

Village of Port Edwards

FINANCE AND HUMAN RESOURCES COMMITTEE

Thursday, September 7, 2023

4:00 P.M. AT THE MARSHALL BUEHLER CENTER

Join Zoom Meeting

<https://us06web.zoom.us/j/82644027812?pwd=cDlrY2RqRThGNlJlRXdlb3NVUk9pQT09>

Meeting ID: 826 4402 7812

Passcode: 181612

One tap mobile

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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 August 3, 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. Discussion and **MOTION** to approve the proposed 2nd Street work for 2024 to be funded from TIF funds.
9. Discussion and **MOTION** to approve the amendment & extension request for the Legacy grant to be used for bike trail work.
10. Discuss Old Business
11. Discuss New Business
12. Correspondence received
13. Agenda items for next meeting
14. Adjourn.

Village of Port Edwards

Lonn Radtke – Committee Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: August 3, 2023

TO: BETSY MANCL

CC: LONN RADTKE

TIARA GRUNDEN

CALEB MCGREGOR

JEN MOORE

ERIK SAYLOR

JOSEPH ZURFLUH

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

DIANE TREMMEL

JASON WORDEN

SCOTT DREW

Purpose of Meeting: Regular Monthly Meeting

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

Absent: None

Citizens: Trustee Joseph Zurfluh, Cary Smith, Eric Hummel

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.
- Motion (McGregor/Grunden) to approve agenda and July 5, 2023 minutes. Motion carried. All ayes.
- **Public Comments on Agenda Items:** None
- **Committee Chairman's Comments:** None
- Motion (Radtke/Grunden) to approve the monthly bills, journal entries for the previous month and financial reports. Motion carried. All ayes.
- Motion (Radtke/Grunden) to approve a contract with Vandewalle & Associates for TIF work. Motion carried. All ayes.
- Motion (Grunden/McGregor) to enter into closed session at 4:10 p.m. to discuss and review candidates for an interim administrator and discussion concerning an employee's complaint per §19.85(1)(c) *Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*. Motion carried. Roll call vote (Radtke-yes, Grunden-yes, McGregor-yes).
- Motion (Radtke/Grunden) to come out of closed session at 4:50 p.m. Motion carried. All ayes.

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

- Motion (Grunden/McGregor) to approve the contract with Duane Gau for Interim Administrator. Motion carried. 2 ayes; 1 no (Radtke).
- Motion (Radtke/McGregor) to contact a third party to investigate the complaint by an employee. Motion carried. All ayes.
- **Discussion on any items brought forth from the Public Safety meeting in regard to firefighter compensation.** It was determined that the information provided was not an issue for this committee. The question was if the Village was willing to fund a new job description, and there was no proposed job description provided.
- **Old Business:** None
- **New Business:** None
- **Correspondence Received:** None
- **Agenda Items for Next Meeting:** Proposed job description by fire department if provided; Review of preliminary budgets from the departments.
- **Next Meeting Date:** September 7, 2023 at 4:00 p.m.
- Meeting adjourned at 5:10 p.m.

Lonn Radtke - Committee Chairman

Village of Port Edwards

August 14, 2023

GRANT AMENDMENT & EXTENSION REQUEST

WITH COMPLETION SUMMER OF 2025

- ❖ Resurface bike trail from Bruener Avenue to Letendre Avenue
- ❖ Paint & resurface bike lane on Ver Bunker Avenue from 5th Street to Port Road
- ❖ Add new bike lane on Port Road from Ver Bunker Avenue to Letendre Avenue
- ❖ Add safe crossing to join with existing bike trail

Design work will be completed winter 2023-2024

Work completion summer of 2025



Legacy Foundation
Grant Agreement

PROJECT BUDGET

- This is the required format. Attach a budget narrative explaining your numbers if necessary.

INCOME

| <u>Source</u> | <u>Amount</u> |
|---------------------------------|------------------------------|
| <i>Support</i> | |
| State grants | \$ 35,000 |
| Foundations | \$500,000 |
| Corporations | \$100,000 |
| Local Grants | \$ 15,000 20,000 |
| Village Funding | \$ 50,000 130,000 |
| Fundraising events and products | \$ |
| Membership income | \$ |
| In-kind support | \$ |
| Investment income | \$ |
| <i>Revenue</i> | |
| Government contracts | \$ |
| Earned income | \$ |
| Other (specify) | \$ |
| | \$ |
| Total Income | \$650,000 |

