

VILLAGE OF PORT EDWARDS
PUBLIC MEETING NOTICE
FINANCE AND HUMAN RESOURCES COMMITTEE
Wednesday, 5 June 2023

10 A.M. AT THE MARSHALL BUEHLER CENTER

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

Join Zoom Meeting: <https://us06web.zoom.us/j/87036885707?pwd=bjNLMmpWRXZ6ckl1MlovZkhxejImdz09>

Meeting ID: 870 3688 5707, Passcode: 644633, One tap mobile, +13052241968

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

Agenda:

1. Call to order
2. Roll call
3. Approve the Agenda
4. Approve the previous committee minutes, from 8 JUNE 2023
5. Public comments on agenda items
6. Chairperson comments.
7. Discussion then **MOTION** to approve the monthly bills, journal entries for previous month and financial report.
8. Discuss the Village Employee handbook and recommended further updates.
9. Discuss Old Business
 - Application 2023-07-01 submitted for façade and business improvements in the TIF economic development grant for Mia Bella Salon for \$5000
 - Application 2023-07-02 for the Public Safety Mural under the Artwork category of the TID grant for \$6000
10. Discuss New Business
 - Inform the Committee of the recommendation based on performance to elevate three Public Works employee's one grade level. Total costs for the remainder of this budget cycle are less than \$2500 and has been incorporated in the Budget. No further employee actions should be pending this year for advancements.
 - i. David Mock to Grade 2
 - ii. Caleb Peaslee to Grade 3
 - iii. Brandon Reiman to Grade 4
11. Correspondence received
12. Agenda items for next meeting
13. Next meeting date, 3 AUGUST, 4:30 pm
14. Adjourn.

Village of Port Edwards
Lonn Radtke – Committee 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

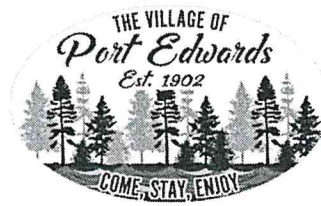
VILLAGE OF PORT EDWARDS

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

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

26 June 2023

TO- All concerned

FROM- Village Administrator Bossert

RE- The Village of Port Edwards Economic Development Incentives submission #2023-07-01

The Village of Port Edwards established a TIF economic grant program in May 2023. At that time the Village Board moved the approval process of these grants to the Village administrator and subsequently he will present an update at future FHR meetings.

- Current Allocation of TIF funding: \$250,000
- Current Submissions- 1 for \$5000
- Approved Submissions- 1 for \$4000
- Current Balance of TIF allocation \$246,000

On 17 June 2023, the owners of Mia Bella Salon submitted a MEMO as directed requesting funds to help with Façade and Business structural updates to assist in the increase in value of the property and thus a potential increase in tax valuation. The request was for a collection of updates and repairs to the Business location under the Façade program the Village established. A site visit was conducted on 18 June 2023 by the Administrator.

The applicant requested:

- \$3000 for roof repairs on the interconnected roof system of Market Ave Condo., this increases the value of the entire structure to the left and right of their parcel.
- \$2000 for LED lighting upgrades, façade improvements and interior plumbing work to potentially increase the capacity to host other hair stylists.

Approval of the following based on what was submitted and site visit:

- Façade Improvement Grant- APPROVE the full amount for \$1500
- (Total grant funding remaining- \$28,500)
- Green Energy Updates Grant- APPROVE the full amount of \$1000
- (Total grant funding remaining- \$19,000)
- Open Presentation Project Grant- APROVE full amount of \$1500
- (Total grant funding remaining- \$28,500)
- They will have to present a summary to include receipts for the work done NLT December of 2023 and again in JUNE of 2024 when all work should be completed. They must present their status to the FHR committee with Photos and documentation at that time.

I **APPROVE** the funding of this endeavor for \$4000 paid NLT 15 July 2023.

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

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

From:

Jennifer Lech
Mia Bella Salon
151 Market ave.
Port Edwards WI 54469
715-887-2020
Cell 715-213-2688

To:

Village Administrator Bossert
Municipal Building
201 Market Ave.
Port Edwards, WI 54469

Re: Economic Development Incentives 2023-2024

Mia Bella Salon is a Beauty Salon located within the Business District of The Village of Port Edwards. The business has been operating since 2016. The Owner Jennifer Lech is requesting to participate in the Economic Development incentive program currently being offered by The Village of Port Edwards.

The Projects which we would like to complete include inside, and outside of the dwelling and would address beautification, functionality, and Green Energy Upgrades. The amount requested to complete these projects is \$5000 dollars.

