

# Village of Port Edwards

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## Agenda

Village of Port Edwards Public Hearing and Board Meeting  
Tuesday, December 5, 2023  
Marshall Buehler Center, 7:00 p.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/82971223275?pwd=v67qmWGDbkPv34LOdpFp0HLqaGs37N.1>

Meeting ID: 829 7122 3275

Passcode: 048326

One tap mobile

+13126266799,,82971223275#,,,,\*048326# US (Chicago)

+16465588656,,82971223275#,,,,\*048326# US (New York)

### **2024 Budget Hearing**

1. Call to order
2. Declare a Quorum of Trustees
3. President will Open Public Hearing
4. Presentation of 2024 Village of Port Edwards Budget
5. Public Comment
6. President will Close Public Hearing
7. Adjourn

### **Village Board Meeting**

- 1) Call to order.
- 2) Roll call.
- 3) Pledge of Allegiance.
- 4) **MOTION** to Approve the Consent Agenda
  - a. Meeting minutes of November 14, 2023 Board meeting.
  - b. Monthly bills and previous month's journal entries.
- 5) Public comment on agenda items.  
*Public participation and comments 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:
- 7) Commission/Committee Reports:
  - a. Airport Commission
    1. Review proceedings of the commission
  - b. Police and Fire Commission
    1. Review proceedings of the commission
  - c. Nepco Lake District
    1. Review proceedings of the district
  - d. Public Works Committee
    1. Committee Chairman's Comments
  - e. Public Safety Committee
    1. Committee Chairman's Comments
  - f. Parks and Recreation Committee
    1. Committee Chairman's Comment

- g. Planning, Legislative, Property & IT Committee
  - 1. Committee Chairman's Comments
- h. Finance and Human Resources Committee
  - 1. Committee Chairman's Comments
  - 2. **MOTION** to approve a 3% wage increase for staff.
  - 3. **MOTION** to approve a 2% wage adjustment for the full-time police officers.
- 8) **MOTION** to approve the 2024 Water Utility budget as presented.
- 9) **MOTION** to approve the 2024 Wastewater budget as presented.
- 10) **MOTION** to approve the 2024 Village budget as presented and set the levy as recommended.
- 11) **MOTION** to approve Ordinance No. 2023-12-5 "*Ordinance Approving Change in Village Boundary Pursuant to Boundary Agreement Between Town of Saratoga and Village of Port Edwards.*"
- 12) MOU Community Resource Officer. **MOTION** to enter into an Agreement with Port Edward School District to create a Community Resource Officer position.
- 13) Chairman of Police & Fire Commission recommends to retaining executive level human resource management, leadership, and organization best practices for officers of the Fire Department. **MOTION** to accept Performance Improvement Plan (PIP) program presented by Eric J. Hummel and his assistance.
- 14) 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.*
- 15) 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.*
- 16) Report from Village Administrator.
  - a) **MOTION** to authorize Interim Administrator and Fire Chief to apply for Lexipol grant for turnout gear.
- 17) Report from Clerk-Treasurer.
  - a) **MOTION** to authorize the Clerk to pay the bills for the remainder of the 2023 year.
  - b) **MOTION** to appoint primary election workers, special voting deputies for Edgewater, and substitute workers as presented for the 2024-2025 elections.
- 18) Trustee Comments.
- 19) Committee meeting calendar.
- 20) Call for Adjournment.

Betsy Mancl, Village President

**VILLAGE OF PORT EDWARDS**  
**ORDINANCE NO. 2023-12-5**

**ORDINANCE APPROVING CHANGE IN VILLAGE BOUNDARY  
PURSUANT TO BOUNDARY AGREEMENT  
BETWEEN TOWN OF SARATOGA AND VILLAGE OF PORT EDWARDS**

**WHEREAS**, the VILLAGE OF PORT EDWARDS, Wood County, Wisconsin (the "Village") and the TOWN OF SARATOGA, Wood County, Wisconsin (the "Town") share a common boundary line and, as permitted by and in accordance with sections 66.0301 and 66.0305 of the Wisconsin Statutes, have entered into the Boundary Agreement which includes a Revenue Sharing Agreement (the "Agreement"), the original of which was recorded in the Woods County Register of Deeds Office on November 22, 2013 as Document No. 2013R11501, the first page of which is attached as Exhibit 1 and the whole of which is incorporated by reference; and,

**WHEREAS**, the Town and Village have determined that the ten (10) year term of the Agreement is coming to an end, at which point the Agreement will terminate and no longer be effective or binding on the Town and Village; and,

**WHEREAS**, the Town and Village wish to take such actions as are required by the Agreement and Wis. Stat. § 66.0301(6)(e) to accomplish the boundary change which is to be effective as of January 1, 2024.

