

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

COMMITTEE: Planning, Legislature, Property
and Information Technology Committee (PLPIT)

DATE: January 7, 2021

TO: JOSEPH ZURFLUH

cc: BETSY MANCL
DANA DUNCAN
JOHN BINGHAM
DIANE TREMMEL
PATRICK ARENDT

ERIK SAYLOR
SUE MITCHELL
TIARA GRUNDEN
SCOTT DREW

JP LACHAPELLE
DAILY TRIBUNE
WFHR/WGLX
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: D. Duncan, E. Saylor, J. Bingham, R. Bossert, B., J. Zurfluh (ALL ON ZOOM)

Citizens: Matt Fletcher, Ben Martinson, Sue Mitchell, Tiara Grunden

Subjects Discussed, Action Taken, and Board Action Required:

1. ***Call to order:*** Meeting called to order by D. Duncan at 5:30p.m.
2. ***Roll Call:*** All Present.
3. ***Approve the agenda:*** (Bingham, 2nd Saylor)
4. ***Approve the previous months minutes:*** **MOTION** (Saylor, 2nd Bingham) to approve minutes of the 5 November, 2020 meeting. (*Motion carried, all Ayes*).
5. ***Public comments on agenda items:*** None
6. ***Committee Chairman's comments:*** None
7. ***Update on Violation on 241/251 Market Ave.*** Quick Update on purchase plans for the property. The Title search found a due \$5000 mortgage that can be addressed at closing. The purchase will also include accounting for past due taxes, the 2020 taxes owed, and some ordinances fines. So, the final accounting is still being tabulated but will be less than the Board approved \$35,000. Once the purchase is resolved we will work on the potential rental opportunities for both properties to generate income for the Village.
8. ***Market Street Condo Association Update.*** The Committee was provided with the original HOA contract and the dissolution paperwork (2007). The Chairman requested more details and an assessment of the Positives and Negatives on re-establishing the HOA. A formal HOA, especially after the Village purchases the majority in shares of property would protect the Village from any ordinance's violations and structural changes to the Government building. No HOA will leave any owner to their interpretation of changes and efforts they can do, that by proximity, may negatively impact the government buildings nearby. This topic will be tabled until next month to discuss further. The administrator and legal counsel will continue to research the issue.

9. Update on DMI. Informed all members of the legal action ongoing and that we have a scheduled weekly ZOOM calls with DMI (Joe Moore). Working issues with water meters, fencing repairs, fire suppression system, and escrow account closure. Administrator will have a letter crafted to authorize all actions with the escrow account have been completed and closer of the account so the Village can receive the funds in escrow.

10. Water Billing in the Village for rental properties. The Village administers our municipal water and sanitation utilities under Wisconsin PSC guidance. The COVID moratoriums have brought the late and past due utility bills to the forefront of our concerns, especially for our landlords. Our current procedures would address a chronic past due resident relatively quickly (in a 4-month period); 90 days for the water billing cycle, 21 days to pay a bill, 10 days after a late notice is issued and the termination. The COVID restriction has waived this process to the extent that not only can individuals not pay bills (relating it to COVID with no proof of impact) but the Village cannot turn off service or disconnect for Chronic past due payments.

Even with Village management of the utilities we are heavily regulated by the PSC when it comes to our water department. So, we are limited to only a few options in providing and limiting service. There are some administrative actions that we can take to better assist in collection of past due bills. Being a landlord is a business and they should conduct themselves with best practices that protect them. Collecting deposits from renters, informing the Village of a rental property so we can place some emphasis on them as tenants, assisting the Village in forwarding addresses and notice to vacate information. In a Non-COVID year we have been very proactive in assisting landlords in termination and disconnects, however this year until mid-summer our hands are tied.

Administratively we will improve our service.

1. Informing landlords (if known) that a tenant has entered into a payment plan possibly informing the landlord of potential payment issues.
2. Providing the landlord, a copy of all tenant bills and payment status. (Again, if Known)
3. Codify all this in Chapter 13, municipal utility of Village ordinances, after PSC approval

11. Dog park ordinance adjustments based on establishment of a Dog park. On 1 DEC 2020 the Village Board approved 7-0 to the establishment of a DOG park in the Ripple Creek park Complex. We will work with a partner civic group, Scentrails inc., to establish the park and the agreement between both parties. This drives us to revisit our current ordinances to ensure any creation of a Dog park does not contradict our Village ordinances.

Our initial review of the three affected ordinances Chapters 9/11/12 will require little to NO changes in Chapters 9 (9.09 page 9-6) and 11 (11.06 page 11-5). As for Chapter 12 we recommend an addition to 12.08 (page 12-8) - Regulation and Licensing of Dogs.

A simple addition...

(2) (a) Any resident or Non-resident that utilizes the Dog park and surrounding trail network will be required to adhere to all current Rules and Regulations in the Village. Owners will be required to acquire and maintain a Village of Port Edwards Dog License. The funds collected here will go forth to maintain the park.

(2) (b) Individuals that use the park for short term visits (less than 24 hours), tourists, travelers, guests of the Village etc... will be exempted from this requirement if they use the park. If they become a more frequent user, they will be required to obtain a license.

We will review these additions with the Scentrails organization n for any input and discussion. We will also install some signage in the Park that references these rules and ordinances as well as License

requirement's and process to obtain.

This decision will be enforced by a sign posted at the future DOG park, outlining the requirements

12. Correspondence received: None

13. Future Agenda Items:

- a. Water Billing for rental property
- b. DMI
- c. Market street Property negotiations

14. Next meeting date: February 4, 2021 at 5:00pm

15. Adjourn: Adjourned at 7:15pm. **MOTION** (Saylor, 2nd Bingham)

Dana Duncan – Chairman

Attached: See PLPIT packet dated 7 JAN 2021