

# Village of Port Edwards

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## Agenda

### Village of Port Edwards Board Meeting

Tuesday, August 13, 2024

Marshall Buehler Center, 7:00 p.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/82780474336?pwd=KNIBhV0xTvtTnn1vwpp7Eq4bgUE7XVl.1>

Meeting ID: 827 8047 4336 Passcode: 920246

- 1) Call to order.
- 2) Roll call.
- 3) Pledge of Allegiance.
- 4) **MOTION** to Approve the Consent Agenda
  - a. Meeting minutes of July 9, 2024 Board meeting.
  - b. Monthly bills and previous month's journal entries.
- 5) Public comment.

*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:
  - a) Swearing in of firefighters – Michael Koehler, John Janssen AND Jessica Lease.
  - b) **MOTION** to approve the Administrator Position pilot program as amended by the Committee of the Whole.
  - c) Committee appointment and nomination to fill vacant trustee seat.
- 7) Commission/Committee Reports:
  - a. Airport Commission
    1. Review proceedings of the commission
  - b. Police and Fire Commission
  - c. Plan Commission - None
  - d. Public Works Committee
    1. Committee Chairman's Comments
  - e. Parks and Recreation Committee
    1. Committee Chairman's Comments
  - f. Public Safety Committee
    1. Committee Chairman's Comment
  - g. Planning, Legislative, Property Committee
    1. Committee Chairman's Comment
    2. **MOTION** to approve the changes to Chapter 7.06 – Parking Restrictions.
    3. **MOTION** to accept the MOU for the Therapy Dog with the Village Attorney's modifications.
    4. **MOTION** to accept DMI Demolition Permit contingent upon the conditions outlined for Board approval.
  - h. Finance and Human Resources and IT Committee
    1. Committee Chairman's Comments
    2. **MOTION** to approve proposed Resolution No. 2024-05 Amending 2024 Adopted Budget.
- 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 Extraterritorial Certified Survey Map in the Town of Grand Rapids – Lot 8 of WCCSM #10967, located in part of SE ¼ of SE ¼ of Section 34, Township 22 North, Range 6 East, requested by Jeffrey Sullivan.
- 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 Zoom meeting.

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, Hess, Moore, Radtke & Saylor

**Absent:** Trustee Zurfluh (excused)

**Also Present:** S. Stewart, B. Abbott, D. Gau, D. Tremmel

**Citizens:** Del Stewart, Cary Smith, Ruth Diggles, Natalie Diggles, Chris Diggles, Vicki Guekenberg, Tim Schultz and family, Josh Mancl

Motion (Radtke/Hess) to approve the Consent Agenda (meeting minutes from June 11, 2024 Board Meeting and to approve monthly bills and the journal entries for the previous month). Motion carried. All ayes.

**Public Comment:** Cary Smith expressed concerns about the intersection at Hwy 54/73 and Wisconsin River Drive.

**President's Report:** A swearing in ceremony was held for new firefighters Chris Diggles and Tim Schultz. Family members pinned on the badges.

**Airport Commission:** Review of minutes.

**Police and Fire Commission:** Review of minutes. Scott Stewart stated that two more firefighter candidates were interviewed - waiting on results of background checks. There are currently 13 firefighters on the roster.

**Public Works:** Review of minutes.

**Parks & Recreation:** No meeting held.

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

Motion (Moore/Hess) to approve Ordinance #23 amending the committee structure. Motion carried. All ayes.

**Public Safety:** Review of minutes.

The motion to authorize Officer Abbott to obtain a therapy/search and rescue dog for use in the Village was postponed pending preparation of a Memorandum of Understanding between the Village and the school.

**Finance & Human Resources:** Review of minutes.

The motion to approve granting DMI a demolition permit providing they meet certain conditions was postponed until the August board meeting. Interim Administrator Gau requested the postponement because he has a meeting scheduled with DMI on July 10<sup>th</sup>.

**Unfinished Business:** None

**New Business:** Vicki Guekenberg, representative from the Nepco Lake District, requested a letter of support from the Village. The Lake District is applying for a \$5,000 Wisconsin DNR grant to finance educational programming for lake residents and users regarding shoreline maintenance and other topics. As part of the grant application, the District is required to submit letters of support from surrounding municipalities, businesses and residents. It was agreed that the Village would provide a letter of support.

**Village Administrator Report:**

Motion (Radtke/Hess) to approve proposed Certified Survey Map for property on Forest Trail owned by Westerfield and Cooper-Shaw. Motion carried. All ayes.

Interim Administrator Gau informed the Board that the Village applied for a Wood County Economic Development grant for \$20,000 (50-50 match – Village share would be \$10,000), to be used to help with development of the Administration building owned partially by Wood County and partially by DMI.

**Clerk-Treasurer Report:**

Motion (Radtke/Hess) to approve a Temporary Class “B” License for the Port Edwards Lions Club for one day only, July 23, 2024. Motion carried. All ayes.

Motion (Grunden/Radtke) to approve an Operator’s License for Jason Leverance/Lions Club valid from July 1, 2024 to June 30, 2025. Motion carried. All ayes.

**Trustee comments:** None

Meeting adjourned at 8:01 p.m.

Minutes taken by Diane M Tremmel, Village Clerk-Treasurer

**The following Village bills were approved for payment:**

Abts Grubofski & Vruwink LLC-legal fees monthly retainer	1000.00
Abts Grubofski & Vruwink LLC-add'l legal fees for 2 <sup>nd</sup> quarter	400.00
Ace Hardware-tools & supplies	288.59
Advance Janitorial Service & Supply-monthly statement	224.40
Ag Source Coop Services-monthly statement (wastewater testing)	1026.75
Alliant Energy-monthly statements	6878.45
American Asphalt of Wisconsin-culvert patch (TIF)	5600.00
American Asphalt of Wisconsin-alley (Island to STH 54) – 407 Acct	19750.00
Bryce Cegielski-refundable shelter deposit	25.00
Capital One (Walmart)-police office supplies	95.78
Cintas Corp-monthly statement	615.43
Clifton Larson Allen LLP-auditor services	4278.09
Current Technologies-TIF Economic Development Grant	5000.00
Dave Hamel-full refund for cancellation of shelter deposit	35.00
Diversified Benefit Services Inc-health insurance deductible reimbursement	43.25
Diversified Benefit Services Inc-health insurance deductible reimbursement	2171.08
Diversified Benefit Services Inc-July health reimbursement	101.28
Donna Shroda-refundable shelter deposit	25.00
Farrell Equipment & Supply Co Inc-roads & streets	499.99
Fastenal Company-tools & supplies	361.08
James Leiser-unused sick leave health insurance reimbursement	183.08
Jennifer Hewitt-refundable shelter deposit	25.00
Kenneth Murray-refundable shelter deposit	25.00
Kristen Orheim-refundable shelter deposit	25.00
Martinson Trucking & Excavating LLC-roads & streets	918.72
Motors and Controls of Wisconsin-maintenance of pumping plant	167.02
Napa Auto Parts/Nekoosa-street machinery	10.62
Port Edwards Water Utility-quarterly bills	3195.62
Precision Grading & Utilities-alley (1 <sup>st</sup> & 2 <sup>nd</sup> – Market) (TIF)	22495.00
Quill LLC-misc. office supplies	240.77
Rapids Rental & Supply Co Inc-tools & supplies	183.25
RC Small Town LLC-TIF Economic Development Grant	5000.00
Solarus-monthly statement	1262.31
Spectrum Insurance Group-Worker’s Compensation Endorsement	1101.00
State of Wisconsin-June court report	336.80
The Dirks Group LLC-July Microsoft 365; 1 yr server warranty	920.90
Vandewalle & Associates-TIF services	2387.50
Wis. Dept. of Transportation-sanitary sewer expense for road project	14002.90
Wood County – IT Department-2 <sup>nd</sup> quarter IT services	412.53
Wood County Head Start-refundable shelter deposit	25.00
Wood County Treasurer-June jail assessment	100.00
A-1 Services Wisconsin Rapids LLC-pave alley (TIF)	30000.00

