

VILLAGE OF PORT EDWARDS  
Port Edwards, Wisconsin

COMMITTEE: Planning,  
Legislative, Property,  
Information Technology

DATE: April 2, 2024

TO: BETSY MANCL

cc: JOSEPH ZURFLUH  
CALEB MCGREGOR  
SCOTT DREW

ERIK SAYLOR  
TIARA GRUNDEN  
BRIAN LUEBKE

JEN MOORE  
LONN RADTKE  
NICK ABTS

Purpose of Meeting: **Regular Monthly Meeting**

Attendance: T. Grunden, C. McGregor, J. Moore, B. Mancl & Admin. Gau

Citizens: Cary Smith, Rick Hess, Brian Lewandowski & Jason Demarco (Wood County IT)

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

- 1. *Call to order:*** Meeting called to order by Grunden at 6:00 p.m.
- 2. *Roll Call:*** All Present.
- 3. *Approve the Agenda:*** **MOTION** (Moore/McGregor) to approve the agenda. All ayes.
- 4. *Approve the minutes of previous month's meeting:*** **MOTION** (McGregor/Moore) to approve minutes of the March 5, 2024 meeting. All ayes.
- 5. *Public comments on agenda items:*** None
- 6. *Committee Chairman's comments:*** None
- 7. *Discussion and update regarding Mission Coffee:*** Both the developer's and grant application are now with our attorney for review. Our aim is to have the attorney complete the review promptly so that we can provide the documents to Jen Oswald from Mission Coffee with sufficient time for her to review before the upcoming full board meeting.
- 8. *Consideration of Motion to convene into closed session:*** **MOTION** (Grunden/Moore) to enter into closed session. Roll call vote. All ayes.

**9. Consideration of Motion to reconvene into Open Session:** **MOTION** (McGregor/Grunden) to come out of closed session. All ayes.

**10. Discussion and possible motion from closed session:** No action taken at this time.

**11. Discuss old business:** None.

**12. Discuss new business:** Wood County IT specialists shared their recommendations regarding the state of our village's servers and operating systems. They emphasized the critical need for upgrading our servers and hardware due to their outdated status, surpassing their life expectancy. They are in the process of obtaining quotes for the following:

- New server hardware: Estimated \$10,000
- Software: Estimated \$5,000
- Additional estimated setup time 80 hours
- Annual Licensing fee \$5,000

We anticipate having the final quotes by next week.

**13. Correspondence received:** None.

**14. Future Agenda Items:**

- a. Mission Coffee update
- b. Ripple Creek Apartments update
- c. IT upgrade update

**15. Next meeting date:** No meeting date set at this time.

**16. Adjourn:** Adjourned at 6:48 pm.

Tiara Grunden – Chairman  
Minutes taken by Tiara Grunden