

Village of Port Edwards

Agenda

Village of Port Edwards Board Meeting

Tuesday, September 12, 2023

Marshall Buehler Center, 7:00 p.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/83500185900?pwd=TDFRY1VxWVVUcklPQUd0L1pSbG1mUT09>

Meeting ID: 835 0018 5900

Passcode: 899031

One tap mobile

+13017158592,,83500185900#,,,,*899031# US (Washington DC)

+13052241968,,83500185900#,,,,*899031# US

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

- 1) Call to order.
- 2) Roll call.
- 3) Pledge of Allegiance.
- 4) **MOTION** to Approve the Consent Agenda
 - a. Meeting minutes of August 8, 2023 Board meeting and August 24, 2023 Committee of the Whole.
 - b. Monthly bills and previous month's journal entries.
- 5) Public comment on agenda items.

Public participation and comment are encouraged and valued. Each citizen that requests to speak shall give their full name 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. Their comments can be answered directly by a Trustee if it is deemed appropriate.
- 6) President's Report: Ceremonial swearing in of two new firefighters.
- 7) Committee Reports:
 - a. Airport Commission
 1. Review proceedings of the commission
 - b. Police and Fire Commission
 1. Review proceedings of the commission
 - c. Public Works Committee
 1. Committee Chairman's Comments
 - d. Parks and Recreation Committee
 1. Committee Chairman's Comments
 2. **MOTION** to authorize participation in the 2023 MMDM hunt.
 - e. Planning, Property & Information Technology Committee
 1. Committee Chairman's Comment
 2. **MOTION** to list east part of 241 (231) Market Avenue at \$24,000.00.
 3. **MOTION** to enter into closed session per §19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" to review, consider and possible action regarding Offer to Purchase received.
 4. **MOTION** to exit closed session and take any action as a result of the closed session.
 5. **MOTION** to list remaining west part of 241 Market Avenue at \$35,000.00.
 6. **MOTION** to accept the proposed pool filling policy.
 7. **MOTION** to approve certified survey map for property owned by Charles Lester.

8. **MOTION** to provide directive to administrator to contact Pavloski Development LLC to request fulfillment of item #8 in the development agreement. Number 8 is the Improvement dedications to the Village.
 - f. Public Safety Committee
 1. Committee Chairman's Comments
 2. **MOTION** to approve proposed Fire Department bylaws.
 - g. Finance and Human Resources Committee
 1. Committee Chairman's Comments
 2. **MOTION** to approve the proposed 2nd Street work for 2024 to be funded from TIF funds.
 3. **MOTION** to approve the amendment & extension request for the Legacy grant to be used for bike trail work.
 - h. Nepco Lake District Update.
- 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) Motion to approve the extraterritorial certified survey map for Town of Saratoga (Weber) parcel.
 - b) Consideration & Motion to authorize Village Administrator to contract with Jessica Planer for grant search for Firefighters turn out gear and rescue truck for full cost.
 - 11) Report from Clerk/Treasurer.
 - 12) Trustee Comments.
 - 13) Committee meeting calendar.
 - 14) Call for Adjournment.

Betsy Mancl, Village President

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, Radtke, Saylor & Zurfluh

Absent: Trustee Moore (excused)

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

Citizens: Eric Hummel, Tim Leverance, Cary Smith, Matt Tranel, Doug Clement, Jen Oswald

Motion (Radtke/Grunden) to approve the Consent Agenda (meeting minutes from July 11, 2023 Board Meeting and to approve monthly bills and the journal entries for the previous month). Motion carried. All ayes.

Public Comment: Cary Smith commented that the airport is looking old and wondering if the Village gives any money to the airport. Trustee Zurfluh informed him that the municipalities involved with the Airport Commission pay an appropriation each year (Village's share over \$8,000) and suggested that he attend an Airport Commission meeting.

President's Report: President Mancl stated that she prepared new sign in sheets and that everyone should sign in if they had not done so.

Airport Commission: No minutes. Trustee Zurfluh gave a brief update on the Airport Commission activities.

Police and Fire Commission: No minutes. Scott Stewart gave a brief report of the August 7th meeting. There are two potential new firefighters who could start within a month or so.

Public Works: Review of minutes.

Parks & Recreation: Review of minutes.

Public Safety: Review of minutes.

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

Motion (Grunden/Radtke) to have the listing of the price for Mission Coffee at \$100,000.00 and offer \$4,000.00 in grants and \$50,000.00 in micro loan. Motion carried. All ayes.

Finance & Human Resources: Review of minutes.

Motion (Radtke/Zurfluh) to approve a contract with Vandewalle & Associates for TIF work. Motion carried. All ayes.

Motion (Radtke/Grunden) to approve a contract with Duane Gau for Interim Administrator. Motion carried. 4 ayes; 2 no (Radtke, Saylor).

Motion (McGregor/Grunden) to enter into closed session at 7:44 p.m. for 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 – Grunden – yes, McGregor – yes; Radtke – yes; Saylor – yes; Zurfluh – yes.

Motion (Zurfluh/Grunden) to come out of closed session at 8:03 p.m. Motion carried. All ayes.

Motion (McGregor/Zurfluh) to contact a third party to investigate the complaint by an employee. Motion carried. 3 ayes; 1 no (Saylor); 2 abstain (Mancl, Radtke).

Trustee Saylor stated that he voted no because he was not given all the information on this matter.

Trustee Saylor questioned why the document prepared by Chief Worden and furnished to the Finance & Human Resources Committee was not addressed at their meeting. Trustee Radtke stated that he was blindsided by the whole thing and needed more information. It will be addressed at the next committee meeting.

Unfinished Business: None

New Business: None

Village Administrator Report: None.

Clerk-Treasurer Report: None

Communications: None

Trustee comments: Trustee Saylor presented and read to the Board some comments and concerns he had. He questioned why the Board is not trusting and taking guidance from the Fire Department as they do with other departments. The Volunteer Fire Department has been functioning for over 100 years and he does not understand why all of a sudden they are being continually censored and silenced. He feels the Board needs to work together and work for all the people. He asks that the Board move forward and be mindful of time and money and quit micromanaging departments.

Meeting adjourned at 8:04 p.m.