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A-1 Services Wisconsin Rapids LLC-pave bike path Bruener-Ver Bunker (Legacy Grant)	68700.00
Advance Janitorial Service & Supply-monthly statement	224.40
Aflac-monthly statement	217.78
Amazon Capital Services-board expense (15' cable)	16.48
American Welding & Gas Inc-fire dept first responder supplies	38.80
Amoco-monthly statement	1536.39
ArborVantage Tree Care LLC-removal of tree	575.00
BGA LLC-monthly building inspection services	2000.00
Brian Luebke-reimbursement for fire equipment	23.06
CNH Industrial Accounts-small equipment	57.80
Core & Main LP-maintenance of water services	873.57
Current Technologies-street lighting	2957.28
Delta Dental of Wisconsin-monthly statement	1483.22
Diggers Hotline Inc-maintenance of mains	248.00
Dinges Fire Company-fire dept face shields	885.74
Diversified Benefit Services Inc- health insurance deductible reimbursement	367.81
Diversified Benefit Services Inc- health insurance deductible reimbursement	169.64
Ferguson Enterprises LLC #1550-street signs	462.33
First Choice Fire Protection LLC-parks	95.00
Gannett Wisconsin LocalIQ-TID annual meeting notice	25.30
Insight FS-fuel for pump	454.26
Joslin Concrete LLC-curb & gutter, sidewalks & approach	2830.00
Kim Holcomb-reimbursement for drop box tool	4.81
Marco Technologies-monthly statement	47.59
Mid-State Technical College-fire training – State exams	160.00
MSA Professional Services Inc-Port Road path (Legacy Grant)	16880.00
Municipal Well & Pump-Well #4 Rehab	38410.00
Nekoosa Port Edwards State Bank-monthly direct deposit fee	50.00
Principal Life Insurance Company-monthly statement	58.44
Quest LLC-2 <sup>nd</sup> Street project Alexander-Morrill (TIF)	3892.49
R&R Waste Systems Cleaning Inc-storm sewers maintenance	750.00
Security Health Plan-monthly statement	29949.60
Seneca Industrial Welding LLC-wastewater outside services	210.00
Superior Chemical LLC-parks	141.45
Utility Service Co Inc-maintenance of water towers	28716.77
Verizon Wireless-monthly statement	387.06
We Energies-monthly statement	149.50
Wis. Dept. of Administration-monthly web site hosting	65.00
Wis. Rural Water Association-system membership annual renewal	410.00
Wis. State Firefighters Association-2024 firefighter dues	325.00
WM Corporate Services Inc-monthly statement	11605.28
Badger Plastics & Supply	82.50
Chili Implement Co-parks	252.08
Crack Filling Service Corp-roads & streets maintenance	10000.00
Delta Dental of Wisconsin-August premium for dental & vision	1483.22
Diversified Benefit Services Inc-health insurance deductible reimbursement	65.82
Ferguson Enterprises LLC #1550-storm sewers maintenance	161.25
J. Wenning Grinding & Supply-tree & brush control	86.00
MacQueen-street machinery	710.26
Quill LLC-miscellaneous office supplies	168.98
Rent-A-Flash – street signs	250.00
Scott Construction Inc-chip seal Market Ave & WRD (TIF)	46020.00
Scott Construction Inc-chip seal various roads	135872.00
Scott Drew-reimbursement for door stops-police duty gear	63.16
Wis. Dept. of Justice-TIME – quarterly charges for police computer system	218.25
Wis. Rural Water Association-registration for WRWA Outdoor Expo (3)	255.00
Zarnoth Brush Works-street machinery	42.40

**Wages & Salaries – July wages**

65722.32

**The following Water Utility Bills were approved for payment:**

A-1 Services Wisconsin Rapids LLC-maintenance of mains (patches)	3200.00
Ag Source Coop Services-water utility testing	181.50
Alliant Energy-monthly statement	2435.52
Badger Meter Inc-maintenance of meters	19.06
Core & Main LP-maintenance of mains	1876.41
Diggers Hotline Inc-maintenance of mains	56.00
Mailboxes & Parcel Depot-testing	17.95
Precision Grading & Utilities Inc-maintenance of hydrants	4716.00
Wausau Chemical Corporation-chemicals	6625.11
WI State Lab of Hygiene-testing	29.00

**Building Permits:**

Roofko-JAM Consulting Restoration/John Uphoff-new shingles on roof  
Security Fence & Supply Co/Crystal McDonald-fence  
Jennifer Moore-partial roof replacement  
Lauren Roofing/Justin Beck-roof replacement  
Cassiani Ext & Remodeling LLC/Jim Hiles-addition back of house  
Link's Contracting/Kristina Lyp-roof replacement  
Roofko/Jim & Marilyn Herschleb-roof replacement  
Steve Keuntjes-new deck  
Matt Tranel-replace shingles on house & garage  
Tranel Properties/Matt Tranel-replace shingles on house & garage  
Roofko/Dean Goodmanson-roof replacement  
Aspen Exteriors Inc/Jeanette Hoffman-remove & replace asphalt shingles

**Electrical Permits & HVAC Permits:****Plumbing Permits:**

Tri-City Services/Justin & Tahne Mueske-replace water heater  
Tri-City Services/Richard & Amy Penn-replace heat pump and furnace

**Excavation Permits:**

Intercon-retire old service & locate new service (70 Madison Ave)  
Intercon-retire previous service & relocate new service (1471 Wisconsin River Dr)  
Intercon-retire old service & install new service (340 Market Ave)  
We Energies-replace ¾" with 1" PE - residential service (970 2<sup>nd</sup> St)

**Zoning Permits: None**



The Committee of the Whole meeting was called to order by the Village President at 6:00 p.m. at the Marshall Buehler Center.

**Present:** President Mancl, Trustees Grunden, Hess, Moore, Radtke & Zurfluh

**Absent:** Trustee Saylor

**Also Present:** S. Drew, D. Gau, D. Tremmel

**Citizens:** Jim Bena, Leo Thomasgard, Candace Prah-Tell, Cary Smith and Nick Flugaur

Discussion and possible action on Administrator Pilot Program 2025 – Interim Administrator Gau presented the proposed pilot program to be implemented upon his departure. Trustee Grunden read a message she received from Joe Terry regarding his thoughts on the structure of the Village. The trustees expressed their views and opinions on the pilot program. There was some concern regarding the lack of HR training and economic development. Trustee Radtke felt the portion regarding the police department should be taken out and suggested there should be further discussions between the Village and the School. Motion (Radtke/Moore) to approve the pilot program, eliminating the portion about the police department. Motion carried 5-1. Roll call vote: Grunden - no; Hess – yes; Moore – yes; Radtke – yes; Zurfluh – yes; Mancl – yes.

Discussion and possible action on new Police Chief job description and wage – It was suggested that the job description should be further reviewed by PFC Chairman Stewart, Trustee Zurfluh and President Mancl.

Discussion and possible action on vacated board seat – President Mancl stated that the options would be to leave the seat vacant until the next election or to appoint someone to fill the vacancy. She suggested Eric Hummel. Trustee Radtke stated that he received a call from Del Stewart who stated he would be interested. President Mancl will decide, and if someone is nominated/appointed, she will bring it to the Board for approval.

Meeting adjourned at 6:54 p.m.