**NOW, THEREFORE, THE VILLAGE BOARD OF THE VILLAGE OF PORT EDWARDS ORDAINS AS FOLLOWS:**

1. As set forth in Wis. Stat. § 66.0301(6), any and all boundary changes affecting the territory depicted on Exhibit 2 and legally described on Exhibit 3 (the "Territory") shall only be accomplished by the enactment of an ordinance by the governing body designated in the Agreement.
2. Pursuant to Section 3.c. of the Agreement, the Village is responsible for and hereby does adopt this ordinance approving a boundary change so that the mutually agreed upon municipal boundary between the Town and Village shall be as set forth in Exhibit 5, effective as of January 1, 2024.
3. The Territory is hereby ordained to be within the Village's jurisdiction effective January 1, 2024.
4. As indicated in the Agreement, the Territory is no longer subject to the Agreement as of termination of the Agreement.
5. As set forth in Section 14. of the Agreement, and in the event that the Agreement is found invalid or unenforceable as set forth therein, then the Territory shall revert to the Village, effective on the date that the Agreement is deemed void.

6. As required by Wis. Stat. § 66.0301(6)(e), the Village Clerk shall file and record this ordinance as set forth in Wis. Stat. § 66.0217(9)(a) and the requirements for the Secretary of State set forth in Wis. Stat. § 66.0217(9)(b) when he or she receives the Village Clerk's filing.

**THIS ORDINANCE WAS ADOPTED BY THE VILLAGE BOARD OF THE VILLAGE OF PORT EDWARDS AT A DULY NOTICED MEETING HELD ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2023.**

**VILLAGE OF PORT EDWARDS**

By: \_\_\_\_\_, Village President

*Attested:*

By: \_\_\_\_\_, Village Clerk

**Attachments Incorporated by Reference:**

- Exhibit 1 – Recorded Notice of Boundary Agreement (page 1 only)
- Exhibit 2 – Map of Territory
- Exhibit 3 – Legal Description of Territory (with PIN numbers)
- Exhibit 4 – Transition Municipal Boundary (effective January 1, 2014)
- Exhibit 5 – Ultimate Municipal Boundary (effective January 1, 2024)

Approved as to form  
as of this \_\_\_\_ day of  
\_\_\_\_\_, 2014.

By: \_\_\_\_\_,  
Village Attorney



2013R11501

NOTICE OF BOUNDARY AGREEMENT BETWEEN  
THE VILLAGE OF PORT EDWARDS  
AND THE TOWN OF SARATOGA

Document Number

Title of Document

The Village of Port Edwards and the Town of Saratoga hereby provide the following record notice of BOUNDARY AGREEMENT BETWEEN THE VILLAGE OF PORT EDWARDS AND THE TOWN OF SARATOGA (the "Notice").

A. The Village of Port Edwards and the Town of Saratoga have entered into a boundary agreement with an effective date of January 1, 2014, and terminating 10 years thereafter on December 31, 2023 (the "Agreement"). A copy of the Agreement is attached hereto as Exhibit A.

B. The real estate subject to the terms of the Agreement is legally described on Exhibit 3 of the Agreement.

IN WITNESS WHEREOF, the Village of Port Edwards and the Town of Saratoga have executed this Notice as set forth below.

VILLAGE OF PORT EDWARDS

Diane M. Tremmel  
Diane M. Tremmel, Clerk Treasurer  
201 Market Avenue, Port Edwards, WI 54469

Dated: 11-5-13

TOWN OF SARATOGA

Heidi Kawieski  
Heidi Kawieski, Clerk  
1120 State Highway 73 South,  
Wisconsin Rapids, WI 54494

Dated: 11-5-13

ACKNOWLEDGMENT

STATE OF WISCONSIN )  
 ) ss  
COUNTY OF WOOD )

Personally came before me this 5<sup>TH</sup> day of NOVEMBER, 2013, the above-named Diane M. Tremmel, the Clerk Treasurer of the Village of Port Edwards, Wood County, Wisconsin, to me known to be the person who executed the foregoing instrument and acknowledged the same on behalf of the Village of Port Edwards.

James A. Holcomb  
Print Name: James A. Holcomb  
Notary Public, State of Wisconsin  
My Commission expires: October 29, 2017  
Drafted by:  
Brazee, Wefel, Krystiak & Nettesheim, LLP  
Attorney, J.P. La Chapelle  
262 West Grand Avenue  
Wisconsin Rapids, WI 54495

ACKNOWLEDGMENT

STATE OF WISCONSIN )  
 ) ss  
COUNTY OF WOOD )

Personally came before me this 5<sup>th</sup> day of November, 2013, the above-named Heidi Kawieski, the Clerk of the Town of Saratoga, Wood County, Wisconsin, to me known to be the person who executed the foregoing instrument and acknowledged the same on behalf of the Town of Saratoga.