Minutes taken by Diane M Tremmel, Village Clerk-Treasurer

The following Village bills were approved for payment:

A-1 Services Wis Rapids LLC-asphalt for various alleys, roads	50068.00
Abts Grubofski & Vruwink LLC-monthly retainer (August)	1000.00
Ace Hardware-misc. expenses	1291.76
Advance Janitorial Service & Supply-monthly statement	218.93
Ag Source Coop Services-wastewater testing	1204.00
Alliant Energy-monthly statement	6735.05
Anderson O'Brien LLP-legal fees	45.00
Aspirus Clinics Inc-physical & drug tests for fire dept (Fuhs)	294.50
Awards 'N' More-State of Wisconsin plaque-Bossert	99.00
Byron Moody-refundable shelter deposit	25.00
Chelsea Perrine-refundable shelter deposit	25.00
Cheryl Hayes-refundable shelter deposit	25.00
Cintas Corp-monthly statement	726.15
Diane Tremmel-refundable shelter deposit	25.00
Diversified Benefit Services Inc-health insurance deductible reimbursement	1005.08
Diversified Benefit Services Inc-August health reimb arrangement	102.49
Farrell Equipment & Supply Co Inc-sidewalks	359.97
Ferguson Enterprises LLC #1550-TIF (horseshoe drive project)	377.36
Ferguson Enterprises LLC #3326-maint of wastewater equipment	2533.44
General Distributing LLC-TIF (horseshoe drive project)	213.16
James Leiser-unused sick leave health insurance reimb	196.91
Josiah Mertes-reimb for policy duty gear	110.00
Joslin Concrete LLC-TIF (horseshoe drive project)	88778.08
Libby Densch-refundable shelter deposit	25.00
Metcalf Lumber-TIF (horseshoe drive project)	327.60
Mid-State Upholstery & Canvas Inc-fire clothing; water utility vehicle	375.00
Motors and Controls of Wis-maint of wastewater equipment	198.59
MSC Inc-dock (Kayak Grant)	2357.00
Napa Auto Parks/Nekoosa-street machinery	41.98
Perry & Rebekah Pokrandt-settlement for cemetery lot	450.00
Piggly Wiggly-fire meeting expense	299.57
Pomp's Tire Service Inc-street machinery	100.00
Postmaster/US Postal Service-annual post office box renewal fee	186.00
Postmaster/US Postal Service-postage stamps	66.00
Quill LLC-misc office supplies	74.03

Rod Winters-refundable shelter deposit	25.00
Scott Drew-reimb police office supplies; crossing guard paddles	411.36
Solarus-monthly statement	1261.62
State of Wisconsin-July court report	187.75
Sue King-refundable shelter deposit	25.00
Team Matthews Tire Center-street machinery	553.44
Tractor Supply Credit Plan-TIF (horseshoe drive project)	91.96
Williams Plumbing & Heating-fix sink drain in Medical Arts Bldg	107.48
Wis. Dept. of Administration/Milw-monthly website hosting	65.00
Wis. Valley Building Products-tools & supplies	100.01
Wood County Treasurer-July jail assessment	60.00
Abts Grubofski & Vruwink LLC-September retainer	1000.00
Aflac-monthly statement	216.62
Alliant Energy-monthly statement (140 Market Ave)	77.31
Amazon-street machinery; small equipment	58.93
Amazon-tools & supplies; parks	171.78
American Welding & Gas Inc-fire health & welfare	962.73
Amoco-monthly statement	1444.18
Aspirus Inc-police misc. expenses – blood draw	33.00
Badger-Land Survey LLC-Port Plaza Condo Addendum #1 (TIF)	650.00
BGA LLC-August & September building inspection services	4000.00
Caleb Peaslee-boot allowance	205.71
Casper Stump Tracking-stump grinding	2756.25
Core & Main LLP-water main parts	628.72
Diversified Benefit Services Inc-health insurance deductible reimbursement	3871.60
Diversified Benefit Services Inc-health insurance deductible reimbursement	236.36
Diversified Benefit Services Inc-health insurance deductible reimbursement	593.77
Farrell Equipment & Supply Co Inc-misc expenses	519.98
Fastenal Company-tools & supplies	100.00
Francis Excavating LLC-black dirt (TIF)	600.00
Geoff Landon (Lone Wolf Entertainment)-music fest entertainment	250.00
Insight FS-street machinery; small equipment	2433.00
Josiah Mertes-police conference expenses (meals)	28.63
Kenneth Murray-boot allowance	138.17
MacQueen Equipment-street machinery	2175.86
Marco Technologies LLC-monthly copier contract	41.77
Midwest Meter Inc-annual cellular data plan	400.00
Nassco Inc-supplies	508.12
Nekoosa Port Edwards State Bank-August direct deposit fee	50.00
Nekoosa Port Edwards State Bank-Medical Arts remodel loan payment	11799.42
Nekoosa Port Edwards State Bank-Fire truck loan payment	55789.32
Principal Life Insurance Co-September premium	51.15
Quest LLC-design work 2 nd St & 3 rd St (TIF)	1970.03
Rent-A-Flash – street signs	28.29
Scott Construction Inc-roads & streets maintenance (seal coating)	60375.00
Security Health Plan-monthly statement	27969.39
Sherwin Williams Co-paint for shelter house, warming house, streets	139.76
Staples Credit Plan-misc office supplies	220.00
Superior Chemical LLC-parks; splash pad	642.78
The Uniform Shoppe of Green Bay-police clothing	597.65
Utility Service Co Inc-small tank annual maintenance	10465.96
Verizon Wireless-monthly statement	439.42
Wausau Chemical Corp-chemicals for water utility	8676.23
We Energies-monthly statement	150.48
Wis. Valley Building Products-municipal building flag pole	244.50
Wisconsin Supreme Court/Clerk Seminar-registration	40.00
WM Corporate Services Inc-monthly statement	11107.69
Wolosek Landscaping-horseshoe drive project (TIF)	355.12

Wood County IT Department-support & hardware	222.78
Wood County Clerk-batteries for voting machines	196.00
A-1 Services Wisconsin Rapids LLC-asphalt at cemetery (ARPA)	8800.00
Batteries Plus LLC-maintenance of pumping plant	36.15
Chili Implement Co-street machinery	134.61
Current Technologies-municipal garage	227.80
Delta Dental of Wisconsin-monthly statement	1300.80
Dinges Fire Company-fire dept. hoses	874.30
Diversified Benefit Services Inc-health insurance deductible reimbursement	411.91
Jason Worden-reimb for radio straps from Amazon	745.12
Jeffery Abley-reimb for food for meeting	74.01
Josiah Mertes-police conference expenses	340.00
Lonn Radtke-unused sick leave health insurance reimbursement	295.48
Metcalf Lumber-door for 140 Market Ave (TIF)	989.32
Mid-State Upholstery & Canvas Inc-fire dept. clothing	125.00
Positive Promotions Inc-police community/safety	405.95
Rent-A-Flash – street signs	80.93
Sherwin Williams Co-warming house	149.88
Western Wis. Waterworks Professionals-meeting fees (2)	50.00
Wis. Dept. of Natural Resources-renew DNR waste transport license	145.86

Wages & Salaries – August wages**72375.67****The following Water Utility Bills were approved for payment:**

