port Edwards in the spirit of providing similar “Incomparable Village Services” to all our residents.

I see the NEPCO Lakes roads matter is not on the April 6th PLPIT Meeting agenda. Could the NEPCO roads be mentioned under the Old Business agenda item with a request that the Village Administrator provide an update by the next full Board meeting that includes options on addressing the matter?

I appreciate the work the PLPIT Committee and the entire Board has driven to date on the transition of the NEPCO Lake properties back to Port Edwards. The roads issue is one where 90+% responding to a survey at the time of the Lake District petitions were sent were in favor of the roads becoming part of Port Edwards along with the properties. The actual surveys were delivered to the Village Administrator in late March. I have a survey summary by individual property and person including comments made if the actual surveys are desired and unavailable to the Committee.

There is no need to respond in writing to this email. I plan on attending the June 6 PLPIT meeting.

Regards,

Eric Hummel
1691 South Bluff Trail

Eric J. Hummel
ejhummel15@gmail.com
415 269-0743

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Public Safety

DATE: June, 7, 2023

TO: BETSY MANCL

cc: JOSEPH ZURFLUH
DAILY TRIBUNE
WFHR/WGLX
JASON WORDEN

ERIK SAYLOR
CALEB MCGREGOR
SCOTT DREW
LONN RADTKE

JEN MOORE
TIARA GRUNDEN
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: T. Grunden, C. McGregor, J. Moore, S. Drew, J. Worden, B. Mancl

Citizens: Cary Smith, Matt Fletcher, Paul Kennedy (Intern)

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order by C. McGregor at 4:00 p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the previous months minutes and Agenda:*** **MOTION** (Grunden/2nd Moore) to approve minutes of the May 3, 2023 meeting and the agenda. Motion carried.
4. ***Public comments on agenda items:*** None
5. ***Committee Chairman's comments:*** None
6. ***Discuss/action Fire Department Actions and Budget:***
 - a. The Chief recognized Matt Fletcher to the meeting to participate in the EMS conversation. The Chief updated the committee on his progress and activities.
 - b. There was discussion regarding the EMS budget. The Chief has some concern regarding the data provided at the last meeting by the administrator regarding how often the Wisconsin Rapids ambulance arrives before Port Edwards first responders. He would like to see those numbers. Numbers will be presented to Chief next week.
 - c. Chief inquired about a reimbursement that is received from WRFD for each call that Port Edwards first responders assist them on scene. The Clerk will calculate the amounts for 2022 and 2023.

- d. FYI-- There will be a 40% increase in what we pay WRFD for ambulance service starting Jan 2024. Discussion followed regarding how efficiencies can be found within the First Responders program to keep them within budget.
- e. Fire chief asked for clarification of the roles and responsibilities between himself and the chief. He asked for clarification regarding how much he must answer to the administrator. Is the administrator just budgetary oversight? The consensus of the committee was that the org chart creates an operational supervisory role with the administrator over all department heads. It appears that there are some challenges with communication styles differences and between Chief Worden and the administrator.
- f. Fire Chief presented concerns with recent issues and expectation that the administrator has communicated to him. He would like to know why the concern with listed issues now.
- g. **Regarding facial hair** -There was conversation regarding the state statute that requires clean shaven face to provide a safe seal with the SCBA. The consensus of the committee was the difficult position we are in because the law does not allow a way around it. Also, there is the potential compromise of the safety for the fire fighters and the liability it could create.
- h. **Regarding alcohol** - Chief is questioning the timing of why now with the alcohol conversation. Chief would like the village to consider allowing the fire department to consume alcohol within the fire station. It was also mentioned that the fireman perceive the alcohol as a perk. It helps in creating the feeling of brotherhood and helps to keep people around.
- i. **Regarding the request to confirm training certifications**- Chief expressed frustration with the request to get people current on their training in the time frame that the administrator was asking. He reviewed what he understands to be the training expectation.
- j. Correspondence received from Chief Worden. It was included in the packet.