Minutes taken by: Diane Tremmel, Clerk-Treasurer

# ADMINISTRATOR POSITION PILOT PROJECT

A Pilot Project is presented by staff and Interim Administrator for having no PTE Administrator for 2025 with the following suggestions:

- Over the years as Administrators come & go, as well Interim Administrators. The existing staff have taken on many day-to-day duties of the old Engineer/Administrator.
  - Engineering has been provided by consultant (MSA, Quest, & Jewell)
  - Planning & TIF has been provided by Vandewall
  - Interim Administration has been provided by Vandewalle, PAA & D. Gau Municipal Services
- Recommending the follow structure to report to the Board:
  - DPW/Administrative Coordinator
  - Police Chief
  - Fire Chief
  - Clerk/Treasurer
- Recommending day-to-day operation:
  - Police Chief runs the day-to-day operation of the Police Department
  - Fire Chief runs the day-to-day operation of Fire Department
  - Clerk/Treasure runs the day-to-day operation of the Office
  - DPW/Administrative Coordinator runs the day-to-day operation of the Public Works/Utilities
  - DPW/Administrative Coordinator overseeing:
    - Village facilities
    - All Village purchase request for approval
    - Manages the Capital project request
    - Works with Clerk/Treasure in pulling the annual/capital project budget together to present to Village Board
- Recommend Committees & staff assign to committee
  - Public Safety - Police Chief & Fire Chief (meets as needed or monthly)
  - Police & Fire Commission - Police Chief & Fire Chief (meets as needed)
  - Public Works, Parks, Recreation & Cemetery – Public Works/Administrative Coordinator (meets as needed or monthly)
  - Planning, Legislative & Property – Public Works/Administrative Coordinator assistance as needed by D. Gau Municipal Services (meets as needed or monthly)
  - Finance, Human Resources & IT – Clerk/Treasure (meets as needed or monthly)
  - Board of Review - Clerk/Treasure (meets once a year)



- Administrative Review Board - Clerk/Treasure (meets as needed)
- Planning Commission & DMI – Public Works/Administrative Coordinator, assistance as needed by D. Gau Municipal Services (meets every 3<sup>rd</sup> mo. or monthly Comp. plan)
- Zoning Board of Appeals - Consultant D. Gau Municipal Services (meets as needed)
- Airport Commission – Trustee appointed by Village President (meets as needed or monthly)
- Nepco Lake District Representative– Village President or appointed Trustee (meets as needed or monthly)
- Municipal Court – Court Clerk (meets as needed)
- Village Board - Public Works/Administrative Coordinator & Clerk/Treasure (meet monthly)

No job description changes until the Polite Project is flushed out over a year. Review of this program will be conducted quarterly by the Village Board. Adjust Job descriptions may occur in 2026 based on what each staff member achieves as a team member in 2025 and authorized by the Village Board

Salary Adjustment and additional training:

- Police Chief: new salary set for hiring in 2025
- Fire Chief: Keep Annual Salary- adjust for pay/call 2025
- DPW/Administrative Coordinator wage adjustment, similar to Police Chief as of 1-1-2025.
- Clerk/Treasure: Annual wage adjustment, plus 5% for additional duties assignments taken over the years.
- Deputy Clerk/Treasure: Annual wage adjustment.

~~Police Department:~~

- ~~**New Police Chief:** New Job description whereas the new hire will be Police Chief & SRO. Start recruiting for new Chief to be on board by February 15<sup>th</sup>. OR recommend to PSC to promote internally.~~
  - ~~School District providing office/equipment for Chief/SRO to operate out of (applying for Legacy Grant for build out) school facilities. Village provides the wages and vehicle.~~

Other Consideration:

- As need contract retainer for service needed in assistance to DPW/Administrator, planning, zoning, DMI matters and Economic Development (Vandewalle Associates or Duane Gau municipal Services).

**ALEXANDER FIELD**  
**SOUTH WOOD COUNTY AIRPORT**  
MUNICIPALLY OWNED

**MEETING MINUTES**

**AIRPORT COMMISSIONERS:**

Brad Hamilton, President  
Jason Warren, Supervisor  
Matt Zacher, Mayor  
Joseph Zurfluh, Trustee

**MUNICIPALITIES:**

City of Nekoosa  
Town of Grand Rapids  
City of Wisconsin Rapids  
Village of Port Edwards

7/2/24

The South Wood County Airport Commission met on Tuesday, July 2, 2024 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Matt Zacher, Brad Hamilton, Jason Warren, and Joe Zurfluh. Also in attendance were Randy Gustafson, Dennis Polach, Paul Tranal, Kurt Gross, Bill Menzel, Bill Clendenning, Ryan Falch, Kevin Fangman, John Fawley, Isaac Galule, Hunter Geishart, Tom Becker, and Jeremy Sickler.

**1. Call to order:** Chairman Hamilton called the meeting to order at 8:00 AM.

**2. Approval of previous month's minutes (6-6-24):**

Motion by Commissioner Zurfluh, 2nd by Commissioner Zacher to approve the minutes as presented.  
Motion carried.

**3. Airport Manager's Report:**

Airport Manager Sickler presented the monthly report for June and updated the Commission on the progress of the ongoing and future projects. Ryan Falch was in attendance and reported to the Commission on the project status from SEH perspective and provided insight regarding BOA involvement. The Sickler also reported that fuel sales for the month of June were slightly above those of June 2023 and year over year fuel sales are up 12%

Sickler reported on several other items including hangar security, grant submission and repair issues with the fuel truck, fuel system, and base radio.

Motion by Commissioner Zacher, 2nd by Commissioner Zurfluh to approve the Airport Managers Report. Motion carried.

**4. New Business**

a. Discuss and consider action regarding Projects Plus quote: Sickler presented a quote for replacement of the furnaces, one of which is condemned, and the other is old and failing. Another quote was requested by the Commission, no action taken.

a. Discuss and consider action regarding American Fence quote: Sickler presented a quote for repair of the gates. Another quote was requested by the Commission, no action taken.

**5. Review of Financial Statements**

Sickler presented the financial statements for the month of June 2024. Discussion ensued and a question was raised whether invoices had been sent to Grand Rapids and Nekoosa. Invoices will be sent as requested. Motion by Commissioner Zacher, second by Commissioner Warren to approve the financial statements as presented. Motion carried.

**6. Future agenda items:**

Quotes for gates, quotes for furnaces, hangar taxes, sound system.

**7. Public Comment:** The EAA Chapter reported on the pancake breakfast and student pilots within the chapter.

**8. Correspondence received:** None

**9. Set next meeting date:**

August 1 at 8:00 AM.

**10. Adjourn:**

Adjournment at 08:58 AM.

*Minutes prepared by Jeremy Sickler, Respectfully reviewed and submitted, Chairman Hamilton*

## **Minutes of the Port Edwards Police and Fire Commission**

Regular Meeting – Monday, July 15, 2024 – 5 p.m. @ Buehler Center

Present: Commissioners Blum, Thomasgard, Stewart, Shaffer, and Weiland. Also present via ZOOM link was Fire Chief Lease. Police Chief Drew was on vacation. Also present were citizens Cary Smith and Del Stewart.

Meeting was called to order by President Stewart at 5:03 p.m. There was no public comment. President Stewart noted that 2-3 teens had expressed an interest in the Fire Service and inquired as to the possibility of a cadet/Explorer/ youth program allowing them some level of involvement. Commissioner Thomasgard recalled that such a program was looked at through Scouting BSA a couple of years ago and that the level of interest was not sufficient to carry it forward. Chief Lease related that the WRFD has a cadet program that is very successful and wants to start such an activity in PE. Commissioner Thomasgard provided details of the MSTC one day Fire/EMS experience program scheduled for later in July at the Marshfield MSTC campus.