Ag Source Coop Services-water utility testing	171.00
Alliant Energy-monthly statement	2948.48
Badger Meter Inc-Orion Cellular Serv Units; Beacon hosting	17.06
Mailboxes & Parcel Depot-testing	29.57
USA Blue Book-chemicals	2836.61
WI State Lab of Hygiene-testing	28.00
Wis. Rural Water Association-registrations (3) for Outdoor Expo	255.00

Building Permits:

Roger & Marie Snyder-fence
 Jeffery Wirtz-remodel kitchen
 Kubisiak Inc/Beau Johnson-new deck
 Ridge Top/Dawn Blaser-replace siding on house and garage
 Northwoods Windows/Gerry & Colleen Geishart-new windows

Electrical Permits:

Sand Country Electric LLC/Charlie Dayton-upgrade electrical service to 200 amps

Plumbing Permits & HVAC Permits:

Williams Plumbing/Jim Klonowski-sprinkling meter

Excavation Permits:

Burns & McDonnell-install optical fibers underground by boring (Filtration Plant Rd)

Zoning Permits: None

The Committee of the Whole meeting was called to order by the Village President at 4:00 p.m. at the Marshall Buehler Center.

Present: President Mancl, Trustees Grunden, McGregor (ZOOM), Moore, Radtke & Saylor (ZOOM)

Absent: Trustee Zurfluh (excused)

Also Present: B. Martinson, S. Drew, D. Gau (Interim Administrator), D. Tremmel

Citizens: Scott Harrington and Scott Heacock of Vandewalle & Associates, Attorney Nicholas Abts (ZOOM)

Interim Administrator Gau stated that he reviewed the TID plan, amendments and expenditures. He also spoke with Scott Harrington of Vandewalle & Associates, and they concluded that the expenditures made were within the plan and that the TID allows for development and projects within a one-half mile radius from the TID boundary. Some adjustments were made to the TID Amendment, which were presented to the Joint Review Board at the annual meeting in June, including adding the 2nd Street/Market Avenue project and the 2nd Street project at Ver Bunker for 2024. The minutes of the annual meeting state that these were acknowledged by the Joint Review Board with no issues.

Scott Harrington pointed out that because some of the properties in the TID are now owned by Wood County, the value of those properties will be reduced to zero. Therefore, the tax increment amount may be lower because this may decrease the current value of the TID. (The tax increment is the difference between the current value and the base value of the TID.)

There was discussion on the expenditure period for the TID. The expenditure period ends September 29, 2024 – five years before the termination date of September 29, 2029. The final five years of the TID are to finish projects and make final payments. New projects cannot be started after the expenditure period ends. It was determined that a project is considered started if there is a written contract in place.

Clerk Tremmel confirmed that there is currently about \$800,000 in the TID. Scott Harrington stated that we could collect approximately \$1,000,000 in increments for the final years of the TID. An option would be to borrow against it and pay the loan back with the increments. The money can still only be spent on TID expenses as allowed by the plan and amendments. If you borrow money and cannot pay it back in those final five years, the TID can be extended another three years to allow for repayment.

If projects are finished before the termination date, the expectation is to close the TID early, at which time any balance would be distributed to the taxing jurisdictions in appropriate shares.

There was discussion regarding development possibilities at the old mill site. The buildings now owned by the County are presumed unrecoverable and would probably need to be demolished. Attorney Abts stated that the County is not obligated to do anything with the property. The Village started a code enforcement action a few years ago to get the court to force DMI to act. DMI was involved in a lawsuit with the demolition company at the time, so it kept getting pushed back. The matter was not followed through. There appears to be minimal environmental impact at the site, but there may be some grants available to assist with cleanup.

President Mancl stated that we could discuss the DMI property in further detail at a future meeting and asked if there were any further questions regarding the TID. Scott Harrington stated that in summary, there will be about \$2,000,000 in TID funds. The projects for 2nd Street will cost approximately that much. The Village needs to decide whether to spend the funds on the 2nd Street projects or other options regarding the old mill site.

There was discussion regarding the property at 140 Market Avenue for sale or lease to Mission Coffee. Interim Administrator Gau stated that a lease would not be a good option and suggested a land contract sale instead. He previously forwarded an email to the Board members with suggestions that he and Scott Harrington had regarding the sale of this property. Attorney Abts stated that there is currently no written agreement, and that the email he received from Interim Administrator Gau was more written detail than what had existed prior to today and that his conversation with Mr. Gau was very productive. If the Village provides him with information regarding the terms of the sale, it will not take long to implement. Scott Harrington pointed out that there would be State grants available to Mission Coffee for economic development to assist with the startup of the business.

President Mancl asked that the committees begin budget discussions during their meetings.

Meeting adjourned at 5:09 p.m.

Minutes taken by: Diane Tremmel, Clerk-Treasurer

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Public Works

DATE: August 23, 2023

TO: BETSY MANCL

cc: JOSEPH ZURFLUH	ERIK SAYLOR	
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: L. Radtke, E. Saylor, B. Mancl, Public Works Supervisor Ben Martinson

Absent: J. Zurfluh (excused)

Citizens: Roland Hawk

Subjects Discussed, Action Taken & Board Action Required:

Regular Monthly Meeting

- ***Call to order:*** Meeting called to order by Chairman Radtke at 3:00 p.m.
- ***Roll Call:*** All present from above.
- ***Approve the agenda & previous month's minutes:*** **MOTION** (Saylor/Radtke) to approve the agenda & minutes from July 19, 2023. Motion carried. All ayes.
- ***Public comments on agenda items:*** None.
- ***Committee Chairman's comments:*** None.
- ***Public Works Updates***
 - a. **Department of Public Works Report - Project Update.** Ben Martinson gave an update on the projects. Chip seal projects have been completed and road painting will be completed on 8/24. Crack filling done on Nepco Lake Road. One summer help has left and the other two will be leaving after Labor Day weekend. Reviewed 10/20 year plan.
- ***Discussion on Rangeline Road:*** Roland Hawk with the Wood County Highway Department gave an overview on what the County is planning for the intersection of Hwy Z. Explained their plan is to do this next summer and turn it into a "T" intersection. Roland spoke on the

different options on how to repair/fix/redo Rangeline Road. Trustee Saylor stated that he is all for fixing the road, but he does not want the Village to be on the hook for 100% of the cost as it is a road that connects to other municipalities. Grants can be an option to help repair the road.

- **MOTION** (Radtke/Saylor) to use TIF funds to do a complete rebuild of 2nd Street from Ver Bunker Avenue to Monroe Avenue in 2024. Motion carried. All ayes. (This motion will be forwarded to the Finance and Human Resources Committee.)
- *Old Business:* None
- *New Business:* None
- *Correspondence received.* None.
- *Future Agenda items for next meeting:* Budget discussion.
- *Adjourn:* Adjourned at 3:50 p.m.

