

VILLAGE OF PORT EDWARDS
Port Edwards, Wisconsin

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

DATE: February 4, 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: Lee Lech (970 Brentwood Dr), Tiara Grunden, Nick Abts (Counsel)

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), Motion carried All Ayes
4. ***Approve the previous months minutes:*** **MOTION** (Saylor, 2nd Bingham) to approve minutes of the 7 January 2021 meeting. (***Motion carried, all Ayes.***)
5. ***Public comments on agenda items:*** None
6. ***Committee Chairman's comments:*** None
7. ***Update on 241/251 Market Ave.*** Paperwork for the sale is complete and sent to Mr. Noble. Closing will be completed by 15 February 2021. Total cost for the Village will be No More than \$35,000 from the TIF account (various deductions were included to collect past due fines and fees from Mr. Noble). 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 COA contract and the dissolution paperwork (2007). The Chairman requested more details and an assessment of the Positives and Negatives on re-establishing the COA. A formal COA, 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 COA will leave any owner to their interpretation of changes and efforts they can do, that by proximity, may negatively impact the government buildings nearby. Mr. Lech (owner of one of the properties) stated his concerns about the cost and legal issues re-establishing the COA. He was very supportive in establishing some "new" ordinances to have rules and wants to be a part of that discussion. The Committee directed the Administrator to gather the owners and sense their opinions on the initiatives, this will be reported back next month.

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 is working on the release of the escrow funds. DMI requested a meeting with the Board in March to discuss the way ahead.

10. **TIF Contract with Vandewalle.** In 2009 as part of the TIF creation, Vandewalle associates was contracted to setup and administer the TIF account for the Village. They have billed for hourly work over the course of these past 11 years and the contract that initiated this action expired a few years ago. In October of 2020 the Administrator requested a new contract to update the terms as well as the length of the contract. In the new contract, the terms remain relatively the same as to what they CAN do. The major adjustments are in the Length of Contract (a one-year period), an addition of the cost of services per hour, and a subsection that describes only work “directed” by the Village thru the Administrator they should be working on and thus bill. These additions were directed by the Administrator to address certain areas of concern that he found as well as some concerns from the Trustees and staff.

Over the past 11 years the Contract has cost the Village over \$530K, roughly \$49,000 annually. Obviously, this is determined by the amount of work required. For example, over the past 4 years the annual cost has been over \$70K annually. The TIF generates a tax revenue of approx. \$250K annually for reference. We will commence with a yearly contract under the direction of the Administrator and observe the necessity to continue.

MOTION Approve the new Consultant Contract with Vandewalle Associates for the TIF management for the Village for a one-year period, renewed as required.

11. **Water Billing in the Village for rental properties.**

Administratively we have improved our service. This last billing cycle the Village had over 250 accounts totaling over \$45K in past due billings. The Village assessed over \$1700 in late fees. Letters were sent to tenant(known) and landlords for past due accounts. Over the past 2 weeks since the Billing cycle ended over \$20K of fees have been collected. This is the norm. We will continue to monitor.

12. **Correspondence received:** None

13. **Future Agenda Items:**

- a. DMI
- b. Market street Rental plans

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

15. **Adjourn:** Adjourned at 6:15pm. **MOTION** (Saylor, 2nd Bingham)

Dana Duncan – Chairman

Attached: See PLPIT packet dated 4 FEB 2021