Jacqueline E. Eder  
Print Name: Jacqueline E. Eder  
Notary Public, State of Wisconsin  
My Commission expires: July 24, 2016

Record this document with the Register of Deeds

Name and Return Address: ENK  
Village of Port Edwards Brazeau Law Ofc.  
201 Market Avenue PO Box 639  
Port Edwards, WI 54469 WI Rapids, WI  
54495-0639

302 P BLD

See Exhibit A attached hereto

(Parcel Identification Number)





**THE TERRITORY = SHADED PARCELS**



## EXHIBIT 3

The N Frl. ½ of the NW ¼ of Section 31, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin, **EXCEPT** Wood County Certified Survey Map No. 5261 **ALSO EXCEPT** the West 150 feet of the South 465 feet. **ALSO EXCEPT** all lands below the ordinary high water mark of Nepco Lake. **ALSO EXCEPT** Commencing at the Northwest corner of said Section 31, thence S 00°18'27" E along the West line of the Northwest Quarter of said Section 31 a distance of 865.43 feet to the **POINT OF BEGINNING**, thence N 00°18'27" W along the West line of the Northwest Quarter of said Section 31 a distance of 865.43 feet to the Northwest corner thereof, thence N 88°50'01" E along the North line of the Northwest Quarter of said Section 31 a distance of 404 feet, thence S 01°09'59" E a distance of 20 feet to the ordinary high water line of NEPCo Lake, thence Westerly, Southwesterly and Southerly along said ordinary high water line to a point which lies N 89°02'25" E a distance of 107 feet from the **POINT OF BEGINNING**, thence S 89°02'25" W a distance of 107 feet to the **POINT OF BEGINNING**. Including any and all islands lying adjacent to the aforementioned ordinary high water line, if any.

PIN: 2700551A, 2700551B and part of 2700551C

Part of the South Half of the Fractional Northwest Quarter of Section 31, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin lying Northerly and Easterly of a road through the Northeast corner thereof known as Nepco Lake Road. **EXCEPT** road.  
PIN: 2700552A

That part of the South 400 feet of the South Frl. ½ of the NW ¼ of Section 31, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin lying Southerly and Westerly of a line that is 75 feet Southerly and Westerly of and parallel with the ordinary high water mark of the Western shore of Nepco Lake **EXCEPT** road. **ALSO EXCEPT** Commencing at the West Quarter corner of said Section 31, thence N 89°13'41" E along the South line of the Northwest Quarter of said Section 31 a distance of 399.59 feet, thence N 01°03'57" E a distance of 41.53 feet to the **POINT OF BEGINNING**, thence N 25°50'43" W a distance of 97.47 feet, thence S 60°51'11" E a distance of 50.00 feet, thence S 01°03'57" W a distance of 63.38 feet to the **POINT OF BEGINNING**.  
Part of PIN: 2700552B

That part of the North 350 feet of the SW Frl. ¼ of Section 31, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin lying Westerly of a line that is 75 feet Westerly of and parallel with the ordinary high water mark of the Western shore of Nepco Lake **EXCEPT** all lands below the ordinary high water mark of Nepco Lake. **ALSO EXCEPT** highway. **ALSO EXCEPT** Commencing at the West Quarter corner of said Section 31, thence N 89°13'41" E along the North line of the Southwest Quarter of said Section 31 a distance 399.59 feet, thence S 20°05'50" E a distance of 142.80 feet, thence S 18°21'22" W a distance of 105.22 feet to the **POINT OF BEGINNING**, thence S 24°06'23" W a distance of 127.68 feet, thence S 89°13'41" W a distance of 314.35 feet to the Easterly right-of-way line of County Trunk Highway "Z", thence N 01°47'01" W along said Easterly right-of-way line a distance of 69.11 feet, thence N 02°41'06" W along said Easterly right-of-way line a distance of 49.12 feet, thence N 83°44'36" E a distance of 88.19 feet, thence S 82°44'53" E a distance of 64.10 feet, thence S 66°53'22" E a distance of 197.53 feet, thence N 25°46'50" E a distance of 87.34 feet to the **POINT OF BEGINNING**.  
Part of PIN: 2700552B

33 acres, more or less, in Village of Port Edwards, Wood County, Wisconsin, described as the SE ¼ of the Fractional NE ¼ of Section 31, Township 22 North, Range 6 East, EXCEPT: WCCSM Nos. 4508, 5261, and 5952 and except that part lying Southerly of Nepco Lake Road and Westerly of WCCSM No. 4508.

PIN: 2700550

Part of the SW Fr. ¼ of Section 31, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin, described as follows:

Commencing at the Southwest corner of said Section 31, thence East along the South line of the SW Fr. ¼ of said Section 31 a distance of 875.12 feet to the Northeast corner of the NW Fr. ¼ of the NW ¼ of Section 6, Township 21 North, Range 6 East and the Point of Beginning, thence North to a point which lies 50 feet Southeasterly of the Southeast edge of the canal between the Five Mile Creek reservoir and Nepco Lake, thence Northeasterly along a line which is 50 feet Southeasterly of and parallel with the Southeast edge of said canal to Westerly shoreline of Nepco Lake, thence Southeasterly along said Westerly shoreline to the South line of the SW Fr. ¼ of said Section 31, thence West along said South line to the Point of Beginning.

EXCEPT all lands below the ordinary high water mark of Nepco Lake.

ALSO EXCEPT any islands within Nepco Lake.

PIN: 2700554A

The N ½ of the SWNW of Section 32, Township 22N, Range 6E, EXCEPT WCCSM NoS. 5206, 5261, and 5952.

PIN: 2700568C

The NW Fr. ¼ of the SE ¼ of Section 32, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin, EXCEPT that part lying North of Nepco Lake, ALSO EXCEPT highway. ALSO EXCEPT all lands below the ordinary high water mark of Nepco Lake. INCLUDING any and all islands.