Lonn Radtke – Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Parks & Recreation

DATE: August 23, 2023

TO: BETSY MANCL

cc: JOSEPH ZURFLUH

JEN MOORE

TIARA GRUNDEN

SCOTT DREW

CALEB MCGREGOR

ERIK SAYLOR

DAILY TRIBUNE

WFHR/WGLX

NICK ABTS

JASON WORDEN

DIANE TREMMEL

LONN RADTKE

Purpose of Meeting: Regular Monthly Meeting

Attendance: E. Saylor, J. Moore, B. Mancl, Public Works Supervisor B. Martinson

Absent: J. Zurfluh (excused)

Citizens: Joe Terry, Dan Gallagher

Subjects Discussed, Action Taken & Board Action Required:

1. ***Call to order:*** Meeting called to order by Saylor - Chairman at 4 p.m.
2. ***Declaration of a quorum.***
3. ***MOTION*** (Saylor/Moore) to approve the consent agenda. Motion carried. All ayes.
4. ***Public comments on agenda items:*** Joe Terry expressed his support for the Village of Port Edwards continuing their partnership with MMDM to keep the deer herd manageable. Dan Gallagher also supported the partnership with MMDM and talked about CWD being controlled as one of his concerns.
5. ***Committee Chairperson's comments:*** None
6. ***Committee Comments:*** None
7. ***Director of Public Works Report:*** Reviewed Ben Martinson's monthly report. Reviewed budget and the ten year improvement plan.

8. **MOTION** (Saylor/Moore) to authorize participation in the 2023 MMDM hunt. Motion carried. All ayes.
9. **MOTION** (Saylor/Moore) to approve the grant amendment & extension request. Motion carried. All ayes. (This motion will be forwarded to the Finance and Human Resources Committee.)
10. ***Old Business:*** None.
11. ***New Business:*** Trustee Moore stated that there is a group of people asking about the John Edwards statue and where it could get moved to, potentially by the school. Ben Martinson will look into the land records on who owns the land and statue and will get back to the committee.
12. ***Correspondence received.*** Committee members received phone calls supporting MMDM.
13. ***Agenda items for next meeting.*** John Edwards statue.
14. ***Adjourn:*** Adjourned at 4:41 p.m.

Erik Saylor – Acting Chairman

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Planning,
Legislative, Property,
Information Technology

DATE: September 5, 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, B. Mancl

Citizens: Eric Hummel, Dave Alnes, Cary Smith and Ben Martinson

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order by Grunden at 5:00 p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the Agenda:*** **MOTION** (Moore/McGregor) to approve the agenda. All ayes.
4. ***Approve the minutes of previous month's meeting:*** **MOTION** (McGregor/Moore) to approve minutes of the August 1, 2023 meeting. All ayes.
5. ***Public comments on agenda items:*** None
6. ***Committee Chairman's comments:*** None
7. ***MOTION (Grunden/Moore) to enter into closed session per §19.85(1)(e) Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session:*** All aye.
 - Discussion and possible motion to approve the listing and sale prices for 231 & 241 Market Avenue.
8. ***MOTION (McGregor/Grunden) to exit closed session.*** All aye.

9. *Action as a result of the closed session:* This action was taken during closed session last month but was missed in the minutes. The same numbers were brought forward from last month so we could correct the omission and appropriately get it documented and brought forward to the Board for action. **MOTION** (McGregor/Grunden) to list 231 Market Avenue at \$24,000.00. All ayes. **MOTION** (McGregor/Grunden) to list 241 Market Avenue at \$35,000.00. All aye.
10. **MOTION** (Grunden.McGregor) to accept the proposed pool filling policy. All aye.
11. **MOTION** (Grunden/Moore) to approve CSM for property owned by Charles Lester. All aye.
12. **MOTION** (Grunden/McGregor) to provide directive to administrator to contact Pavlowski Development LLC to request the fulfillment of item #8 in the development agreement. Number 8 is the Improvement dedications to the Village. All aye.
13. *Discuss old business:* None.
12. *Discuss new business:* None.
13. *Correspondence received:* None
14. *Future Agenda Items:* None.
15. *Next meeting date:* October 3, 2023 at 5:00 pm at the Marshall Buehler Center.
16. *Adjourn:* Adjourned at 5:19 pm.

Tiara Grunden – Chairman

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Public Safety

DATE: September 6, 2023

TO: BETSY MANCL

cc: JOSEPH ZURFLUH
DAILY TRIBUNE
WFHR/WGLX
JASON WORDEN

ERIK SAYLOR
CALEB MCGREGOR
LONN RADTKE
SCOTT DREW

JEN MOORE
TIARA GRUNDEN
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

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

Absent: T. Grunden (excused)

Citizens: Cary Smith, Doug Clement, Eric Hummel, Tiara Grunden (ZOOM)

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order at 5:00 p.m.
2. ***Roll Call:*** Present as noted above.
3. ***Approve the Agenda:*** **MOTION** (Mancl/Moore) to approve the agenda. Motion carried. All ayes.
4. ***Approve the previous month's minutes:*** **MOTION** (Mancl/Moore) to approve the previous month's minutes. Motion carried. All ayes.
5. ***Public comments on agenda items:*** None
6. ***Committee Chairman's comments:*** Chairman McGregor stated this agenda was created to prioritize items such as budget and bylaws. Old agenda items not on the current agenda may be added to agenda items in the future.
7. ***Police Department – General Update:***
 - a) No movement on the Guardian Grant. Chief Drew is looking into Legacy grants. A grant could provide funding for items such as flock cameras.
 - b) Worked two traffic grants, reimbursed by the State.
 - c) Lexipol TIME policy is a work in progress.
 - d) Squad radio shipping date has been removed by the vendor. Chief Drew is in touch with a new vendor to see if a radio could be shipped sooner.
 - e) Officer Mertes attended two trainings, both free. One focused on Threat Assessment.
 - f) Chief Drew and Tony Bastien presented at PESD inservice on CRG mapping.
 - g) Chief Drew commented on the multi-department response at ERCO on August 21st.

- h) Budget: Chief Drew presented an initial budget for the police department. He presented options for a department with an added position/SRO and one without. Chief stated his retirement is approaching as his contract ends August 2024, and the Board may want to think about hiring/transitioning the hire into the Chief role. The annual training for chiefs is in December.