7. Discuss/action Police Department Actions and Budget:

- Chief reviewed his monthly report, No issues
- No new information on the school guardian act grant.
- Eric Hummel approached Chief regarding starting a neighborhood watch. Chief will provide a member of the PD as a liaison when they are ready to get started.
- Lexipol update- 83 out of 166 policies have been issued
- Still waiting on parts for new squad

8. Correspondence received: Yes- Correspondence received from Chief Worden

9. *Future Agenda Items:* Review Proposed Police and Fire Staff Budgets. Continue EMS discussion, there will be multiple items that will be clarification will be provided from attorney.

10. *Next meeting date:* 5 July, 2023 at 4:00pm

11. *Adjourn:* Adjourned at 6:46pm.

Caleb McGregor – Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: June 8, 2023

TO: BETSY MANCL

CC: LONN RADTKE

TIARA GRUNDEN

CALEB MCGREGOR

JEN MOORE

ERIK SAYLOR

JOSEPH ZURFLUH

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

RAYMOND BOSSERT

DIANE TREMMEL

JASON WORDEN

SCOTT DREW

Purpose of Meeting: Regular Monthly Meeting

Attendance: B. Mancl, L. Radtke, T. Grunden, C. McGregor, D. Tremmel

Absent: R. Bossert

Citizens: None

Subjects discussed, Action, Taken & Board Action Required:

Regular Monthly Meeting

- **Call to Order:** Meeting called to order by Chairman Radtke at 4:30 p.m.
- **Roll Call:** All present from above.
- **Approve the agenda & previous month's minutes from May 4, 2023:**
Motion (McGregor/Grunden) to approve agenda and May 4, 2023 minutes. Motion carried. All ayes.
- **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.
Motion (Grunden/McGregor) to approve the monthly bills, journal entries for the previous month and financial reports. Motion carried. All ayes.
- **Discuss the Village Employee Handbook and recommended updates:** There was discussion regarding various sections of the proposed Employee Handbook including (but not limited to) harassment language, weapons policy, longevity, fire department stipends, and sections from the current Labor Policy that were left out of the proposed Handbook.
- **Old Business:** None

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

- **New Business:** Clerk Tremmel stated that if the Village decides to put in for a water rate increase with the Public Service Commission effective in September, it should be approved by the Board no later than the July Board meeting in order to have time for publication and the approval process.
- **Correspondence received:** None
- **Agenda items for next meeting:** Discussion and possible motion to seek Public Service Commission approval for water rate increase; Final review of proposed Employee Handbook.
- **Next Meeting date:** July 5, 2023 at 3:00 p.m.
- **Adjourn:** Meeting adjourned at 5:20 p.m.

Lonn Radtke - Committee Chairman

RESOLUTION NO. #2023-08
VILLAGE OF PORT EDWARDS

**A RESOLUTION APPROVING THE VILLAGE 2023 COMPLIANCE MAINTENANCE FOR
THE WASTEWATER TREATMENT PLANT AND UTILITY**

WHEREAS the Village of Port Edwards informs the Wisconsin Department of Natural Resources that the below actions were taken by the Village Board and they reviewed the 2021 Compliance Maintenance Report which is attached to this resolution. In summary;

The Village maintains over 54 Miles of Sanitary lines in the Village
The Village maintains 3 lift stations
The Village received only 3 complaints, that were addressed by the Utility
The Village cleaned 20% of the Sanitary system in 2022
The Village conducted root removal in over 15% of the sanitary system in 2022
The Village conducted flow monitoring in 50% of the sanitary system in 2022
The Village conducted sewer line televising in 10% of the sanitary system in 2022
The Village conducted manhole inspection in 20% of the sanitary system in 2022
The Village conducted manhole rehabilitation in 3% of the sanitary system in 2022
The Village conducted 3 lift station operational and maintenance upgrades in 2022

AND WHEREAS the 2022 Compliance Maintenance Report reported a grade of "A", 4.0 for the overall system. In summary;

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

AND WHEREAS the Village Public Works Committee discussed this report on 17 May 2023 and moved to present to the full board in June 2023 and the Village Board approves that this report represents the operation and maintenance activities of the Port Edwards Wastewater Treatment Plant and Utility.