EXPENSES

| <u>Item</u> | <u>Amount</u> | <u>%FT/PT</u> |
|--|-------------------------------|---------------|
| Salaries and wages (breakdown by individual position and indicate full- or part-time.) | \$ 30,000 | |
| | \$ | |
| | \$ | |
| SUBTOTAL | \$ | |
| Insurance, benefits and other related taxes | \$ | |
| Consultants and professional fees | \$ 50,000 | |
| Construction | \$ 490,000 465,000 | |
| Utilities | \$ 50,000 | |
| Equipment | \$ 30,000 | |
| Artist Work | \$ 25,000 | |
| Operations | \$ 25,000 | |
| Postage and delivery | \$ | |
| Rent and utilities | \$ | |
| In-kind expenses | \$ | |
| Depreciation | \$ | |
| Other (specify) | \$ | |
| | \$ | |
| Total Expense | \$ 650,000 | |
| Difference (Income less Expense) | \$ 0 | |

Riverwalk Legacy Grant
(411 Fund)

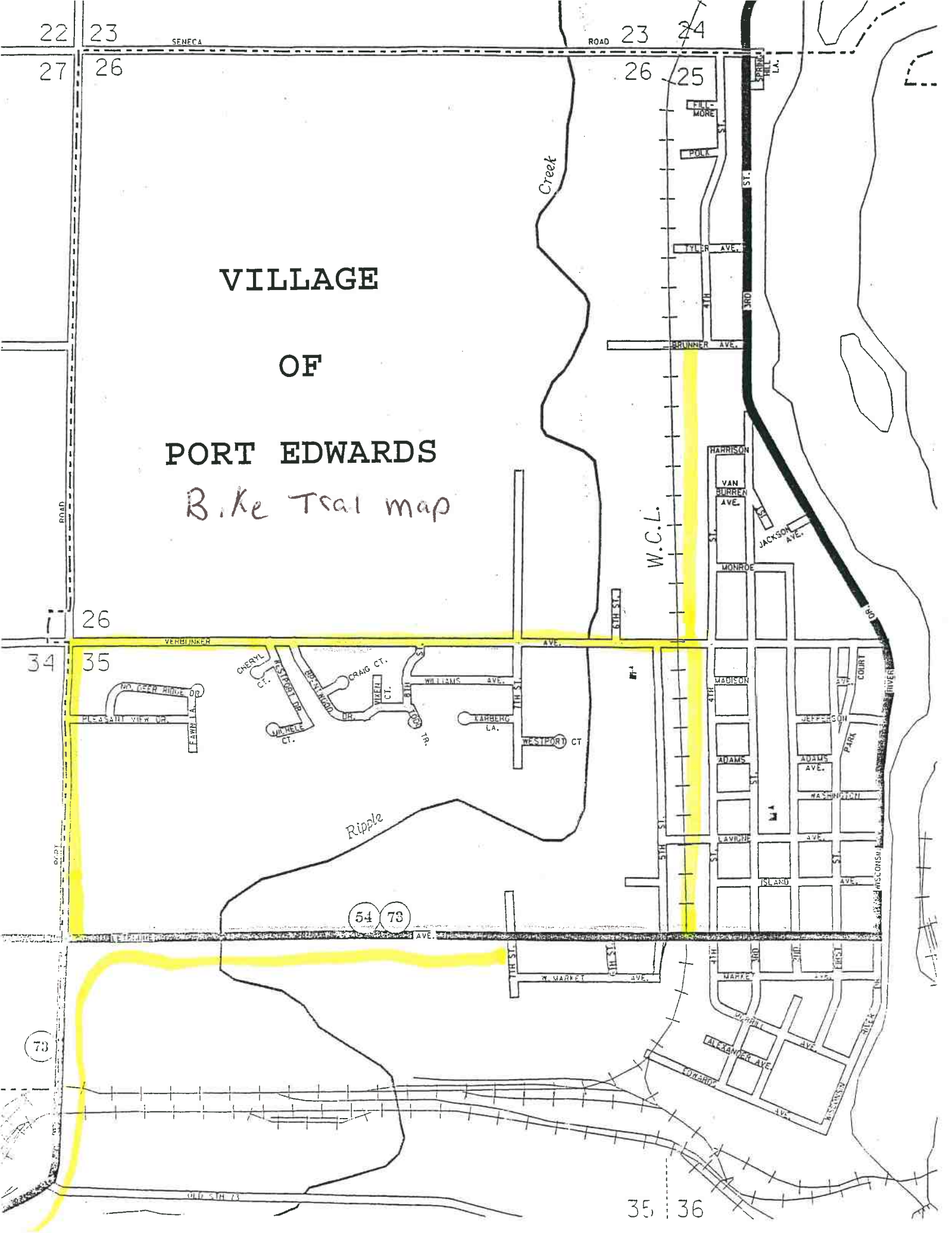
Vendor

Expenses

| | | |
|--|-----------|-------------------|
| Received from Legacy | \$ | 500,000.00 |
| 10/7/22 Joslin Concrete-sidewalk | | -7534.45 |
| 5/8/23 Lee Recreation-slide at Triangle Park | | -3410.00 |
| 5/22/23 A-1 Services Wisconsin Rapids-concrete | | -10400.00 |