8. *Fire Department – General Update:*

- a) Finalizing the hiring of two new firefighters.
- b) Engine 1 had a water intake valve fixed and was pump tested. Engine 2 passed the pump test as well. Engine 3 has leaking valves which need to be fixed prior to pump testing.
- c) Chief Worden also commented on the emergency response to ERCO on the 21st and the importance of EMS in Port Edwards.
- d) A drill for extraction was planned, but due to intense heat, the drill was cancelled and rescheduled for the following week. The drill was completed.
- e) Budget: Similar budget as previous year, minor changes. Total funding is the same. Chief Worden would like to know if the \$70,000 for a 1st responder vehicle belongs on the fire department budget. He would like to set up an account to be able to roll money over from year to year for big ticket items, much like the police department does for new vehicles. Turnout gear needs to be replaced. Looking at prices, expiration dates. Updates on these items will be discussed next month.
- f) President Mancl asked to see separation of wages on the budget between EMS and fire. Chief doesn't have exact numbers. He estimated 2/3 of the wages budget line goes to EMS.
- g) Trustee McGregor would like clarification on the budget process for the brush truck. Going off table – Cary Smith explained grant funding available from Embridge/others.

9. **MOTION** (Mancl/Moore) to approve proposed Fire Department bylaws. General discussion/clarification on various bylaws. Discussion on board policy implemented for review of bylaws. Motion carried. All ayes.

10. *Old business:* None.

11. *New business:* Continue to discuss the budget/vehicle funding with Diane.

12. *Correspondence received:* None.

13. *Future Agenda Items:* Budget discussions.

14. *Next meeting date:* September 26, 2023 at 5:00 p.m.

15. *Adjourn:* Adjourned at 6:12 p.m.

Minutes taken by – Jen Moore
Caleb McGregor – Chairman

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: September 7, 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, C. McGregor, E. Saylor, D. Tremmel

Absent: T. Grunden (excused)

Citizens: T. Grunden (ZOOM)

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.
- Motion (Saylor/McGregor) to approve agenda and August 3, 2023 minutes. Motion carried. All ayes.
- **Public Comments on Agenda Items:** None
- **Committee Chairman's Comments:** None
- Motion (Radtke/McGregor) to approve the monthly bills, journal entries for the previous month and financial reports. Motion carried. All ayes.
Clerk Tremmel presented a quote from GoGov for the annual app renewal, along with information regarding our current server which is outdated and will need replacement soon.
- Motion (Radtke/McGregor) to approve the proposed 2nd Street work for 2024 to be funded from the TIF funds. Motion carried. All ayes.
This is the 2nd Street project from VerBunker to Monroe at an estimated cost of \$400,000.
- Motion (Radtke/Saylor) to approve the amendment and extension request for the Legacy grant to be used for bike trail work. Motion carried. All ayes.
The grant request was originally for a riverwalk and is now to be used for bike trails.
- **Old Business:** Trustee Saylor inquired as to the status of the third party review of the employee complaint. Trustee Radtke stated that it is still ongoing.
- **New Business:** None

VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

- **Correspondence Received:** None
- **Agenda Items for Next Meeting:** GoGov App review; Status of new server; Look at department budgets.
- Meeting adjourned at 4:15 p.m.

Lonn Radtke - Committee Chairman

VILLAGE OF PORT EDWARDS POOL FILLING WITHIN THE PORT EDWARDS
FIRE PROTECTION AREA

Customer Name & Address: _____

Filled with: Truck _____ Hydrant _____

Estimated amount of water needed: _____ (gallons/cubic feet) Please select one

Actual water used: _____ (gallons/cubic feet) Please select one – (will be billed at a
rate of \$1.31 per 100 cubic feet)

EQUIPMENT AND OPERATOR FEES:

Hydrant meter - \$25.00

Fire Hose - \$ 10.00 per 10' roll Number of rolls used _____

\$ 15.00 per 50' roll Number of rolls used _____

Fire Truck - \$ 50.00 per hour (min. 1 hour) Number of hours used _____

Operators (2) - \$60.00 for up to 2 hours and \$30.00 for each additional hour or portion thereof

Number of hours worked _____

TOTAL BILL:

Water usage _____

Operator charges _____

Truck fee _____

Hydrant/hose fee _____

TOTAL DUE: _____

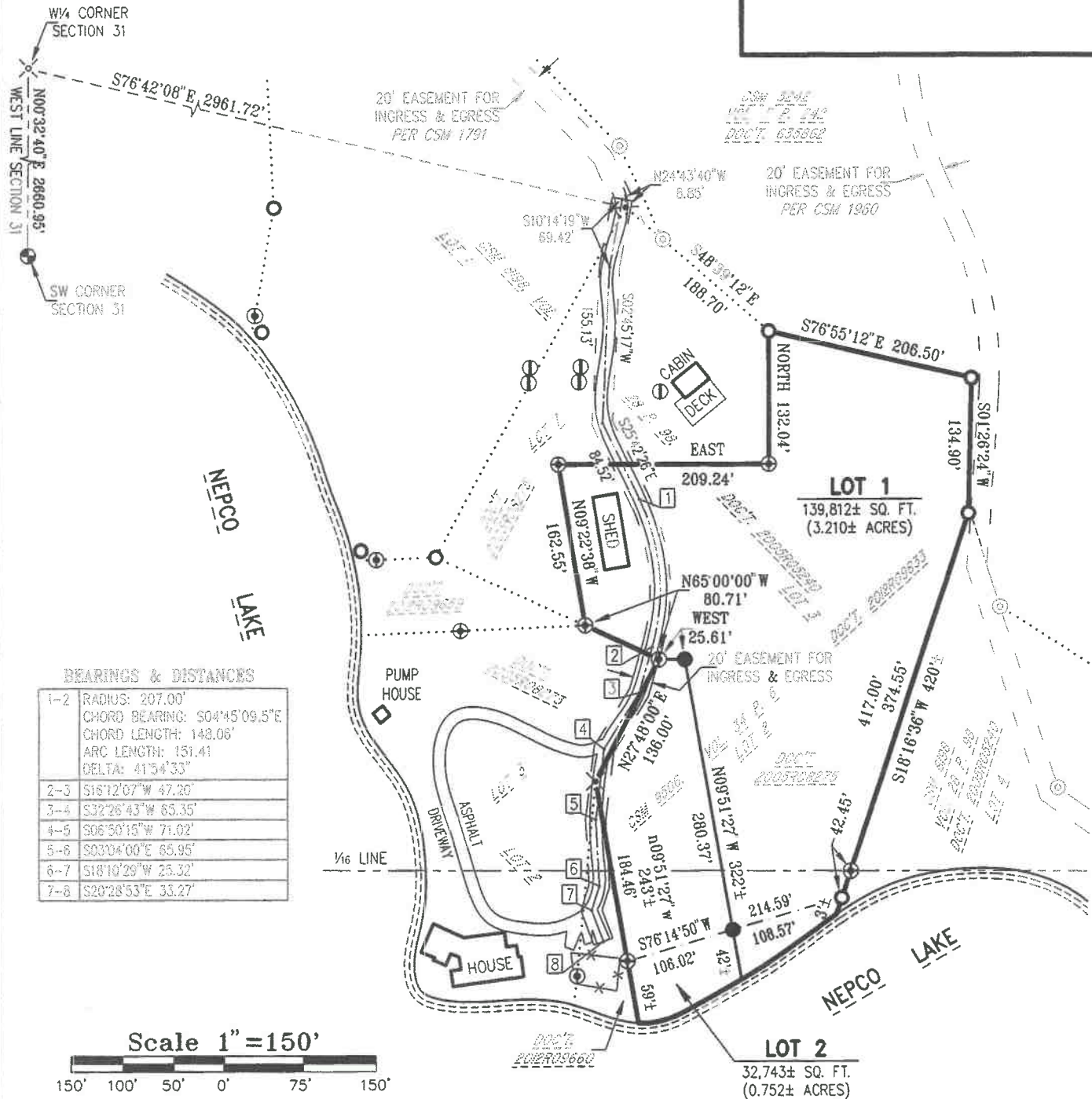
Ben Martinson
Ben.martinson@portedwardswi.gov
715-451-0287