Motion by Blum, second by Shaffer to approve the minutes of the May 28, 2024, meeting. All in favor. Chief Lease reported that he was happy with the direction of the PEFD after his first few weeks on the job. There was no in person report from Chief Drew.

Motion by Weiland, second by Shaffer to go into closed session pursuant to WI Statute 19.85(1) (c) @ 5:11 p.m. All in favor. Motion by Blum, second by Thomasgard to return to open session at 5:25 p.m. All in favor. Following the closed session, the PFC took the following actions:

- A) Motion by Shaffer, second by Thomasgard to place applicant JJ on the eligibility to hire list, pending successful completion of a physical. All in favor.
- B) Motion by Weiland, second by Shaffer to place applicant MK on the eligibility to hire list pending the successful completion of a physical. All in favor.

President Stewart commented that he has asked the Village Board to start the process of determining the salary range for Chief Drew's successor so the PFC can be better prepared once the position is posted. The next meeting of the PEPFC is TBD based on need. Motion by Shaffer, second by Blum to adjourn at 5:38 p.m. All in favor.

Leo Thomasgard

PEPFC Secretary

# VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Public Works

DATE: July 24, 2024

TO: BETSY MANCL

cc: JOSEPH ZURFLUH  
TIARA GRUNDEN  
SCOTT DREW

ERIK SAYLOR  
LONN RADTKE  
BRIAN LUEBKE

JEN MOORE  
RICK HESS  
NICK ABTS

## **Purpose of Meeting: Regular Monthly Meeting**

**Attendance:** J. Moore, L. Radtke, B. Mancl, Public Works Supervisor Ben and Interim Administrator Gau

**Excused:** E. Saylor

**Citizens:** None

## **Subjects Discussed, Action Taken & Board Action Required:**

### **Regular Monthly Meeting**

- ***Call to order:*** Meeting called to order by Acting Chairman Radtke 10:00 am.
- ***Roll Call:*** All present from above.
- ***Approve the agenda & previous month's minutes:*** **MOTION** (Saylor/Radtke) to approve the agenda & minutes from June 19, 2024. Motion carried. All ayes.
- ***Public comments on agenda items:*** None.
- ***Committee Chairman's comments:*** L. Radtke noted he is filling in for Trustee Saylor to run the meeting.
- ***Public Works Updates***
  - There was no change in estimated prices for summer projects at this time. The Village is still waiting for a few invoices to come in. The bills have been paid.
  - Crack filling has been completed.
  - Black topping has been completed.
  - Alleyways have also been completed.
  - Summer projects are on track for being completed on time and within budget.
  - We are in the negative in the tree/brush account due to all of the trees that had to be removed. The overall budget is at 49%. Supervisor Martinson spoke with Chief Drew and Treasurer Tremmel and they are reviewing the budget and may move some money from the Police Department budget to the Public Works budget to cover the deficit created from the tree removal. Doing this

would also allow for sidewalk and curb replacement in the budget. This plan will be brought to FHRIT at a later date.

- We are waiting for an update on the DNR grant to remove stumps. We should get word soon.
- Budget is in decent shape.
- **Review public works equipment replacement schedule:** The program was put into place so that the Village would never have to borrow and could purchase equipment. Last year, there was a shortfall and we needed to borrow for the endloader. Next year, Public Works is looking at purchasing a mower and a foreman's truck. Ideally we go back to the format of placing money in the fund for replacements or we will continue to need to borrow.
- **Update on 2<sup>nd</sup> Street TIF project:** The 2<sup>nd</sup> Street project started the morning of July 24<sup>th</sup>. As long as the weather cooperates, it should be done before school starts. 2<sup>nd</sup> Street projects will continue for several years as the TIF closes. We are working to finalize the TIF. All projects will be signed/documented by September.
- **Old Business:** President Manel asked for an update on the highway project. Supervisor Martinson said it won't close until September 1<sup>st</sup> as the road crew has pieces that they need to do in order to finalize the project. Catch basins won't get pulled by DOT until all is finalized. August 4<sup>th</sup> the project to Nekoosa will start. The road will be open to local traffic only. They are addressing and fixing some issues by the gas station to the Nekoosa bridge.
- **New Business:** D. Gau has been working with Ben and the staff and trying to put a pilot project together for Gau's leaving in December. It will go to FHRIT. Ben and Diane are reviewing the pilot project. Gau wants to thank Ben and Diane for their input.
- **Correspondence received.** None.
- **Future Agenda items for next meeting:** The 400 account, budget update and update on the grant from the DNR..
- **Next meeting date:**
- **Meeting adjourned at 10:20 am.**

Lonni Radtke – Acting Chairman  
Minutes taken by Jen Moore



**VILLAGE OF PORT EDWARDS**  
**Port Edwards, Wisconsin**

COMMITTEE: Public Safety

DATE: July 24, 2024

TO: BETSY MANCL

cc: JOSEPH ZURFLUH  
RICK HESS  
DUSTIN LEASE

ERIK SAYLOR  
TIARA GRUNDEN  
SCOTT DREW

JEN MOORE  
LONN RADTKE  
NICK ABST

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: Zurfluh, Hess, Mancl, Chief Lease (by phone) and Chief Drew  
Citizens: Scott Stewart

**Subjects Discussed, Action Taken, and Board Action Required:**

1. ***Call to order:*** Meeting called to order at 4:30 p.m.
2. ***Declaration of a quorum:***
3. ***Approve the Agenda: MOTION*** (Mancl/Hess) to approve the consent agenda (agenda & previous months minutes). Motion carried. All ayes.
4. ***Committee Chairman's comments:*** MOU for therapy dog.
5. ***Public comments on agenda items:*** None.
6. ***Fire Department – General Update:***
  - a. Chief Lease went over the month's activities.
    - Chief Lease attended the North Central Fire Chief's meeting. There are about 20 chiefs that attend this meeting which is helpful in networking and brainstorming with other chiefs.
    - Two (2) applicants have been moved on from the background screening and have also passed their medical screening. Chief will be offering employment to these two (2) applicants. Chairman Stewart of the Police & Fire Commission explained that these two (2) candidates can come in at firefighter level and do not need to be associates because they have all of their qualifications already.
    - The August EMS training will be Lifelink coming in and doing a landing zone training. Other area departments as well as Sheriff's Rescue have been invited to attend.
  - b. Discussion and possible action on the formation of a cadet program for the PEFD.
    - Fire Chief Lease presented on his thoughts of creating a cadet program for our department which would closely resemble how WRFD does theirs. A discussion was had with Mr. Bena and Mr. Steltenpohl at the school district about this. They have been supportive of having a Public Safety Cadet program meet at the school. This will hopefully help in the understanding of both

fire and police departments. Chairman Zurfluh determined that there is no motion needed as there has been a Law Enforcement Club in the past. Chairman Zurfluh would like President Mancl to be the representative for the Board with this club.

**7. Police Department – General Update:** Reviewed report.

- Officer Abbott and Chief Drew attended a Wood County Drug Court meeting. That meeting addressed law enforcement involvement in the group.
- Chief Drew attended a zoom meeting with the school district and Captain Hoogesteger (WCSD) in reference to the school mapping project. The project has been completed and distributed electronically.
- The department participated in the 5-hour Click It or Ticket traffic grant this month. WCSD has informed Chief Drew that Wood County has achieved a higher ranking in the state for seatbelt use, reduced crashes and reduced OWIs. There will not be future grants like this assigned to Wood County.

