

Village of Port Edwards

Municipal Building
201 Market Ave. P.O. Box 10
Port Edwards, Wisconsin 54469
Phone: 715-887-3511

NEPCO Lake DISTRICT meeting Minutes

Started meeting at 3pm (1500), on the 24 April 2023.

1. Call to order-
2. 5 attendees in person;
 - Ray Bossert (Village Rep)
 - Joe Zurfluh (County Rep)
 - Dave Orcutt (DOMTAR)
 - Eric Hummel
 - Dave Altness
3. 8 persons via ZOOM;
 - Lyman Tschanz
 - Jeff Manor
 - Craig Tim
 - Jason McAlly
 - Scott Stewart
 - Shawn Mahoney
 - Vickie Gukenberger
 - Tammy Waters
4. **Public comments on agenda items;** Scott Stewart wanted to make sure the Board understood that not all residents on the lake are millionaires and he along with many others would like to see a reasonable fixed rate for the lake district.
5. **Approve the agenda. MOTION** Zurfluh 2nd, By Orcutt, all AYES
6. **Approve minutes from 10 April 2023.** Orcutt/ 2nd Zurfluh all AYES.
7. **Discussion to obtain shared vision on deliverables, assign Leads, and completion timeframe, Notification of local government officials to let them know the district exists.**
 - The Chairman presented a DRAFT list of committees for discussion and role assignment. This will be discussed further at the next meeting. DRAFT message below:
 - Obtaining the deliverables to hold the first Annual Meeting
 - Widening Board and Citizen Volunteers capability to participate in Lake District operations

Required Actions

1. **Organizational Logistics** - Setting up email, contact information, PO Box, Meetings Notices and video, property owner mailing lists, shared drive for documents, meeting minutes & agendas, liability insurance - Boz Bossert, Eric Hummel and Vickie Gukenberger)
2. **Notification** to local & state officials of the NEPCO Lake District existence Including County Board order and boundary legal description- (WDNR, WI Lakes Association, WI Dept. of Revenue for a) copy of the county order & lake district boundary description b) Certification of Sales & Tax-Exempt status – (Eric Hummel)
3. **Record Parcels** with County Registrar, Wisconsin DNR & Wisconsin Department of Revenue - Review and present for approval boundary parcels, plan to obtain parcel owner changes and parcel convergence, (Lyman Tschanz)
4. **Budget** and Financial matters - revenue generation plan, expenses/appropriations, capital costs, costs of operations, monthly reconciliation, audit plan, Loans, and municipalities communications regarding tax assessments and special charges)- (Lyman Tschanz, Gail / Eric Hjortness?)
5. **Aquatic Plant Management Plan** (Boz Bossert, Dave Orcutt, Dave Alnes? Jill Austin? Eric Hummel)
6. **Annual Meeting** logistics and delivery (Lyman Tschanz, Vickie Gukenberger)

Important Actions

7. **Harvester readiness** – Operations plan, startup cost estimates, in season maintenance & repairs, Aquarius Harvester training, assigning and managing harvest operators) - (Boz Bossert, Jeff Manor, Lyman Tschanz)
8. **Harvester Locations & Logistics** – in season and out of season parking & storage, loading and unloading cut weeds, transportation of weeds – (Boz Bossert, Eric Hummel)
9. **Parcel Owner communications** – Monthly / Quarterly updates, Mailings for Annual & Special meetings (Boz Bossert, Citizen Volunteers)
10. **Agreements** by Resolution & MOU's - (Boz Bossert, Eric Hummel)
11. **Grants and “Gifts”** options and grant writing (Vickie Gukenberger, Sara Hateii)

“Nice to Have” Actions

12. **2023 Actual Weed harvesting** operations- (Lyman Tschanz, Boz Bossert, Jeff Manor)

8. **Discussion on the administrative tasks required to establish the district as cited below.** The Secretary presented a Proposal to cover all the cited tasks. Member Tschanz mentioned another company that could provide services. This action was tabled until the next meeting until we gather the exact 2nd bid from Town Web.
9. **Discussion on Notification of local government officials to let them know the district exists,** the WDNR Lakes Coordinator, Wisconsin Lakes Association (<https://wisconsinlakes.org>), and ask the UW-Extension Lakes office to include the district in the statewide directory. (www.uwsp.edu/cnr/uwexlakes/lakelist).

- The Chairman shared his draft letters and no one saw any issues. Since the organization does not have an address or email this was tabled until after that decision.

10. Discussion to confirm the parcels to be included in the district to ensure that a copy of the Wood County Board order to form the district is recorded, along with a legal description of the district boundary, with:

- the Wood County register of deeds office
- the Wisconsin Department of Revenue
- the Wisconsin Department of Natural Resources

There was a **MOTION** to submit these documents to the County Registrar. For review once complete they will be submitted to the County GIS mapping department to update the map. It will then be reviewed by the Board once more before final submission. **MOTION** by Tschasnz, 2nd by Zurfluh. All AYES.

11. Review Budget Draft and discussion on 2023/2024 priorities

- Discuss the proposed lake District Fee based on a flat rate
- Discuss the proposed lake District Fee based on assessed value and a MAX millage of 2.5 mills per \$1000 of assessed parcel value (with improvements)
- After some discussion the **MOTION** made by Bossert, 2nd by Zurfluh to assess the properties on a flat fee basis, specific amount to be later with the elimination of the “inactive” category of 19 parcels and have only developed, undeveloped and exempt parcels. ALL AYES.
- MOTION to authorize seeking a \$60K loan from the Nekoosa Port Edwards Bank and present details at the next meeting. **MOTION** by Bossert, 2nd by Zurfluh, all AYES.

12. Set the first annual Lake District meeting date (1st two weeks of August 2023)

- The Secretary will seek interest of the residents to have a meeting on 10, 12, 17, 19 of August 2023 and gather data for the next meeting.

13. Weed machine Update: The Village is still in negotiation with the Pavloski developers on the donation of the weed machines and some accessories. Aquarius systems conducted an evaluation of the value as well as the cost to make them functional for this season, approx. \$22K. parties.

14. New Business; NONE

15. Old Business: NONE

16. Comments from Board members: the Chairman wanted to mention the training that was conducted at Stevens Point and was appreciative of the Government assigned members being present at the meetings. The major issue for other lake districts was the lack of participation of their government assigned partners.

17. Discuss any Correspondence received: NONE

18. Schedule next Initial Board meeting: 15 May 2023 at 3pm

19. Adjourn by Hummel, at 5:05 pm

Validated:

Ray Boz Bossert, Lake District Secretary

Eric Hummel, Lake District Board Chairman