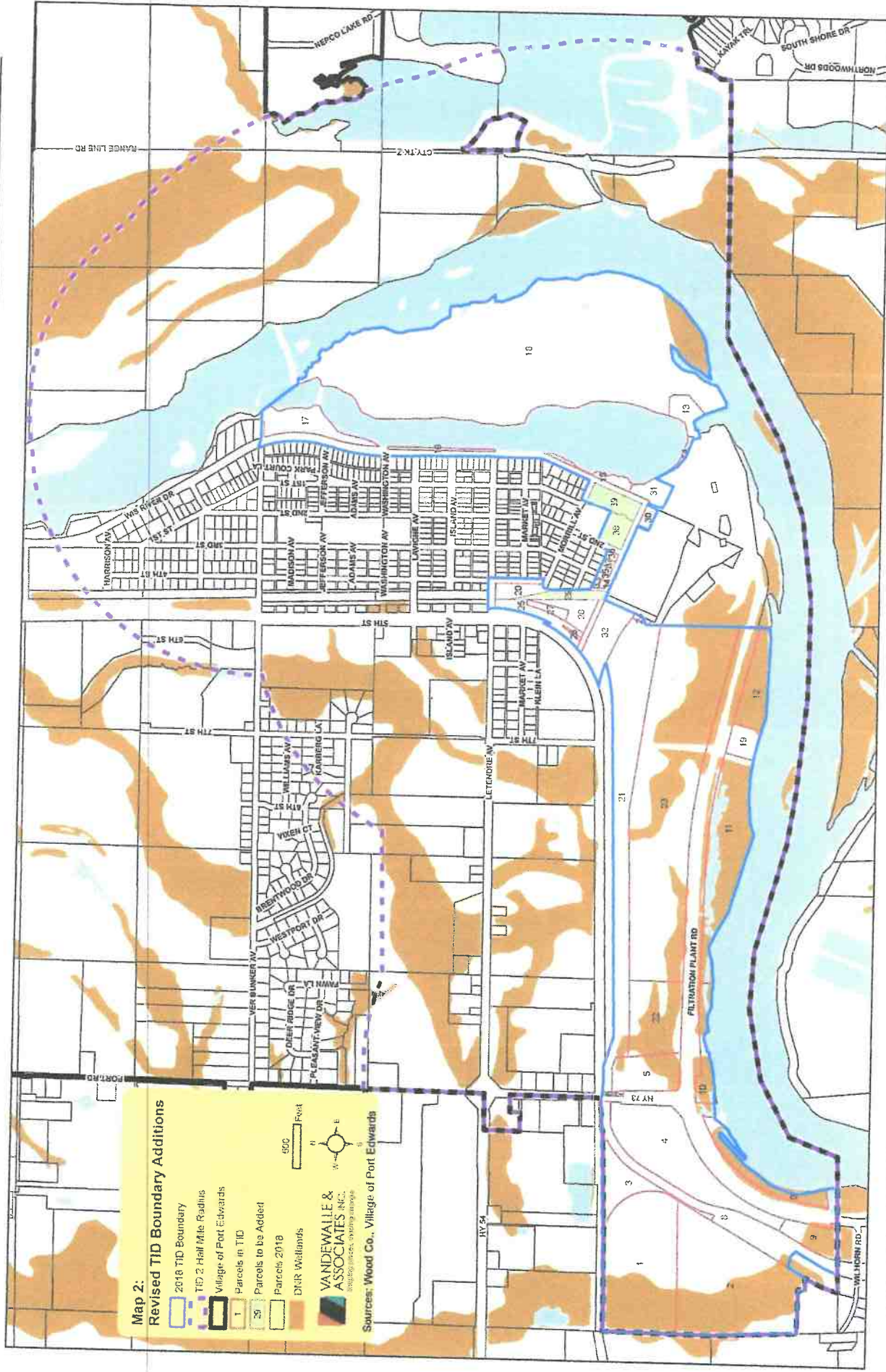
| | | |
|-----------------|-----------|-------------------|
| BALANCE: | \$ | 478,655.55 |
|-----------------|-----------|-------------------|