**8. Old business:** None.

**9. New business:** None.

**10. Correspondence received:** None.

**11. Future Agenda Items:** None.

**12. Trustee Comments:** None

**13. Next meeting date:** Wednesday, August 28, 2024 @ 4:30 pm.

**14. Adjourn:** 5:07 pm by Chairman Zurfluh.

Joseph Zurfluh – Chairman  
Minutes taken by Betsy Mancl

VILLAGE OF PORT EDWARDS  
Port Edwards, Wisconsin

COMMITTEE: Planning,  
Property & Legislative

DATE: July 31, 2024

TO: BETSY MANCL

cc: JOSEPH ZURFLUH  
RICK HESS  
SCOTT DREW

ERIK SAYLOR  
TIARA GRUNDEN  
BRIAN LUEBKE

JEN MOORE  
LONN RADTKE  
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: B. Mancl, T. Grunden, J. Moore, R. Hess, Ben Martinson, Office Abbott & Interim Admin  
D. Gau

Citizens: Cary Smith

**Subjects Discussed, Action Taken, and Board Action Required:**

1. ***Call to order:*** Meeting called to order at 5:30 p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the Agenda:*** **MOTION** (Moore/Grunden) to approve the agenda. All ayes.
4. ***Approve the minutes of previous month's meeting:*** **MOTION** (Moore/Grunden) to approve minutes of the June 19, 2024 meeting. All ayes.
5. ***Public comments on agenda items:*** None.
6. ***Committee Chairman's comments:*** Moore noted that this will be her last meeting as chairperson and thanked everyone for their patience and help as she led the committee.
7. ***Discussion on Disc Golf area:*** Using the notes that B Martinson prepared, Moore highlighted the maintenance and use of the disc golf area. Due to no sewer, water, storm sewer and portions being classified as wetlands, this area would be difficult to develop. No further action required.
8. ***Update on the Village Comprehensive Plan:*** Gau provided a proposal from North Central Wisconsin Regional Planning Commission to do the plan. The cost is \$7,500.00. Hess asked questions regarding the necessity of doing the plan. Gau responded that it is integral to

economic development and planning as well as grant applications. **ACTION:** Committee is requesting Gau gets a proposal from Wood County before making a decision.

- 9. Discussion and action on Ordinance 7.06 Parking Restrictions:** Martinson presented. He noted that on May 12, 2020, the Village Board voted to update the ordinance and restrict parking on STH 54/73 once the highway project from this summer was completed. Wood County and the DOT also sent a letter stating parking should be allowed on a state highway. Signage is up and the ordinance (7.06) needs to reflect the changes. **MOTION** (Hess/Grunden) to approve the Chapter 7.06 modification to the Village ordinance as per the draft included in the packet. All ayes. Motion passes.
- 10. Discussion and possible action on MOU Therapy Dog:** MOU provided by Gau and vetted by Atty. Abst. One item was identified for update by Officer Abbott. This will go back to Atty. Abst for review. Officer Abbott feels the rest of the MOU is acceptable and is in agreement with the language. **MOTION** (Grunden/Hess) to accept the MOU for the Therapy Dog with the proposed modifications subject to Nick's review. All ayes. Motion passes.
- 11. Discussion and possible action on DMI demolition permit:** Last week, Vandewalle, DMI and Gau went through the demo permit. They went through some of the amendments of the Development Agreement to meet needs of the Village and DMI. There are also pieces that state demands we meet. Gau requests this is sent to the Village Board. Atty. Abst and Martinson will continue to monitor the process when Gau leaves the Village position. Grunden would like Atty. Abst to make sure the agreement is followed. Martinson explained that there is a 1.5 million dollar bond if the agreement is not followed. **MOTION** (Hess/Moore) to accept DMI Demolition permit contingent upon the conditions outlined for Board approval. Hess and Moore aye. Grunden nay. Motion passes.
- 12. Discussion and possible action on Wood County 2025 Economic Development grant:** Gau put in the grant application. The County is very interested in moving the application forward as Wood County owns a portion of the building. DMI is the other owner. Wood County, DMI and the Village all should have a part in moving the process forward. After all initial conversations, DMI has expressed interest in participating in the process and helping with the cost of demo and development. However, DMI has not committed to a dollar amount. There has been some discussion with interested developers should the demolition occur. The grant is the first step in the process to demo. An ad hoc committee was recommended to come up with a plan and develop. Trustees feel that we can act to organize, facilitate and plan. Hess noted the YMCA should be kept abreast of developments due to the ongoing discussions on the YMCA property.
- 13. Discuss old business:** None.

**14. Discuss new business:** Gau reached out to developers. The land by the ELC is of interest to a developer for mixed use residential.

**15. Correspondence received:** None.

**16. Future Agenda Items:**

- a. Update of Village Comprehensive Plan from Wood County
- b. Update on Demo permit
- c. Update on Wood County '25 Economic Development grant

**17. Next meeting date:** TBD

**18. Adjourn:** 6:30 pm.

Jen Moore – Chairman

**7.05 SPEED LIMITS INCREASED AND DECREASED.** The Village Board hereby determines that the statutory speed limits on the following streets or portions thereof are unreasonable, unsafe and imprudent and modifies such speed limits. Speed limits are increased or decreased on the following designated streets or portions thereof:

- (1) 15 MILES PER HOUR. Fourth Street, from Tyler Avenue to Polk Avenue.
- (2) 20 MILES PER HOUR. All of Nepco Lake Road.
- (3) 35 MILES PER HOUR.
  - (a) Sampson Street, from Whitrock Avenue south to its intersection with Griffith Avenue.
  - (b) Letendre Avenue, from its intersection with Fifth Street to its intersection with Seventh Street.
- (4) 40 MILES PER HOUR
  - (a) Wisconsin River Drive, from its intersection with Letendre Avenue northerly to the north corporate limits of the Village.
  - (b) Wisconsin River Drive, from the north corporate limits of the Village southerly to its intersection with LaVigne Avenue.
  - (c) Seneca Road, from its intersection with Port Road easterly to its intersection with Wisconsin River Drive.
  - (d) All of Port Road.
- (5) 45 MILES PER HOUR.
  - (a) Letendre Avenue, from its intersection with Seventh Street to the west Village limits.
  - (b) State Trunk Highway 73, from S.T.H. 54 south to the Nekoosa City limits.
  - (c) All of S.T.H. 13.
  - (d) Town Line Road, from the east Village limits westward to S.T.H. 13.
  - (e) All of Range Street.
  - (f) All of Griffith Avenue.

**7.06 PARKING RESTRICTIONS.**

- (1) NO PARKING AT ANY TIME. When signs are erected in any block giving notice thereof, no person shall park a vehicle upon the following streets or portions of streets:
  - (a) ~~On the east side of Wisconsin River Drive, from Edwards Avenue north to Seneca Road. No parking on east and west side of Wisconsin River Drive from Seneca Road to the Letendre Avenue Wisconsin River Drive intersection.~~
  - (b) On the north side of Edwards Avenue, from its intersection with Wisconsin River Drive west to its intersection with Fourth Street.(Bike Trail Lane)
  - (c) On the north and east side of the boulevard lying in First Street south of Jefferson Avenue by the Catholic church.
  - (d) On that part of the north side of LaVigne Avenue that lies 15 feet on each side of the center line of the sidewalk that runs from LaVigne Avenue to the south entrance of John Edwards High School.
  - (e) ~~On the north and south sides of Letendre Avenue, from its intersection with Wisconsin River Drive westerly to its intersection with First Street. No parking on the north or south side of Letendre Avenue from Wisconsin River Drive to 4<sup>th</sup> Street.~~
  - (f) ~~On the west side of Wisconsin River Drive, from its intersection with Letendre Avenue northerly to Island Avenue.~~
  - (g) On the south side of Edwards Avenue, from its intersection with Wisconsin River Drive westerly for a distance of 70 feet.
  - (h) ~~On the west side of Wisconsin River Drive, from its intersection with Bruener Avenue to its intersection with Third Street.~~