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

Adopted the _13th day of June__, 2023__.

VILLAGE OF PORT EDWARDS
WOOD COUNTY, WISCONSIN

Betsy Mancl, Village President

Diane M. Tremmel, Village Clerk

Village of Port Edwards

Raymond "BOZ" Bossert
Administrator

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

Date: 1 June 2023 (Report Period 1-31 May 2023)

To: Village Board

Subject: Administrators REPORT, JUNE 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 heavy into summer activities, 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/ 18 firemen/ 3 general government/ 1 court officer/ 7 public works employees = 35 employees (This does not include the 55 Board & Commission/Committee members we pay) out of 90 authorized. **So, we are back to 64 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. \$590,312 out of our total employee budget of \$1,600,000, for the year. We have a payroll execution rate of 37%, 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, they have been completed to date.
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 4 citations; 14 Traffic stops and 0 criminal/warrants and 3 ordinance violations these past 30 days. We responded to over 125 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 21 events (10x Fire calls and 11x 1st responder events). They conducted 4x drill and training events as well as 2x 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. \$1.6M so far this year, an 53% expenditure rate, we expected to have spent \$2M. No issues. Our revenue to date is \$1.9M approx. 85% of our expected revenue this year, no issues.
2. Potential shared revenue increases for next year will be a minimum of a 10% increase approx. \$256K 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 June 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 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.
4. 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.
5. Summary on Permits since JAN 1, 2023== Total 46 (approx. \$6200)
 - a. Building- 15, Electrical- 12, Plumbing/HVAC- 13, Excavation-4, Zoning-2

HOLIDAY:

1. 22 June 2023, Music Fest at Ripple Creek
2. 16 June 2023, Fireman's Dance

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

Multi-Metro Deer Management



Daniel Hobbs, Hunt Coordinator
131 3rd St. N. Wisconsin Rapids, WI 54494
Phone #'s Day 715/423-5450, Night 715/325-3844, Cell 715/459-4761, Fax 715/423-5407
E-mail Address: danh@hobbsind.com
05/26/23

Dear Land Owner,

Sorry This is so late, it has been a crazy busy spring!!

Thank You again for allowing MMDM to harvest deer from your lands. Again because of your participation, you have allowed us to harvest 41 deer last year in the Urban Areas. We are now up to 1077 deer for the last Fifteen years. Without this program, the deer herd would EXPLODE!!

Another MAJOR Reason to control the deer herd is we now have two reported cases of CWD Very close. One to the South of our area and another just to the North. Very bad thing which dictates the herd needs to be thinned. The other thing happening is the huge amount of Predators that are coming in to town. Coyotes, Bobcats and Bears, all looking for something to eat.

I cannot stress how IMPORTANT You the landowner is to this program. Without your participation, we cannot keep the population in check. Again, we all THANK YOU for your continued participation.

We have donated free of charge to area families 43,080 lbs of fresh meat. Without your participation in the program this would be impossible. In terms of meals donated, that comes out 172,320 individual meals. AGAIN, THANK YOU.

The Communities, hunters, DNR and families all THANK YOU for allowing us access to your property. Without you, this program and all the good that comes of it would not happen.

We are the most successful, longest running and least cost program in the State!!
If you would like a deer please call me and we will put you on the list.

If you have any questions or concerns, please feel free to contact me. Otherwise our Hunters will be at it again in August. If there are any changes in ownership of your property, or if others are allowed on the property, please contact me. Also, If you have an email, I would appreciate it if you dropped me a line to save postage costs.

Respectfully,

Daniel Hobbs