WOOD COUNTY CERTIFIED SURVEY MAP NO. _____

FOR

Charles R. Lester

All of Lot 2, CSM 9506 as recorded in Volume 34 on Page 6 as Document No. 2012R09833, Being part of the NW¼SE¼ and SW¼SE¼, All in Section 31, T22N, R6E, Village of Port Edwards, Wood County, Wisconsin



OWNERS:

CHARLES R. LESTER
P.O. BOX 7
WISCONSIN RAPIDS, WI 54494

All of Lot 2, CSM 9506 as recorded in Volume 34 on Page 6 as Document No. 2012R09833, Being part of the NW1/4SE1/4 and SW1/4SE1/4, All in Section 31, T22N, R6E, Village of Port Edwards, Wood County, Wisconsin

**STATE OF WISCONSIN)
WOOD COUNTY)^{ss}**

I, Thomas J. Trzinski, Professional Land Surveyor, hereby certify:

That I have surveyed and mapped the property described and represented on this certified survey map and the field work was completed on July 25, 2023.

That I have made such survey and map by the direction of Dave Alnes for Charles R. Lester.

That such survey and map is a correct representation of the exterior boundaries of the land surveyed, described as:

All of Lot 2, CSM 9506 as recorded in Volume 34 on Page 6 as Document No. 2012R09833, Being part of the NW1/4SE1/4 and SW1/4SE1/4, All in Section 31, T22N, R6E, Village of Port Edwards, Wood County, Wisconsin, containing 172,555 square feet more or less or 3.962 acres more or less.

That I have complied with the provisions of Chapter 236.34 of the Wisconsin Statutes, Chapter A-E7 of the Wisconsin Administrative Code and Chapter 19, Subdivision and Platting, of the Village of Port Edwards Code of Ordinances in surveying, dividing and mapping the same.

Dated this 20TH day of July, 2023.

**Thomas J. Trzinski
Professional Land Surveyor, S-2636**

the VILLAGE is hereby granted the right and the privilege to declare any deficiencies governed by this Agreement due and payable to the VILLAGE in full.

7. **Dedications to the VILLAGE.** The DEVELOPER agrees to maintain the roadways and right-of ways in a condition that is in conformity with the conditions prescribed to public VILLAGE roads and right of ways.
8. **Improvement Dedications to the VILLAGE.** The DEVELOPER, upon presentation to the VILLAGE of evidence of good and marketable title to subject property, and upon completion of all construction work and certification of completion by the VILLAGE Engineer, shall make the following dedications to the VILLAGE:
 - A. A site suitable for the location of a VILLAGE fire department substation.
 - B. A pole building constructed for the storage of a water tanker for use at agreed upon location for a VILLAGE fire department substation.
 - C. A site suitable for the location of a VILLAGE yard waste recycle center, as mutually agreed by the VILLAGE and the DEVELOPER.
9. **Improvement Dedications to a Homeowners Association.** The DEVELOPER shall dedicate the remainder of the roadways and right-of ways improvements to the homeowner association or associations upon terms and conditions contained in the homeowner's association articles of incorporation or bylaws.
10. **Phased Development.** The SUBJECT LANDS will be developed over a period of years. The development will consist of a number of plats.
 - A. Each lot and/or outlot developed and transferred from the DEVELOPER to another party shall contain a deed restriction referencing this Agreement and the fact that, after 10 years from the effective date of this Agreement, said lot or outlot will become a part of the VILLAGE.
 - B. Any homeowner's association(s) created as a result of the development of the SUBJECT LANDS during the term of this Agreement shall include in its articles of incorporation or bylaws reference to this Agreement and the fact that, after 10 years from the effective date of this Agreement, all lots or outlots within the SUBJECT LANDS will become a part of the VILLAGE.
11. **Claim Waiver.** The DEVELOPER agrees to waive any and all claims against the VILLAGE, further, the DEVELOPER shall hold the VILLAGE, its respective governing boards, its agents, employees, contractors, and representatives harmless from any and all claims made by itself and third parties for damages sustained or costs incurred as a result of the SUBJECT LANDS approval and development as a result of the DEVELOPER's negligence.