- (i) On the west side of Third Street, from its intersection with Wisconsin River Drive south to its intersection with Harrison Avenue.
  - (j) The alley right of way, from Third Street to Fourth Street, between LaVigne Avenue and Washington Avenue.
  - (k) The west side of Wisconsin River Drive, from its intersection with Edwards Avenue to a point 60 feet north of the east entrance of the Y.M.C.A. parking lot. Busses may use the no parking area for the loading and discharging of passengers only.
  - (l) In the alley right of way between Market Avenue and Letendre Avenue, from Second Street to the east side of the Port Credit Union building.
  - ~~(m) On the west side of Wisconsin River Drive, from its intersection with Seneca Road to the north fence line of Aubey Park, a distance of approximately 1,125 feet.~~
  - (n) On both sides of Third Street, from its intersection with Letendre Avenue south to the public alley.
  - (o) In the alley right of way just to the south of 361 First Street apartments, from First Street west to the rear of the Old Bank building.
  - (p) the west side of Fourth Street from Morrill Ave to Edwards Ave .(Bike Trail Lane)
- (2) LIMITED TIME PARKING. No parking shall be permitted on the following portions of the streets or highway in excess of the following time limitations:
- (a) Not longer than 30 minutes on the north side of Market Avenue, from a point beginning 18 feet east of its intersection with Second Street to a point easterly thereof 102 feet, between the hours of 7:30 A.M. and 5:00 P.M. Monday through Friday.
  - (b) On the west side of Second Street, from its intersection with LaVigne Avenue north to its intersection with Jefferson Avenue, between the hours of 7:30 A.M. and 4:30 P.M. on school days.
  - (c) On the east side of Third Street, from its intersection with LaVigne Avenue north to its intersection with Jefferson Avenue between 7:30 A.M. and 4:30 P.M. on school days.
  - (d) On the west side of Third Street, from its intersection with LaVigne Avenue northward to its intersection with Adams Avenue between the hours of 7:30 A.M. and 4:30 P.M. on school days.
- (3) WINTER OVERNIGHT PARKING. No person shall park or leave standing any motor vehicle between the hours of 2:00 A.M. and 6:00 A.M. from the first day of November to the first day of April.
- (4) SNOW EMERGENCY PARKING RESTRICTIONS.
- (a) When the Village President or his designee proclaims a snow emergency pursuant to §166.23, Wis. Stats., no person shall park or leave standing any vehicle upon the streets, alleys, roadways or highways during the hours set forth in said proclamation.
  - (b) The Village Board hereby declares that an emergency may exist in the Village whenever a snowfall reaches a depth of 3 inches or more during any 24-hour period. When declared, such emergency is considered a public hazard, impairing transportation and public health, safety and welfare. The emergency is declared over when snow removal operations have been deemed completed by the Director of Public Works.
  - (c) Whenever an emergency exists and the Village President or his designee shall have caused an announcement thereof to be made by not less than 2 radio stations whose normal operating range covers the Village, no person shall park or permit to be parked any vehicle upon the streets of the Village during said emergency. Vehicles may be parked for a period of time for the actual loading or unloading of passengers or property.
- (5) PARKING IN MUNICIPAL PARKING LOTS REGULATED. No person shall park a motor vehicle in any municipal parking lot for more than 24 hours unless a permit therefore is issued by the Director of Public Works.
- (6) RESTRICTED STREET PARKING. No person owning or having control of any truck, trailer (semi, boat, utility, etc.) truck power unit, tractor, bus or recreation vehicle (motor home, camper, etc.), with tare or empty weight in excess of 12,000 pounds gross weight or over 16 feet in length, including accessories, racks or other physical extensions, or having a height of more than 8 feet from the roadway, shall park the same upon any street, avenue, alley or public way in the Village for more than 2 consecutive hours. The provisions of this subsection shall not

## **Memorandum of Understanding**

### **Port Edwards Therapy Dog Agreement**

The purpose of this document is to establish a Therapy Animal Program in the Village of Port Edwards under the care of Officer Abbott 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 Therapy Dog.

THIS AGREEMENT is executed on (Date) \_\_\_\_\_, by and between the Village of Port Edwards, (hereinafter referred to as "Village)," and Brandon M Abbott, (hereinafter referred to as ("Owner of the Therapy Animal")), and collectively known as the "Parties" for the purpose of establishing and implementing a Therapy Animal Program in the Village.

WHEREAS, it is the intention of the Parties to provide the Village with all completed and up to date paperwork that is necessary for the approval process, so that the Owner of the Therapy Animal can participate in the Therapy Animal Program for the purpose of providing The Village with the opportunity to receive AAI (Animal Assisted Intervention) Instructional Programming and/or social emotional support.

WHEREAS, the Therapy Animal Program is ~~where a program in which~~ Officer Abbott provides a trained therapy dog that will be used within the Village of Port Edwards ~~Schools-School District~~ and Edgewater Haven to allow interaction with youth and elder ~~population~~ of the community on what a therapy dog can do for individual well-being and health.

IN ADDITION, the Parties are desirous to enter an understanding, thus setting out all necessary preparations that both Parties agree shall be necessary to complete the Therapy Animal Program Approval Process.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties here do agree to as follows:

#### 1. Scope of Agreement

A - This Agreement forms the basis of mutual understanding and respective responsibilities between the Village and the Owner of the Therapy Animal.

B - This Agreement will be for a period of the dog's life, along with the ability to perform its duties under the Therapy Program guidelines. Either party, upon reasonable notice, can terminate this arrangement.

C - Owner of Therapy Animal agrees:

- To provide all required and current documents which include:
  - Current Vaccination Record from a licensed Veterinarian.
  - Current Health Certification
  - Current Liability Insurance coverage. (Recommended coverage \$1.5M)
  - Current Registration and Certification of the Handler
  - Current Certification and Registration of the Animal
  - Written policies and procedures of the Police Department on how the owner and the dog will operate.
- Pay for all costs affiliated with the Therapy Animal including but not limited to, veterinary bills, food and equipment.
- To inform the Village in writing of any change in the Program or any limitations in the services to which the parties have agreed.
- To ensure if the Therapy animal is ill that it will not be brought into the Village.
- To ensure that all rules and regulations established by the Village and Police Policies are followed.
- To ensure that the Therapy Animal is under control at all times and never without the handler.
- To comply with all applicable laws and regulations where the Therapy Animal may be used in the Village.

D - Term of Agreement

- This Agreement shall be effective starting \_\_\_\_\_, 20\_\_\_\_.
- All provisions of this Agreement are separate and divisible, and if any part is held invalid, the remaining provisions shall continue in full force and effect.

2. - Insurance and Liability

A - The Owner of the Therapy Animal must secure and maintain comprehensive general liability insurance with the minimum amount stated above, per occurrence. ~~The Village will be named as an additional insured under the liability policy.~~ The Owner of the Therapy Animal must provide current proof of liability insurance to the Village as of the date on which the Therapy Animal Program begins. ~~The Village will be named as an additional insured under the liability policy.~~ Further, the Certificate of Insurance shall provide that the insurance may not be canceled, or non-renewed, or the subject of change in coverage or available limits of coverage.

B - The Owner of the Therapy Animal agrees to defend, hold harmless, and indemnify the Village and its Directors, officers, employees, agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including and without limitation, attorney's fees for injury or death of persons or animals, including employees of the Village, and damage to

property caused by the Therapy Animal.