PIN: 2700573

The NE Fr. ¼ of the SE ¼ of Section 32, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin, EXCEPT that part lying North of Nepco Lake. ALSO EXCEPT all lands below the ordinary high water mark of Nepco Lake.

PIN: 2700570C

The SE ¼ of the fractional SE ¼ of Section 32, Township 22N, Range 6E.

PIN: 2700574B

The SW ¼ of the fractional SE ¼ of Section 32, Township 22N, Range 6E EXCEPT Hwy ROW and EXCEPT the South 300 feet of the West 300 feet North and East of the Hwy.

PIN: 2700574

The N ½ of the NW Fr. ¼ of the SW ¼ of Section 33, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin. EXCEPT all lands below the ordinary high water mark of Nepco Lake. INCLUDING any and all islands.

Part of PIN: 2700582A

The S ½ of the NW ¼ of the fractional SW ¼ of Section 33, Township 22N, Range 6E.

Part of PIN: 2700582A



The SW ¼ of the fractional SW ¼ of Section 33, Township 22N, Range 6E.

The NE ¼ of the fractional SW ¼ of Section 33, Township 22N, Range 6E.

The NW ¼ of the fractional SE ¼ of Section 33, Township 22N, Range 6E.

The SW Frl. ¼ of the NW ¼ of Section 33, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin, **EXCEPT** that part lying North and West of Nepco Lake. **ALSO EXCEPT** all lands below the ordinary high water mark of Nepco Lake.

The SE ¼ of the fractional NW ¼ of Section 33, Township 22N, Range 6E, **EXCEPT** all lands below the ordinary high water mark of Nepco Lake.

The NE Frl. ¼ of the NW ¼ of Section 33, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin, **EXCEPT** all lands below the ordinary high water mark of Nepco Lake.

The NW Frl. ¼ of the NW ¼ of Section 33, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin, **EXCEPT** all lands below the ordinary high water mark of Nepco Lake.

The S ½ of the SW Frl. ¼ of the NW ¼ of Section 32, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin, **EXCEPT** Wood County Certified Survey Map Nos. 5206, 5261 and 5952. **ALSO EXCEPT** Lot 1 of Wood County Certified Survey Map No. 9588. **ALSO EXCEPT** all lands below the ordinary high water mark of Nepco Lake. **INCLUDING** any and all islands **ALSO INCLUDING** those lands below the ordinary high water mark of Nepco Lake located between such islands and the Northerly shoreline of Nepco Lake.

That part of the NW Frl. ¼ of the SW ¼ of Section 32, Township 22 North, Range 6 East, Village of Port Edwards, Wood County, Wisconsin lying North of Nepco Lake: **EXCEPT** Wood County Certified Survey Map No. 5206, **ALSO EXCEPT** Lot 1 of Wood County Certified Survey Map No. 9588. **INCLUDING** any and all islands, **ALSO INCLUDING** those lands below the ordinary high water mark of Nepco Lake located between such islands and the Northerly shoreline of Nepco Lake