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

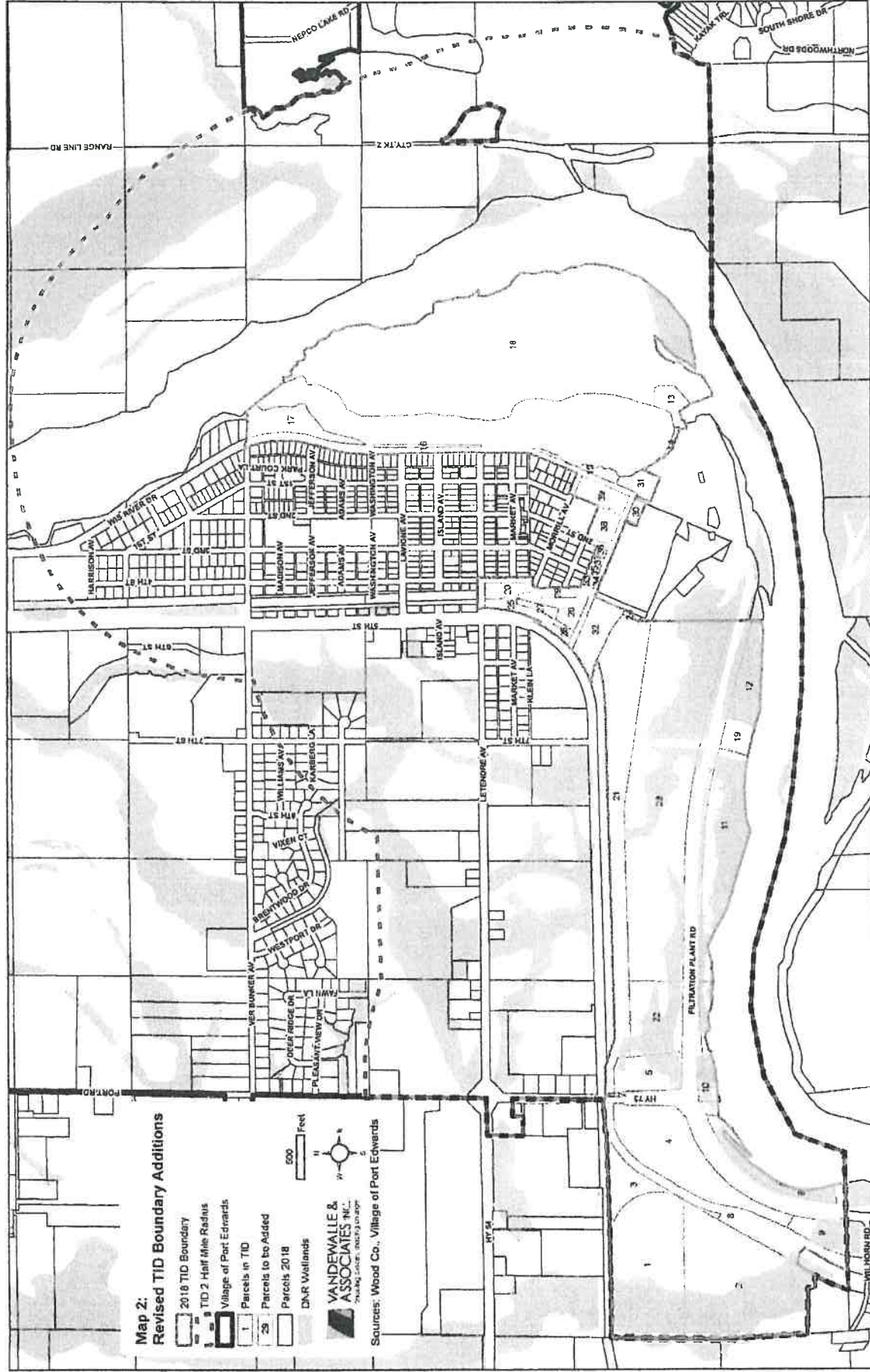
Purpose of Meeting: Annual Meeting for The TID Joint Review Board

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



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/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	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	\$ 500,000.00
2024	Ver Bunker from 5th St to Brentwood	Mill & overlay	180,000.00
		TOTAL:	\$ 1,080,000.00
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

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.

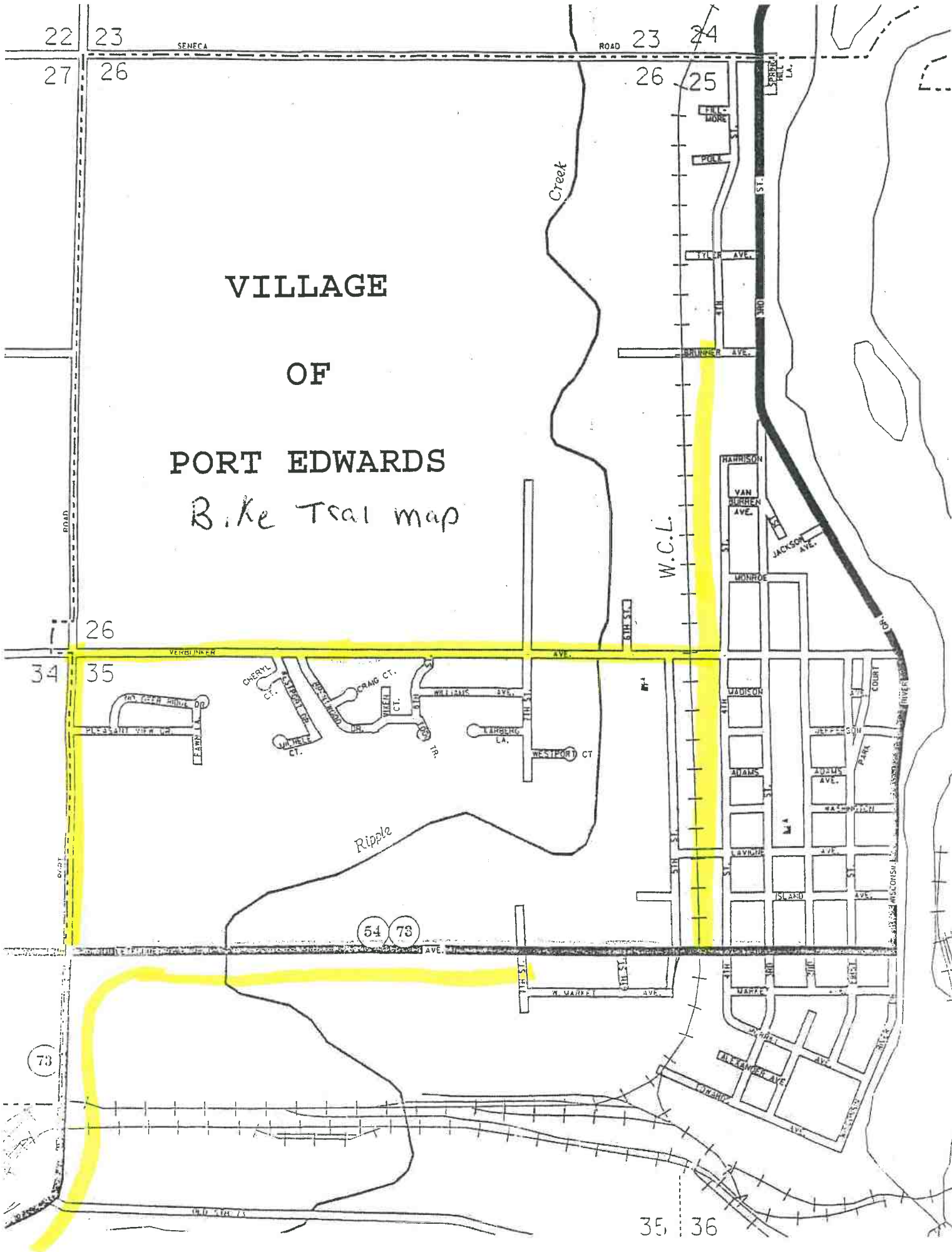
INCOME

<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	

VILLAGE
OF
PORT EDWARDS
Bike Trail map




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
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 BADGER - LAND SURVEY, LLC 2610 WEST GRAND AVE. WISCONSIN RAPIDS, WI. 54495	PHONE: (715) 424 - 5900 FAX: (715) 424 - 5901 E-MAIL: bksurvey@wctc.net www.badgerlandsurvey.com	PREPARED FOR: SHAWN D WEBER 4420 78TH ST S WISCONSIN RAPIDS WI 54494
	<small>IF THE SURVEYOR'S SEAL IS NOT RED IN COLOR, THIS MAP IS A COPY AND SHOULD BE ASSUMED TO CONTAIN UNAUTHORIZED ALTERATIONS. THE CERTIFICATION DOES NOT APPLY TO COPIES.</small>	DRAWN BY: TS