### 3 - Assignment

A - This Memorandum of Understanding ~~should not be assignable unless it is unilaterally terminated; shall not be assignable unless the parties mutually agree to such assignment in writing.~~

VILLAGE OF PORT EDWARDS OFFICIAL

BY: \_\_\_\_\_

Name: Betsy Mancl

Title: Village Board President

Address:

DATE: \_\_\_\_\_

OWNER OF THE THERAPY ANIMAL

BY: \_\_\_\_\_

Name: Brandon Abbott

Title: Owner

Address: PO Box 81

Wis Rapids, WI 54494

DATE: \_\_\_\_\_

## Therapy Canines

### 350.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of therapy canines to help Police Department employees, victims, and witnesses cope with the exposure to traumatic incidents, support the department's wellness program to improve members' resiliency and overall well-being, and participate in community outreach.

### 350.2 POLICY

It is the policy of the Port Edwards Police Department that therapy canines and handlers regularly train to maintain the appropriate proficiency to reasonably carry out the objectives of the program.

### 350.3 ASSIGNMENT

Therapy canines may be assigned to any full-time employee of the Police Department. Therapy canine teams will primarily be responsible for their normal job assignments. Therapy canine handlers will be expected to make the therapy canines regularly available to staff throughout their normal work hours. Use of the therapy canine following critical incidents, for special events, or any other request outside of their normal assignment will be reviewed and approved by the Chief of Police.

### 350.4 THERAPY CANINE COORDINATOR

Along with all applicable responsibilities described under section – the Therapy Canine Coordinator will have the following additional responsibilities related to the therapy canine program:

- (a) Maintaining liaison with the contracted training vendor
- (b) Ensuring that the therapy canine and handler meet the minimum training and performance standards as set by the training vendor
- (c) Maintaining liaison with the Police Department Wellness Program Coordinator ensuring that the therapy canine program provides the most benefit to department members.

### 350.5 REQUESTS FOR THERAPY CANINE TEAMS

While the primary focus of Port Edwards Police Department therapy canine program is internal staff wellness; the teams can be utilized to help individuals exposed to trauma, those who experience vicarious trauma, investigators requesting assistance during interviews, and other instances where the use of the therapy canine would be suitable under this policy to achieve an official goal.

At all times, consideration of the therapy canine and handler's health and safety will be the guiding principle utilized to determine the best method of response to provide service in the safest atmosphere for all involved. This response is left to the discretion of the Therapy Canine



# Port Edwards Police Department

## Policy Manual

### *Therapy Canines*

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Coordinator. The therapy canine handler at the scene can terminate the response if the handler feels that the situation is not safe for the canine or handler. If there is a dispute about the manner of response, the handler will confer with the Chief of Police to resolve the conflict. Therapy canine teams shall not respond or be utilized during active scenes.

When the therapy canine is deployed, the handler will be focused on ensuring the therapy canine is responding appropriately; therefore, safety considerations must include the presence of loose or aggressive dogs, suspects who could pose a threat to the handler and therapy canine, and any other environmental concern that could be present. Therapy canines will not be intermingled with the enforcement canines in the K9 Unit due to the vast differences in their functional roles and temperaments, and to avoid adverse interactions between the animals.

#### **350.6 THERAPY CANINE DEPLOYMENTS**

Most therapy canine sessions should last between 30-45 minutes but no longer than approximately one hour. In some circumstances, it could go longer (investigative interview), but that should be the exception. Afterward, the handler will ensure the dog has a break. In the absence of a scheduled request for service or appearance, teams will visit units within the Police Department, as their regular work assignment allows. These visits should not interfere with normal operations and should not extend beyond approximately 30 minutes. Care should be taken if someone who is working does not want to interact with the dog. The supervisor should be consulted for approval before bringing the dog to the unit.

Self-initiated interactions are also encouraged at special events or known locations that attract residents and visitors if dogs are welcome (outdoor shopping areas, sponsored events particularly those occurring outdoors). Care should be taken when the temperatures are extremely hot or cold because it poses a risk to the dog's well-being. Appearances such as this should last no more than an hour at a time, and the dog should be given a break afterward. The Therapy Canine Coordinator will consider after-hours requests in consultation with the Police Chief on a case-by-case basis. If a call-in is determined to be appropriate for the situation, the Therapy Canine Coordinator will schedule the event with the handler.

#### **350.7 REPORTING OF BITES OR INJURIES**

Any bite or injury caused by a canine, whether on or off-duty, shall be promptly reported to the Therapy Canine Coordinator. The Therapy Canine Coordinator or Chief of Police, will immediately respond to the scene of the incident. Unintended bites or injuries caused by a canine should be documented in an administrative report. If an individual alleges an injury, either visible or not visible, a Chief of Police shall be notified, and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the time any related civil proceeding has expired. Canines used by law enforcement agencies are generally exempt from impoundment and reporting requirements; however, the canine shall be made available for examination at any



# Port Edwards Police Department

## Policy Manual

### *Therapy Canines*

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reasonable time if requested by the local health department. The canine handler shall also notify the local health department if the canine exhibits any abnormal behavior after a bite.

#### **350.8 HANDLER SELECTION**

The minimum qualifications for the assignment of canine handler include:

- (a) A fulltime member of the Port Edwards Police Department
- (b) Residing in a home with a yard that is appropriate to house a medium to large canine safely
- (c) Agreeing to be assigned to the position for a minimum of five years

#### **350.9 HANDLER RESPONSIBILITIES**

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

- (a) The dog will be bathed as necessary
- (b) Nails will be clipped as needed to prevent injury to the dog or those with whom the dog will make contact
- (c) The handler will feed the dog on a routine schedule and provide fresh water at all times. Food and water bowls will be cleaned regularly.
- (d) Medication for flea and parasite control will be given under veterinary guidance
- (e) The handler will transport the dog to veterinarian appointments as required
- (f) The dog should be treated as part of the family when off-duty, as it will be residing in the handler's home. While off-duty, the dog will wear a collar displaying the rabies tag and license if the dog is separated from the handler.
- (g) Therapy canines are chosen carefully based on their temperament; therefore, it is imperative that the dog be protected from significant adverse interactions with aggressive dogs, other animals, or individuals that could harm the dog
- (h) The handler shall not expose the canine to any foreseeable or unreasonable risk of harm
- (i) Handlers shall permit the Chief of Police to conduct spontaneous on-site inspections of affected areas of their homes and their vehicles to verify that conditions and equipment conform to this policy
- (j) Any changes in the handler's living status that may affect the lodging of environment of the canine shall be reported to the Chief of Police as soon as possible
- (k) The canine should be permitted to socialize in the home with the handler's family under the handler's direct supervision.

# Port Edwards Police Department

## Policy Manual

### *Therapy Canines*

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#### **350.10 CANINE IN PUBLIC AREAS**

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A therapy canine shall not be left unattended in any area to which the public may have access

(b) If the therapy canine needs to be secured in a vehicle, the vehicle shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

#### **350.11 HANDLER COMPENSATION**

The canine handler will cover the costs associated with the feeding, grooming, and supplies, required equipment, and veterinarian care for the therapy canine.

#### **350.12 CANINE INJURY AND MEDICAL CARE**

If a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the Chief of Police as soon as practicable and appropriately documented. All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

#### **350.13 TRAINING**

The therapy canine and handler are a team. They will be certified by the Port Edwards Police Department's designated training vendor to the standards deemed appropriate by the trainer to operate in the field as a therapy canine team. The dog and handler must be proficient with basic canine obedience commands. After the initial certification, monthly training with the vendor may be conducted as needed. The handler may conduct ongoing weekly training. All training records will be maintained by the handler and may be reviewed by the Chief of Police. If the handler or canine fails to meet the minimum standards to maintain certification or perform therapy comfort canine duties, the Police Department will remove the canine from service.

## REPORT TO VB IITEM 7g.4

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ITEM NAME:	DMI Demolition Permit & Conditions
MEETING DATE:	8.13.2024
PRESENTING COMMITTEE:	PIP
COMMITTEE CONTACT:	Jen Moore
STAFF CONTACT:	Duane Gau
PREPARED BY:	Duane Gau

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**ISSUE:** Approve DMI amended demolition permit with conditions.