Lots 1-29 & Outlot 1, East Shore At Nepco Lake

Lots 30-39 & Outlots 1-4, First Addition to East Shore At Nepco Lake

Lots 40-53 & Outlots 5 & 6, Second Addition to East Shore At Nepco Lake

Lots 54-61 Third Addition to East Shore At Nepco Lake

Lots 62-73 & Outlots 7, 8 & 9, Fourth Addition to East Shore At Nepco Lake

Lots 74-95 & Outlots 10-16, Fifth Addition to East Shore At Nepco Lake

Units 1-16, Sunset Point Condominium

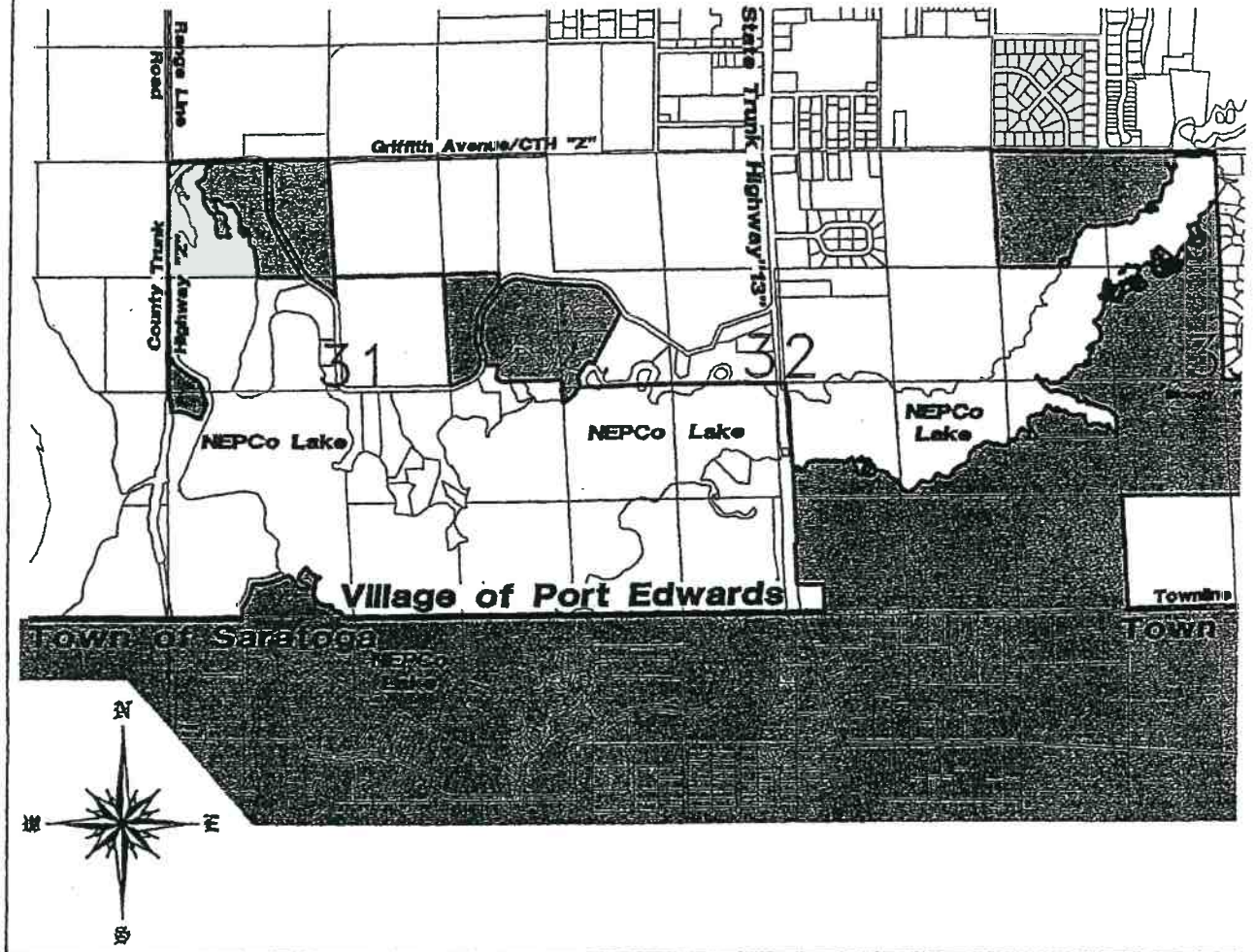
Units 1-5 White Pine Point Condominium

Units 1 and 17-27 Clearwater Bay Condominium

Lots 1-3 Lost Lake South At East Shore

STATE OF WISCONSIN  
RECEIVED & FILED  
**DEC 26 2013**  
DOUGLAS LA FOLLETTE  
SECRETARY OF STATE

**EXHIBIT 4**  
**TRANSITION BOUNDARY LINE**  
**VILLAGE OF PORT EDWARDS / TOWN OF SARATOGA**



Version: 31 July, 2013

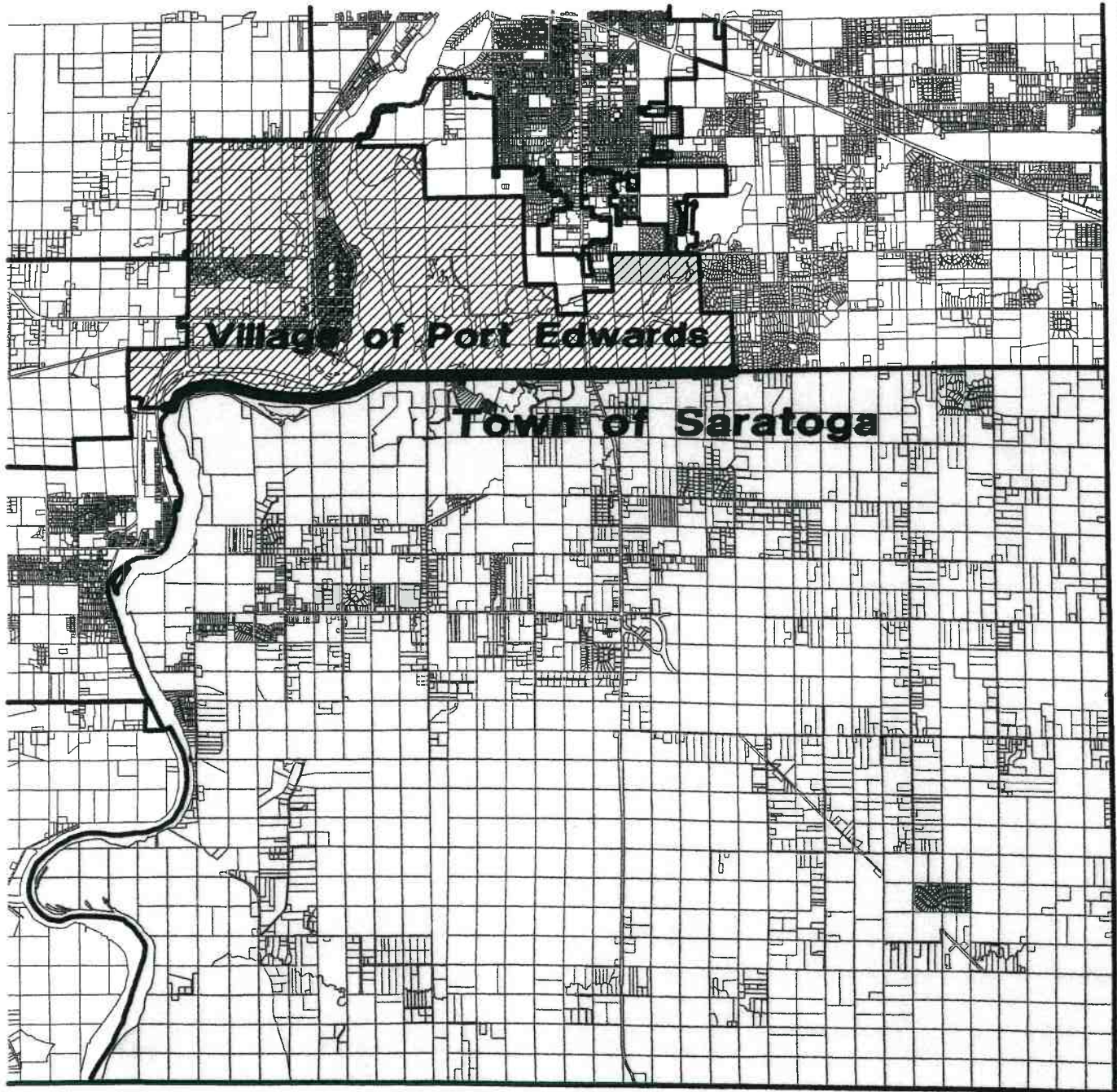
**CERTIFIED**



# EXHIBIT 5

## ULTIMATE BOUNDARY LINE

### VILLAGE OF PORT EDWARDS / TOWN OF SARATOGA



*Pauloski Development*  
Castle Rock Lake NEPCO Lake  
1000 State St. Suite 1  
Saratoga, NY 12158  
Tel: 518-584-7777

## **Community Officer Program Agreement**

The purpose of this document is to establish a Community Resource Officer Program and to set forth guidelines to ensure that law enforcement, school officials, and the communities they serve, have shared understanding of the goals of the Community Officer Program.

The parties agree that an effective Community Resource Officer Program defines the role of the Community Resource Officer (CRO): within the context of the educational mission of the school; distinctions between disciplinary misconduct to be handled by school officials, and criminal offenses to be handled by law enforcement; information sharing; Community Resource Officer training requirements; program assessment; and program structure;

The Community Resource Officer shall receive necessary support and training to ensure a safe school environment while respecting the rights of students and improving the overall school climate.

The signatories agree to the following:

Role of the Community Resource Officer within the Context of the Educational Mission of the School.

- I. The mission of the Community Resource Officer program is to improve school safety and the educational climate at the schools.
- II. Community Resource Officers are responsible for dealing with criminal law issues, not to enforce school discipline or punish students.
- III. The CRO shall meet with building-level school administrators, teachers, parents, and student representatives at least annually to discuss issues of school safety.
- IV. The CRO shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate.