The projects include:

Roofing and repairs to exterior of structure to mimic work completed by the village on other structures within the business district. The amount estimated to complete these repairs and improvements is \$3000 dollars.

Further projects will include interior upgrades such as water wise wash basins, LED lighting, and Interior art work. The amount estimated for these projects is \$2000 Dollars.

The timeline for execution of these projects would be one year not to exceed June of 2024.

We believe that upgrades to the interior and exterior of the Business would allow Mia Bella Salon to remain competitive, and attractive and allow us to continue to draw people to the downtown area.

Green Energy upgrades such as water saving and energy savings to the Business would allow us to stay on track with the visions of The Village of Port Edwards to have a "Green" business district.

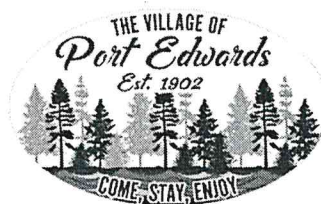
As always we remain dedicated to the development and beautification of the village.

Thank You

Jennifer Lech



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

28 June 2023

TO- All concerned

FROM- Village Administrator Bossert

RE- The Village of Port Edwards Economic Development Incentives submission #2023-07-02

The Village of Port Edwards established a TIF economic grant program in May 2023. At that time the Village Board moved the approval process of these grants to the Village administrator and subsequently he will present an update at future FHR meetings.

- Current Allocation of TIF funding: \$246,000(from \$250K)
- Current Submissions- 1 for \$6000
- Approved Submissions- 1 for \$4000
- Current Balance of TIF allocation \$240,000

On 28 June 2023, the Mural group from the Chamber of Commerce leadership class 2023 submitted a MEMO as directed requesting funds to help with the public safety Mural in the Business District. This was part of the ongoing initiatives to improve our business district and make it more aesthetically pleasing. The request was for the installation of the Mural using a local Artist (Adam Andersen) to Port Edwards. A site visit was conducted on 5 June 2023 by the Administrator with the artist and contacts have been made with Solarus who owns the last parcel where the Mural will go up.

The applicant requested:

- \$11,200 for the complete artist work, preparation of the surface and painting and sealing of the Mural.

Approval of the following based on what was submitted and site visit:

- Artwork improvement category Grant- APPROVE a MAX amount of \$6000 as a matching opportunity for the organization to fund raise the remainder, using the ability to state that the Village will MAX \$ for \$ any donations of any amount. This is more than the usually amount but based on the community aspect of this project it has been justified by the Administrator and supported by the parks and Recreation committee with 3 votes of Trustees.
(Total Grant Funding Remaining- \$14,000)
- They will have to present a summary to include receipts for the work done NLT October of 2023 when all work should be completed. They must present their status to the FHR committee with Photos and documentation at that time.

I **APPROVE** the funding of this endeavor for \$6000 paid NLT 6 July 2023.

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

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

Proposed EMS Mural Cost & Time Estimates

Project Description:

Install a vibrant & patriotic mural in downtown Port Edwards, featuring silhouettes of Fire, Police, and EMT/EMR personnel to communicate their role as the heart beat of the community.

Mural dimensions: 16'x20'

Total Area	Cost/SqFt	Total Cost
320 SqFt	\$35	\$11,200

*Up front payment of half of total cost (\$5,600) required before start of project.

Process	Timeline	Description
Prep	1-2 days	Cleaning/washing brick surface.
Priming	2-3 days	Application of base coat to help paint adhere appropriately.
Outline	1 day	Design image projected onto surface; outline of image applied over basecoat.
Painting	1-2 weeks	Colors applied lightest to darkest, allowing time for each layer to dry thoroughly.
Finishing	1-2 days	Application of clear coat to final mural. Helps protect mural from weather; provides longevity.
Total	2-3 weeks	(Time to completion dependent on weather conditions)
Upkeep	2028 & beyond	Assessment recommended in 5 years (2028), however, original work is estimated to last 7+ years before incurring maintenance costs.



Thank you for choosing Andraesen Arts.
aadesignswraps@gmail.com

Customer Signature _____ Date _____

Customer Name: Village Of Port Edwards Mural
Job # 0000 Date 06 / 13 / 2023

Please review the design above. The final approval is your responsibility. Before giving approval, please examine all proofs carefully: Spelling, punctuation, numbers, graphics, colors, quantities, sizes and general layout should be reviewed. There are 2 revisions free of charge before additional fees will be applied to your order. Verbal approvals will not be accepted.