WOOD COUNTY CERTIFIED SURVEY MAP NO. _____

**BEING ALL OF LOTS 1 AND 2 OF THE WOOD COUNTY CERTIFIED SURVEY MAP NO. 694, LOCATED IN
THE NE1/4 NE1/4 OF SECTION 11, TOWNSHIP 21 NORTH, RANGE 5 EAST, TOWN OF SARATOGA, 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 including all of Lots 1 and 2 of
Wood County Certified Map No. 694, located in part of the NE1/4 NE1/4 of Section 11, Township 21
North, Range 5 East, Town of Saratoga, Wood County, Wisconsin, bounded and described as follows;

Commencing at the N1/4 COR. 11-21-5E;
Thence N 89°50'05" E, a distance of 979.51' to an iron monument being the POINT OF BEGINNING;
Thence N 89°42'52" E, a distance of 294.78' to an iron monument;
Thence S 00°22'24" E, a distance of 792.11' to an iron monument;
Thence S 89°59'22" W, a distance of 296.73' to an iron monument;
Thence S 89°43'21" W, a distance of 66.03' to an iron monument;
Thence S 89°59'42" W, a distance of 409.68' to an iron monument;
Thence N 28°35'35" E, a distance of 425.84' to an iron monument;
Thence along a curve to the right, whose chord bears N 59°07'10" E, for a distance of 235.99' to a iron
monument; concave to the southeast, having a radius of 265.46' a central angle of 52°46'53";
Thence N 63°17'13" E, a distance of 73.79' to an iron monument;
Thence N 00°22'08" W, a distance of 263.46' to an iron monument being the POINT OF BEGINNING;
subject to right-of-ways, easements, restrictions and reservations of record, IF ANY.

That I have made such survey at the direction of _____


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

KEVIN M. WHIPPLE P.L.S. 2444
Drafted By: Erin Whipple
Field work completed on 7/17/23

STATE OF WISCONSIN)
COUNTY OF WOOD)
This map is approved in accordance with the Wood County Land
Subdivision Ordinance.
Approved this _____ day of _____, 20____.

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.

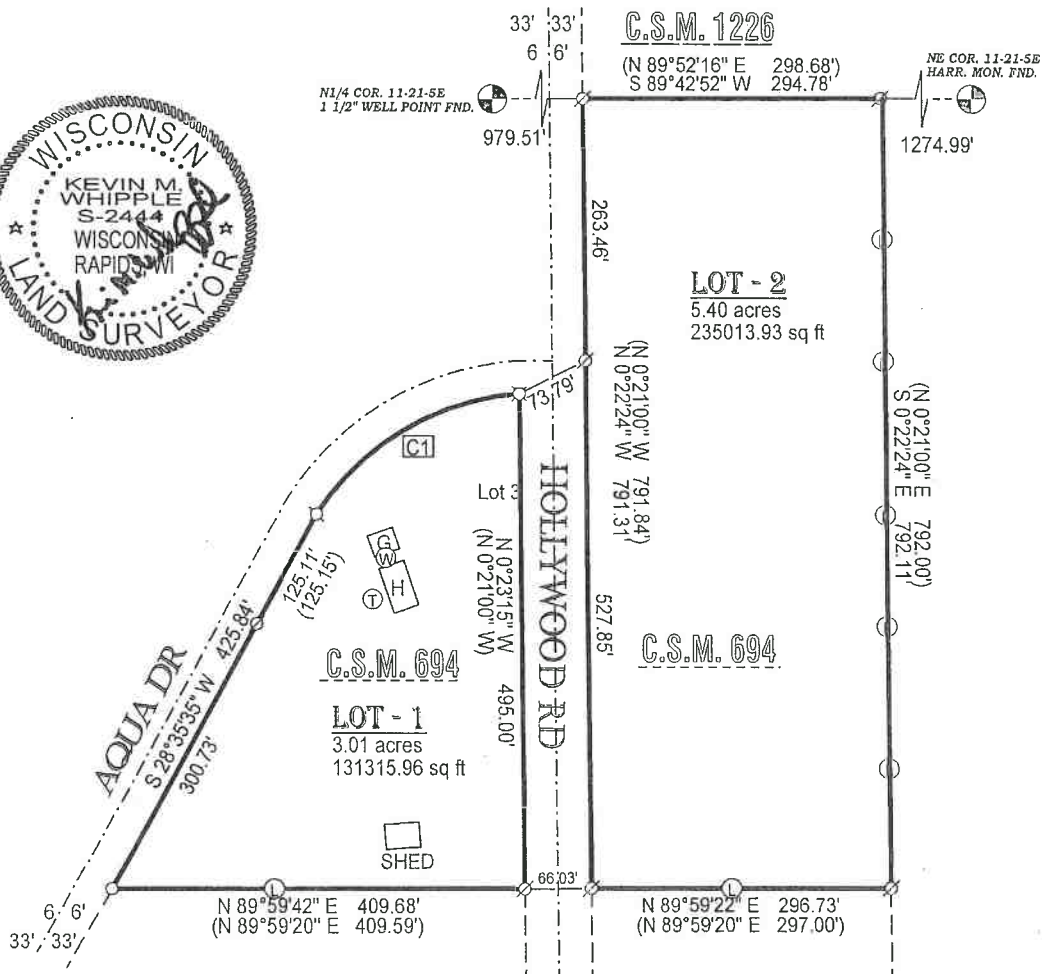


SHEET 1 OF 2

WOOD COUNTY CERTIFIED SURVEY MAP NO.

BEING ALL OF LOTS 1 AND 2 OF THE WOOD COUNTY CERTIFIED SURVEY MAP NO. 694, LOCATED IN THE NE1/4 NE1/4 OF SECTION 11, TOWNSHIP 21 NORTH, RANGE 5 EAST, TOWN OF SARATOGA, WOOD COUNTY, WISCONSIN

Id	Delta	Radius	Arc Length	Tangent	Chord	Ch Bear
C1	52°46'53"	265.46'	244.54'	131.72'	235.99'	N 59°07'10" E



○ .75" x 18" IRON ROD SET (1.5#/FT)
 Ø 1" IRON PIPE FOUND
 □ 2" IRON PIPE FOUND
 ① WOOD LATH
 ② SEPTIC TANK
 ③ WELL
 () RECORDED AS
 THE NORTH LINE OF THE NE COR. ASSIGNED
 A BEARING OF S 89°42'52" W FOR THIS MAP.
 SCALE: 1" = 150'

