

VILLAGE OF PORT EDWARDS  
Port Edwards, Wisconsin

COMMITTEE: Planning, Property, Insurance and Technology

DATE: April 25, 2017

TO: JOSEPH ZURFLUH

cc: JOHN BINGHAM  
DANA DUNCAN  
LUANN MARTINSON  
WFHR/WGLX  
JENNIFER IVERSON

ERIK SAYLOR  
SUE MITCHELL  
TIARA GRUNDEN  
DIANE TREMMEL  
JIM LEISER

JP LACHAPELLE  
DAILY TRIBUNE  
RICK PIETTE  
JIM SCHUERMAN

Purpose of Meeting: Regular Monthly Meeting

Attendance: L. Martinson, E. Saylor, T. Grunden, R. Piette

Citizens: Bernard Ksionek, Natalie Brown, Sarah & James Wirth

Subjects Discussed, Action Taken, and Board Action Required:

**Meeting called to order at 5:00 p.m.**

1. **Public comments:**

a. Bernard Ksionek withdrew his request.

b. Mr and Mrs Wirth discussed about putting up temporary shelters for the upcoming village wide garage sale.

**MOTION:** To permit temporary structures to be setup, used and taken down within 10 consecutive days for events in a residential area, no exceptions.

c. Natalie Brown is looking for a location to tutor an EBD student in the area, Chairman Martinson said that this is more of a school issue and should be directed back to them.

2. **Committee Chairman's comments:** It is recommended that all village board members attend the Local Government 101 training held by the League of Municipalities.

3. **Discussion of sanitary units for garage sale:** It was discussed and the Village can help out with the coordination of the sanitation units this year but next year, things should be passed off to the Business Council. **MOTION:** To cover the costs of one sanitation unit, up to \$150 and that the Business Council will take over the coordination of the Village Garage Sale from here on out.

4. **Status of Adhoc Committee for East Side Fire Station:** A meeting should be scheduled at the upcoming monthly board meeting to include the PPIT chairman, Fire Chief, Administrator and Trustee Saylor to get things moving again.

5. **Discussion on creation of separate email account for Clerk of Courts:** The account has been created and is up and running and will be monitored by the Judge.

6. **Status of email accounts for new board members and staff:** All of the accounts have been created and the users shown how to log in and use them.

7. **Status of Village Website:** All of the employee and committee information is current as of today and the website is still progressing.

8. **Discussion on need to post Committee meetings as Committee of the whole:** The Administrator was informed by the League that if any non-committee board member shows up to a meeting, it should be communicated and listed on the Agenda in advance. Rick is going to ask for clarification from the League to see how it should be handled in case it happens in the future.
9. **Discussion on what is considered a quorum per state statutes:** The Administrator is going to find the quorum requirements and hand out a hard copy to each board member outlining such.
10. **Administrator update:**
  - **Status of 2016 Performance Report and WDEC site visit:** The Administrator is trying to reschedule a site visit to DMI and is working with WDEC to assist in communicating with DMI.
  - **Status of Diversified Benefits Service Health Reimbursement Agreement:** Diane is working with Diversified Benefits Services to administer Employee Health Reimbursement Arrangement.
  - **Status of CyberOne Developers Agreement and TIF disbursement:** The Administrator has received the official developer's agreement from the attorneys. The Village has begun to disburse TIF funds to CybeOne to purchase the building.
  - **Status of insurance claim for damaged fire hydrant:** The Administrator is going to submit the claim by the end of next week and will move this agenda item to the Finance Committee.
  - **Status of Curb & Gutter assessment for 8<sup>th</sup> and William's project:** The prices came back cheaper than first quoted and letters will be mailed out to the residents next week.
11. **Correspondence received:** None
12. **Agenda items for next meeting:**
  - a. The village may need to look into purchasing a new laptop for the Fire Department.
  - b. Diane's printer is having issues and will need to have some maintenance done to it.
  - c. Look at videotaping the monthly board meetings.
13. **Set next meeting date:** Meetings will be scheduled on the 4<sup>th</sup> Tuesday of the month at 5:00pm so the next meeting will be May 23.

**Meeting adjourned at 7:27 p.m.**

LuAnn Martinson – Chairman

LM:es