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Thank you for choosing Andreasen Arts.
aadesignsnwraps@gmail.com

Customer Signature _____ Date _____



Customer Name: Village Of Port Edwards Mural

Job # 0000

Date _06/_13_/2023_

Please review the design above. The final approval is your responsibility. Before giving approval, please examine all proofs carefully. Spelling, punctuation, numbers, graphics, colors, quantities, sizes and general layout should be reviewed. There are 2 revisions free of

Village Admin

From: Marketing <marketing@visitwisrapids.com>
Sent: Tuesday, June 27, 2023 10:48 AM
To: Village Admin
Cc: Ben Eberlein; Andreasen Arts
Subject: RE: Village Board Meeting - Port Edwards Protective Services Mural
Attachments: Port Edwards Wall Mural Design.jpg

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good morning, Ray,

I apologize for not getting back to you until today, yesterday was definitely a "Monday." Attached is a photo of the design from Adam overlayed on the wall. Copy and pasted below is a description from Adam of the design process. I hope these materials can still be sent to the committee beforehand. Ben and Adam will be able to discuss more at the meeting tomorrow. Thank you!

Attached is the design for the mural in The Village of Port Edwards. After our meetings and discussions on the subject, the image attached is the idea that came to mind. I took into consideration the comments from our meetings, the comments from conversations with Boz and the images given from the departments.

My goal was to design a mural that uses the images and symbols of the EMS systems of PORT Edwards. Mainly being Fire, Police and EMT/EMR.

I started with the American flag background and decided to utilize the colors of Red, White & Blue. I took imagery from the port logo, Trees and water, and applied them within the background of the flag to bring together the feeling of Pride. Pride in our unity and pride in our village and pride in being an american. I placed the trees cascading in color within the blue field of the flag to represent the beginning of Port as a Lumber town. I placed the water behind the silhouettes and before the flag to represent the flow of services and the beginning staple of Port. The stars not only represent the stars of our flag, but also represent those before that served within the community.

I then choose to use silhouettes of each dept as a representation to those that served within the services. While keeping to the color theme of red white and blue and representing the image of Fire, Police and EMT/EMR.

After reviewing the badges and logo of each dept. I wanted to try to keep the images simple but representational.. Hence the simplicity of each badge laid behind the silhouettes. I placed a Heart Beat Line centered on the mural to represent that these services are a true heart beat to the community they serve.

Again, I kept to the Red, White and Blue color theme as a whole representing that these services to our country and communities are a staple and building block to American life.

I had a great time working on this design. I hope I was able to bring together all of the ideas that were requested. Thank you again and I look forward to your responses.

Nathan Plym

Marketing Manager

131 2nd Street North
Wisconsin Rapids, WI 54494
Website: VisitWisRapids.com
Email: marketing@visitwisrapids.com
Phone: (715) 422-4650



From: Village Admin <villageadmin@portedwardswi.gov>
Sent: Friday, June 23, 2023 9:27 AM
To: Marketing <marketing@visitwisrapids.com>
Cc: Ben Eberlein <ben@uwsvac.org>; Andreasen Arts <andreasenarts@gmail.com>
Subject: RE: Village Board Meeting - Port Edwards Protective Services Mural

We have you on the Agenda, here is the ZOOM link as well. Do you have any products to add to the packet? Will need those by Monday

ZOOM LINK- <https://us06web.zoom.us/j/83679866291?pwd=UUhBUlVPYkpZcjdGSHZoN3VYUXVTdz09>
Meeting ID: 836 7986 6291, Passcode: 905745 One tap mobile +13052241968

thx

Raymond "Boz" Bossert
Village Administrator
Village of Port Edwards, WI
Cell 715-315-0304
Office 715-887-3511

From: Marketing <marketing@visitwisrapids.com>
Sent: Thursday, June 22, 2023 1:12 PM
To: Village Admin <villageadmin@portedwardswi.gov>
Cc: Ben Eberlein <ben@uwsvac.org>; Andreasen Arts <andreasenarts@gmail.com>
Subject: Village Board Meeting - Port Edwards Protective Services Mural

CAUTION: This email originated from outside the organization.
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Good afternoon, Boz,

I hope this email finds you well. Our Community Leadership Program team has received the mural design from Adam, and we would like to request approval of the design from the Village Board.

Would it be possible to get our group on the agenda for the next Board meeting on June 28th. My teammate, Ben, and Adam have both confirmed that they are available for that evening. Unfortunately, I won't be able to attend but we are still waiting to hear from the rest of the team if more people could join.

Looking forward to hearing from you. Have a great day,

Nathan Plym

Marketing Manager

131 2nd Street North
Wisconsin Rapids, WI 54494
Website: VisitWisRapids.com
Email: marketing@visitwisrapids.com
Phone: (715) 422-4650