- V. The CRO shall maintain activity reports and submit summaries of these reports to building-level school administrators, district-level school administrators, and the relevant law enforcement agency. The summaries shall include, for each CRO, the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring to teachers, principals, etc.); student searches; student questioning; tickets, citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests, and other referrals to the juvenile justice system. Such activity reports shall be prepared on a monthly basis and there shall be a yearly general review.
- VI. Absent a real and immediate threat to student, teacher, or school safety and absent the situations described herein where formal law enforcement intervention is deemed appropriate, building-level school administrators shall have final authority in the building.
- VII. Absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses including: disturbance/disruption of school or public



assembly; loitering; profanity; and fighting that does not involve physical injury or weapon, shall be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of criminal citation, ticket, summon, or filing delinquency petition) unless at the request of school officials.

- VIII. In the event an CRO assists school staff in the use of Physical Restraint or Seclusion as defined in Section 118.305(1)(g) and (l) Wis. Stats., the CRO shall report such actions to the Principal or his/her designee in order to ensure compliance with Section 118.305(4) Wis. Stats.
- IX. Students shall not be taken into custody at school, except where a child poses a real and immediate threat to student, teacher, or public safety or pursuant to a warrant.
  - a. School principals shall be consulted prior to a student being taken into custody where practicable.
  - b. The student's parent or guardian shall be notified of a child being taken into custody as soon as practicable.

#### **Information Sharing**

- X. The school district designates the CRO a "school official" as provided in the Federal Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g, and 118.125(2)(d) of the Wisconsin Statutes. A CRO may be provided access to student records information maintained by the school district only as needed by the CRO to perform his or her duties as CRO. A CRO may also be granted access of student records information in the event of an emergency threatening the health or safety of a student or other individual. The CRO may only re-disclose student records information consistent with FERPA and Wisconsin pupil records law.
- XI. Records created and maintained by the CRO for the purpose of ensuring the safety and security of persons or property in the school, district, or for the enforcement of local, state, or federal laws or ordinances shall not be considered student records- even when such records may serve the dual purpose of enforcing school rules – and are not subject to the same prohibitions of access or disclosure by the CRO. (This provision does not prohibit school personnel from complying with the notice and reporting requirements of seclusion or restraint of a student by the CRO as specified in 118.305(4) of the Wisconsin State Statutes.)