VILLAGE
OF
PORT EDWARDS
Bike Trail map



VILLAGE OF PORT EDWARDS
10 YEAR CAPITAL IMPROVEMENT PLAN
2022-2032

| YR | PROJECT | DESCRIPTION | COST |
|------|---|--|--------------------------------|
| 2022 | 4th from Bruener to Seneca (407 Fund) | Mill & overlay (Balance in 407 Fund as of 9/21/22: \$91,648.12) | \$ 100,000.00 \$ 100,000.00 |
| 2023 | Shopping Center parking area (TIF) | Mill & overlay | 75,000.00 |
| 2023 | 2nd St - VerBunker to Monroe | Water/design, sewer, pavement, curb/gutter & storm sewer | 50,000.00 |
| 2023 | Alleyways (ARPA?) | Repave | 100,000.00 |
| | | | \$ 225,000.00 |
| 2024 | 2nd St - Ver Bunker to Monroe (TIF) | Water/sewer, pavement, curb/gutter & storm sewer | \$ 400,000.00 |
| 2024 | 2nd from Shopping Alley to Edwards (TIF) | Water/sewer, pavement, curb/gutter & storm sewer | \$ 1,000,000.00 |
| 2024 | Ver Bunker from 5th St to Brentwood | Mill & overlay | 180,000.00 |
| | | TOTAL: | \$ 1,580,000.00 |
| 2025 | Adams Ave between 1st & 2nd | Water and pavement | \$ 150,000.00 |
| 2025 | Alley behind Shopping Center - 1st to 3rd | Mill/overlay | 75,000.00 |
| | | TOTAL: | \$ 225,000.00 |
| 2026 | 1st St - Morrill to Market | Water/sewer, curb/gutter & storm sewer | \$350,000.00 |
| | | TOTAL: | \$ 350,000.00 |
| 2027 | Market Ave - 5th St to 7th St | Water/sewer, curb/gutter & storm sewer | \$475,000.00 |
| | | TOTAL: | \$ 475,000.00 |
| 2028 | Market Ave - 1st St to 3rd St | Water/sewer, curb/gutter & storm sewer | \$550,000.00 |
| | | TOTAL: | \$ 550,000.00 |
| 2029 | 2nd St - Ver Bunker to Jefferson | Water/sewer, curb/gutter & storm sewer | \$ 950,000.00 |
| | | TOTAL: | \$ 950,000.00 |



VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Annual TID Joint Review Board

DATE: 21 June 2023

TO: BETSY MANCL

cc: JOE ZURFLUH
CALEB MCGREGOR
LONN RADTKE
DIANE TREMMEL
RAY BOSSERT

ERIK SAYLOR
JEN MOORE
TIARA GRUNDEN
SCOTT DREW

TIM LEVERANCE
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: Annual Meeting for The TID Joint Review Board

Attendance: Jim Bena (PESD), Ray Bossert (Village Administrator), Greg Bruckbauer (Mid State Technical College), Ed Newton (Wood County Deputy Financial Director).

Citizens: None

Subjects Discussed, Action Taken, and Board Action Required:

1. **Call to order:** Meeting called to order by Ray Bossert at 6:15 p.m.
2. **Roll Call:** All Present.
3. The Annual Joint Review Board meeting regarding the 2022 TID Annual report for the Tax Incremental District (TID) Number #2, in the Village of Port Edwards, Wisconsin, was held on 21 June 2022 at the Pittsville Community Hall, located at 5291 3rd Avenue, Pittsville, Wisconsin.
4. The TIF annual report was provided to the members as well as the PE-300 form filed with the Wisconsin Department of Revenue on February 4, 2023. Both were reviewed and approved.
5. An Update on the TIF Capital projects was given to the Board specifically the 2nd Street Road project at Ver bunker and Market Ave projects. Informed the board that while there will be no amendments to the Plan, internal adjustments have been planned for the renaming of some projects- the scope and cost will remain the same. For example, the bridge and business park projects may not be funded and the Market Ave Alley project will become the 2nd street market Ave project for the same cost, including the 2nd street project at Ver Bunker for 2024. These directly impact the TIF and were determined necessary for the ongoing and future development of the TIF district. These were acknowledged by the Joint Review board with no issues.
6. The Members asked to clarify the Village plan to end or continue the TID. The administrator stated the Board will decide by June of next year, since the potential closure period will be September 2024.
7. **Next meeting date:** Tentative June 2024, at Pittsville.
8. **Adjourn:** Adjourned at 6:25pm. **MOTION** (Bossert, Newton), All Ayes
Minutes taken by Ray Bossert Administrator