**OBJECTIVES:** Approve DMI amended demolition permit with conditions.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** It as been several years since DMI applied for demo permit timeline as follows:

- 2013 – DMI demo permit approved
- 2014 - Demo contractor files for bankruptcy. Litigation ensues.
- 2015 – Demolition permit expires one year after issuance
- 2020 – Property inspected and found to be in violation; corrective notice issued
- 2023 – Litigation resolved
- 2024 – DMI applies for new demolition permit

**PROPOSAL:** Approve DMI amended demolition permit with conditions.

**ADVANTAGES:** Re-start the demolition of the remaining old Domtar Plant and build out for new building to enhance tax base.

**DISADVANTAGES:** Taken to may years to get restarted. TIF funds planned for this project have been revised to other projects within the TID.

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)** None

**RECOMMENDED ACTION:** Motion to approve DMI amended demolition permit with the following conditions:

- Provide an updated survey map of the property.
- Provide an updated project schedule.
- Provide verification of the demolition specifications from the demolition contractor.
- Provide proof of a bond that lists the Village as a beneficiary.
- Provide proof of a FERC permit prior to disturbing the sea wall.
- Provide proof of DNR permit prior to undertaking any environmentally sensitive activities covered under that permit.
- Prior to December 31st, 2024 DMI shall submit an application for a preliminary plat of subdivision for the entire property in accordance with the Development Agreement.

- Prior to December 31<sup>st</sup>, 2024, DMI shall submit an application for rezoning the property to Planned Unit Development with an accompanying development agreement that establishes a unique set of use, bulk, design, and other zoning standards consistent with the standards of the first amendment of the development agreement.
- Continue to maintain the entire property consistent with applicable local, state, and federal laws, codes, and ordinances.
- Comply with all remaining provisions of the development agreement and the first amendment.
- Full and timely payment of all property taxes and water/sewer charges.
- Property owner within 200 feet will get notice of the amended Demolition Permit.
- Demolition of the old Domtar Plant must be completed within one year of demolition permit issued, with amendments of time extensions mutually agreed-upon by both parties.

These conditions will be monitored by Interim Administrator Gau, Village Staff and Village Attorney

**OTHER OPTIONS CONSIDERED:** N/A

**TIMING REQUIREMENTS/CONSTRAINTS:** All the above conditions **MUST** be completed by December 31, 2024.

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$** **N/A**

**ATTACHMENTS (describe briefly):** None

# VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

COMMITTEE: Finance & Human Resources

DATE: August 8, 2024

TO: BETSY MANCL

CC: LONN RADTKE

TIARA GRUNDEN

JOSEPH ZURFLUH

RICK HESS

JENNIFER MOORE

ERIK SAYLOR

NICK ABTS

DUANE GAU

SCOTT DREW

DUSTIN LEASE

BEN MARTINSON

DIANE TREMMEL

**Purpose of Meeting:** Regular Monthly Meeting – Marshall Buehler Center

**Attendance:** L. Radtke, T. Grunden, J. Zurfluh, B. Mancl

**Absent:** None

**Also Present:** S. Drew, D. Gau, D. Tremmel

**Citizens:** Jim Bena, Rick Hess, Leo Thomasgard

## Subjects Discussed, Action Taken & Board Action Required:

### Regular Monthly Meeting

- **Call to Order:** Meeting called to order by Chair Radtke at 5:00 p.m.
- Motion (Zurfluh/Grunden) to approve the agenda and July 2, 2024 minutes. Motion carried. All ayes.
- **Public Comments on Agenda Items:** Jim Bena, Superintendent of Port Edwards Schools, stated that he had conversations regarding the need for a School Resource Officer (SRO). He commended Chief Drew and Officers Abbott and Mertes for their work in the school. He is hoping the Village will help fund a Community Resource Officer (CRO) with expanded hours to make the community better and safer.

Leo Thomasgard attended to represent the Police and Fire Commission. He questioned whether the proposal is to create a new Police Chief position who also serves as an SRO. Trustee Radtke stated that the Village is currently in discussions regarding that matter. Mr. Thomasgard stated that Scott Stewart had questions about who that position would report to.

- **Committee Chairman's Comments:** None
- Motion (Grunden/Radtke) to approve the monthly bills, journal entries for the previous month and financial reports. Motion carried. All ayes.
- Motion (Zurfluh/Radtke) to approve proposed Resolution 2024-05 amending 2024 adopted budget. Motion carried. 2-1 (Grunden-no)
- Interim Administrator Gau gave a brief presentation of the proposal for the Administrator's departure. He suggested a pilot program as outlined in his proposal.

# VILLAGE OF PORT EDWARDS

Port Edwards, Wisconsin

Trustee Radtke stated that he supports the pilot program.

Trustee Grunden stated that she is not comfortable with the pilot program because the Village needs a visionary and someone to promote economic development.

Trustee Zurfluh stated that he agrees but it should be discussed further at the Committee of the Whole meeting to follow.

Trustee Radtke stated that all communities are struggling financially, and the Village needs to take a common sense approach.

- The trustees received the 6-month 2024 budget expenditures report before the meeting. The report is given to the Board at the end of every month.
- There was brief discussion regarding the pay and job duties for the new Police Chief. The Police and Fire Commission is looking for direction in preparing the job posting. Interim Administrator Gau stated that he received the sample job description from the police chief. A wage range of \$70,000 to \$80,000 was suggested. Some trustees felt the wage range should be higher. This will be discussed in further detail at the Committee of the Whole meeting immediately following this meeting.
- **Old Business:** Interim Administrator Gau gave a brief update on the DMI permit application process.
- **New Business:** None
- **Correspondence Received:** Trustee Radtke acknowledged that Leo Thomasgard's email was received by the Board members.
- **Agenda Items for Next Meeting:** Monthly bills, journal entries and reports; review IT proposals.
- Meeting adjourned at 5:52 p.m.

Lonn Radtke, Committee Chair



## REPORT TO VB ITEM 10. a

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ITEM NAME:	Extraterritorial Certified Survey Map in the Town of Grand Rapids
MEETING DATE:	8.13.2024
PRESENTING COMMITTEE:	
COMMITTEE CONTACT:	
STAFF CONTACT:	Duane Gau
PREPARED BY:	Duane Gau

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**ISSUE:** Extraterritorial Certified Survey Map in the Town of Grand Rapids -

**OBJECTIVES:** Approve Extraterritorial CSM Creating 2 Lots of CSM 10967 Lot 8 of WCCSM #10967, located in part of SE ¼ of SE ¼ of Section 34, Township 22 North, Range 6 East, requested by Jeffrey Sullivan.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:** Owners (Jeffrey Sullivan) own a Lot 8 of DSM 10967 of 48<sup>th</sup> St S and want to divide this land into 2 lots (see attached Extraterritorial CSM). The Village Ordinance section 19.02(1) JURISDICTION. Jurisdiction of these regulations shall include all lands within the corporate limits of the Village and those lands within the extraterritorial jurisdiction of the Village.

**PROPOSAL:** Approve Extraterritorial Certified Survey Map in the Town of Grand Rapids.

**ADVANTAGES:** Create additional lots according to extraterritorial CSM in Grand Rapids

**DISADVANTAGES:** None

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)** None

**RECOMMENDED ACTION:** Motion to approve Extraterritorial CSM – creating 2lots off 48<sup>th</sup> St S (owners: Jeffrey Sullivan.)

**OTHER OPTIONS CONSIDERED:** N/A

**TIMING REQUIREMENTS/CONSTRAINTS:** None.

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$** N/A

**ATTACHMENTS (describe briefly):** Extraterritorial CSM in the Town of Grand Rapids