#### **Community Resource Officer Training Requirements**

- XII. The CRO shall receive such training as is necessary to permit the CRO to effectively advance the school's educational mission in the context of his or her duties as CRO. Training topics, goals, and objectives shall be determined jointly by representatives of the school and the law enforcement agency.

Training topics to consider may include: school values and mission; child and adolescent development; cultural competency; positive behavioral supports; strategies, and interventions; federal and state anti-discrimination and special education laws; the provisions of Wisconsin law pertaining to the use of seclusion

and restraint by school personnel; trauma informed practices; de-escalation techniques; compulsory attendance; suicide prevention; and school mental health

### **Program Assessment**


- XIII. The Community Resource Officer Program will be assessed annually, and the evaluation will be conducted jointly between the Village of Port Edwards Police Department and Port Edwards Public Schools. The following areas will be used to evaluate the program:
- a. Success of established goals and objectives.
  - b. Police-citizen contacts (citations, arrests, community and school outreach activities, etc.)
  - c. Community feedback.
  - d. Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the principal.

### **Structure and Funding for Community Resource Officer Program**

- XIV. The program will be funded by the Village of Port Edwards to compensate the CRO in their duties. The Port Edwards School District shall contribute to and reimburse the Village of Port Edwards for all wages and benefits for the actual hours the CRO works for the school District during the term of this agreement. For the 2023 - 2024 school year, that rate will commence at \$62.50 per hour but will be subject to adjustment based on actual changes to officer compensation by the Village of Port Edwards during the term of this agreement. The Port Edwards School District shall reimburse the Village of Port Edwards up to a maximum of 1040 hours during the school year at the applicable compensation rate. The Village of Port Edwards will be responsible for invoicing the Port Edwards School District on a quarterly basis; the Port Edwards School District shall make payments upon receipt of the invoice.
- XV. The CRO shall be present on school premises for approximately 25 hours per week for each week school is in session during the term of this agreement.
- XVI. The CRO shall be responsible to the Village of Port Edwards and the Chief of Police. While on school premises, the CRO shall generally attempt to maintain communication regarding school matters with the School Superintendent and the Principal at the Junior/Senior High School or their respective designees.

### Duration

- XVII. Memorandum of understanding shall become effective immediately upon execution by signature and remain effective until August 31, 2025, whereupon it must be reviewed annually by all signatories or their successors before being proceeding to the following year until termination 2028.
- XVIII. A signatory may ruminant this memorandum of understanding by serving written notice to all other signatories at least thirty (30) days in advance of such termination. A termination by a signatory shall eliminate the presence of Community Resource Officers at the Port Edwards School District.

 12-4-2023  
James Bena, Superintendent  
Port Edwards School District

 12-4-2023  
Donna Shroda, Principal  
Port Edwards School District

 12-4-2023  
Scott Drew, Chief of Police  
Port Edwards Police Department



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**Account Executive Information:**

Anna Graham  
Sales Account Executive  
agraham@lexipol.com

Lexipol  
2611 Internet Boulevard, Suite 100  
Frisco, Texas 75034

**Department Information:**

Duane Gau  
Administrator/Supervisor  
villageadmin@portedwardswi.gov  
715 887 3511  
Village of Port Edwards  
2000 County Rd G  
Nekoosa, Wisconsin 54457

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**Date:** 11/30/2023**Start Date:**

12/31/2023

**Valid Through:** 12/30/2023**End Date:**

12/30/2024

QTY	DESCRIPTION	UNIT PRICE	DISC (%)	DISC AMT	EXTENDED
1	Complete Grant Writing Service	USD 5,000.00	50.00	USD 2,500.00	USD 2,500.00
				USD 2,500.00	
				USD 2,500.00	
Discount:					USD 2,500.00
TOTAL:					USD 2,500.00

**Notes**

AFG FY23 - Turnout Gear

**Discount Notes**

50% sponsor discount



## Village of Port Edwards

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### Terms & Conditions:

***An invoice or credit card authorization form will be sent upon receipt of a signed agreement.***

**Contract Delivery:** Department and/or agency takes full responsibility for submitting required information on time. Department and/or agency is responsible for submitting the final grant application by the grant deadline. Failure to submit requested materials to write the grant application on time will result in rollover of project to next grant application cycle. Requests for contract cancellation will result in a 50% fee of the total value of the contract. The GrantFinder Master Subscription Agreement ("MSA") located at <http://www.lexipol.com/GTGF-Master-ServiceAgreement> between the Customer and Lexipol govern the use of the Lexipol GrantFinder research system and related services. By executing this Order Form, Customer agrees to the terms of this document and the MSA. **Services to Be Provided:** Lexipol will provide ("Subscriber") with an annual license to GrantFinder. ("Services"). Praetorian Digital warrants that (i) Services will have an uptime of at least 95% during the term; (ii) Praetorian Digital has the right to enter into this agreement and to perform its obligations hereunder; and (iii) Services do not infringe any patent, copyright, trademark, trade secret or other proprietary right in any jurisdiction or otherwise contravene any rights of any third person. **Term:** The initial term of this agreement is specified by the start and end dates above. **Billing & Renewal:** Invoice for grant writing agreements will be sent as soon as work is started for target grant. Complete payment must be received no later than 30 days after receipt of invoice. GrantFinder and all other services provided by Lexipol, including but not limited to GAPGov, shall renew automatically at current rate card rates for 1 year unless Subscriber notifies Lexipol, in writing, prior to sixty (60) days before the initial term is to end. **Collections:** Client agrees to pay for all costs of collection, including but not limited to, reasonable attorney fees and other fees made necessary by the nonpayment. Lexipol reserves the right to suspend all services until payment is received in full and may terminate this agreement at their discretion if department and/or agency fails to comply with the terms of this agreement. Accounts over 28 days past due shall be charged a twenty-five dollar (\$25) late fee. **Materials:** Must be received 5 days prior to the grant application close date.

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## Village of Port Edwards Grant Assistance Proposal

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**Confidentiality:** *The information contained in this proposal is confidential and is intended only for the persons to whom it is transmitted to by Lexipol.*

### Grant Assistance Program Summary

More than \$600 billion in grants is available to public safety agencies and local government each year. But it can be difficult to navigate through the grant process. Few agencies have grants experts on staff, or the time to research opportunities and develop grant applications. Lexipol's preaward grant services provide customized solutions enabling applicants to tap into federal, state, and private grants. With our team of expert grant writers, researchers, and project managers, you will craft the best grant application possible, helping you obtain the funding you need for essential programs, equipment, and personnel. While we cannot guarantee funding, we will do everything in our power to make sure we have clearly and effectively presented a strong case statement for funding your proposed grant project to the grant making agency.

### The Lexipol Advantage

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 8,100 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, online training, wellness resources, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1. Our customers choose Lexipol to help them expertly navigate the increasingly complex grant process to secure funding for mission critical needs. The benefits of our grant solutions include:

- Industry expertise with combined grant experience of more than 100+ years
- Experience with a board range of grant programs such as DOJ, COPS, SAMHSA, FEMA, USDA, numerous state, corporate, and foundation grants, and many more
- 40% success rate, compared with the national average of just 17%
- Nearly \$300 million in grant funding secured to date
- Save time and effort by simplifying and streamlining the grant find and proposal submission process
- Identification of grants most appropriate for your agency and project

Lexipol is backed by the expertise of 320 employees with more than 2,075 years of combined experience in grants, constitutional law, civil rights, ADA and discrimination, mental health, psychology, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, and a whole lot more. That means no more trying to figure out policy, develop training or wellness content or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught, and lived these issues.

We look forward to working with Village of Port Edwards to address your unique challenges.

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## Scope of Services

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### Complete Grant Writing Service

Billions of dollars in grants is available to public safety agencies and local government each year, but finding and applying for such funding is a complex and resource-intensive task. Lexipol's Complete Grant Writing Service combines the expertise of our grant writers, researchers and project managers to help you navigate through the grant process.

- Customized grant research specific to your agency's funding needs
- Unlimited, personalized grant consulting from senior grant consultants
- Customized, written grant narratives based on information provided by your agency
- Completion of grant application
- Unlimited reviews of your grant application before final submission

Agency Expectations: Please note the following service process to ensure our agreement runs smoothly.

Grant applications can take up to 100 hours to complete. While we will take on 85% of the work needed for a successful application, the agency will be asked to partner with us by providing important information to supplement the remaining 15% of the project. This may require up to 15 agency hours.

Here is a step-by-step outline of the post-contract process:

- You will be introduced to your assigned, dedicated Project Manager, who will be your primary point of contact over the entire project to submission.
- An introductory call to review project and confirm grant will take place as needed shortly after.
- Your Project Manager will then send over selected grant program and project-specific worksheets for completion by the agency. These worksheets help us collect critical information and programmatic details needed for application data entry and crafting of your narratives. This is the 15% of the project that we will need your direct help with.
- Once your team sends completed worksheets to the Project Manager, we will carefully review them and will contact you if we need more information.
- The Agency will be asked for feedback throughout the process. We recommend assigning a minimum of two agency contacts for the project. Your input is critical for your application's success!

# 2024-2025 Election Workers

## APPOINTED WORKERS

Karen Thiel - UNAFFILIATED  
(Chief Election Inspector)

Becky Taylor - UNAFFILIATED  
(Chief Election Inspector)

Kathy McGrath-UNAFFILIATED

Karen Isaacson - UNAFFILIATED

Robert Kukla Sr. - DEMOCRAT

## SUBSTITUTE WORKERS

James Markland

Joan Jesse

Nina Pelo

Kathy Dimka

Laura Vechinski

Cheryl Stewart

Carol Zurfluh

Rita Eichsteadt

## EDGEWATER WORKERS (Special Voting Deputies)

Becky Taylor

Kathy McGrath