

November 15, 2022

A meeting of the Finance Committee of the City of Eagle River was called to order at 5:15 P.M. by Council President Kim Schaffer, Mayor Hyslop out ill.

Roll Call: Ron Kressin, Kim Schaffer, Diane Marquardt. Also in attendance: Becky Bolte, Kristen Hanneman, and Robin Ginner. Jerry Burkett arrived at 5:23PM

Review and approval of Accounts Payable for City and Golf Course: *Motion by Burkett, 2<sup>nd</sup> by Marquardt to recommend payment of presented City and Golf Course payables to City Council. Carried on a roll call vote, all Motion by Burkett, 2<sup>nd</sup> by Marquardt to adjourn at 5:50PM. Carried all.*

Becky J Bolte – City Clerk

November 15, 2022

A meeting of the Common Council of the City of Eagle River was called to order at 6:00 P.M. by Council President Kim Schaffer, Mayor Hyslop out ill.

The Pledge of Allegiance was recited by all present.

Roll Call: Jerry Burkett, Ron Kressin, Kim Schaffer, and Diane Marquardt. Also in attendance: Becky Bolte, Kristen Hanneman, Robin Ginner, Mike Adamovich, Chris Dobbs, Tony Sable, Kyle Anderson and Mike Sanborn.

*Motion by Kressin, 2<sup>nd</sup> by Burkett to approve the minutes of the 10/11/22 Finance Committee and Common Council meetings. Carried all.*

A) Operator's licenses: Regular -Lisa DeRuiter, Alicia Jellen, Matthew Molter, Anthony Sable, Karen Sailer, John Van Hise. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve the regular operator licenses as presented. Carried all*  
Temporary – Mike Bolf, Susan Frank, Janis Gill, Kathleen Holperin, Kimberly Kircher, Alice Krueger, Kayla Mathisen, Nicolas Mathisen. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve temporary operator licenses as presented. Carried all.*  
Pending PD approval – Barbara Domnick, Cortnee Pinski. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve pending operator licenses, subject to approval from the Chief of Police. Carried all.*

B) Class A Liquor License: Aiello's on Wall Street, Tina Aiello – Agent – Surrendering Class C Wine: *Motion by Burkett, seconded by Kressin to issue a Class A Liquor License to Aiello's on Wall Street, Tina Aiello agent, pending the surrendering of Class C Wine license. Carried all.*

C) Direct Sellers Permit: Tree Ripe Fruit Company – Tanner Spaude Seller: *Motion by Burkett, 2<sup>nd</sup> by Marquardt to approve 12/3/22 direct sellers permit for Tree Ripe Fruit Company, Tanner Spaude Seller. Carried all.*

D) Appointment of John Hletko to the Planning Commission to fill vacant position, term expiring April 2025: *Motion by Schaeffer, 2<sup>nd</sup> by Kressin to appoint John Hletko to the Planning Commission to fill position previously held by Doerr, term expiring April 2025. Carried all.*

E) Appointment of Kristie Barnekow to the Business Improvement District board for a three-year term expiring November 2025: *Motion by Burkett, 2<sup>nd</sup> by Marquardt to appoint Kristie Barnekow to the Business Improvement District board, term expiring November 2025. Carried all.*

F) Petition by City residents to request that the City extend the no wake zone on the Eagle River from the Railroad Street bridge to the T-docks on Yellow Birch Lake: Vic Washelesky, City resident, presented for the group indicating a need for no wake zone on the Eagle River from the Railroad Street bridge to the T-docks on Yellow Birch Lake. The proposed no wake zone request is based on the interest of public health, safety and the

preservation of natural resources. Washelesky provided a petition signed by forty-four residents in the affected portion of the river, also included was a map indicating those who were unavailable or opposed to the no wake request. Burkett stated that the DNR will dictate the placement of any buoys. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve the petition to begin the process, requesting an extension of the no wake zone on the Eagle River from Railroad Street bridge to the T-docks on Yellow Birch Lake. Carried on a roll call vote, all.*

G) Permission for Christ Lutheran Church to erect a temporary 3'x8' banner advertising their Live Nativity on City property in the location of the Farmers Market from November 16 through December 4, 2022: *Motion by Burkett, 2<sup>nd</sup> by Kressin to grant permission to Christ Lutheran Church to erect a temporary, 3'x8' banner advertising their Live Nativity, on City property in the location of the Farmers Market from November 16<sup>th</sup> – December 4<sup>th</sup> 2022. Carried all.*

H) Permission for Revitalization to apply for the CDI/Vibrant Spaces grant on behalf of Rotary from WEDC to help fund the Rotary Square project up to \$50,000: Eagle River Revitalization Director, Karen Margelofsky presented information on the CDI/Vibrant Spaces grant offered by WEDC. This is the first year for this grant for vibrant spaces and Margelofsky indicated she would be applying on behalf of Rotary to help fund the Rotary Square project. The grant is for an amount up to \$50,000. Schaffer asked if this grant application would be bumping the availability of any other grants with Margelofsky confirming it would not. Burkett asked if this would cost the City anything in matching funds with Margelofsky confirming it would not. The grant is for bringing vitality to City. *Motion by Burkett, 2<sup>nd</sup> by Kressin to grant ERRP permission to apply for the CDI/Vibrant Spaces from WEDC on behalf of Rotary to help fund the Rotary Square project. Carried on a roll call vote, all.*

I) MSA – Monthly Update: A written report was supplied for review. Mike Sanborn reported the WWTP project did receive one of the items that has the project held up but they are still waiting on a valve with an estimated delivery now set to 11/23/22. Sanborn reported the WWTP project has good well overall.

J) Golf Course:

Season End Pro Shop and Greens Dept Updates: Golf Pro Tony Sable presented an end of year, written report to the Council recapping statistics of the year. The golf cart fleet has value at this time and Sable suggested looking into upgrading the fleet while the carts have trade in value. Sable reported pro shop staffing was a huge issue in 2022. Burkett suggested contacting the Vilas County Sheriff's Department for the possibility of utilizing the work release program. Public comment was heard stating that employees have to work a certain number of hours to get free golf as a benefit, with Schaffer responding that the City implemented a hours worked requirement to prevent an employee from working one day a week and securing a no charge greens time seven days a week, taking away revenue generating tee times. Sable suggested the City considers hiring an assistant professional for 2023. Grounds Superintendent Kyle Anderson gave a report for end of year happenings. Anderson reported the greens tarps have been installed. Of the twelve the City owns, one was damaged, so 11 were installed with the green on Hole 12 remaining uncovered. All end of year maintenance has been completed. The signs at each hole have been removed to inside storage for protection. Anderson reported the greens mower is anticipated to be delivered in the next couple of weeks, with the two-year warranty not starting until spring 2023.

Season Pass Program and Pass holders conduct: Ginner presented concerns over a percentage of season passholders treatment of the staff at the golf course. She reminded the Council that Sable turned the course from losing money to a revenue producer in two years, and Anderson was faced with a failed irrigation system and highly damaging windstorm in 2021, overcoming both. Ginner stated that the golf course staff has been repeatedly bullied by some of the passholders and requested the Council approve a code of conduct for the 2023 season.

Code of Conduct document for 2023 Pass Holders: Ginner presented a Code of Conduct document to be included with passholder yearly applications and provided to all golfers. The Code of Conduct states what is expected of all golfers, the player rules, and means of enforcement. *Motion by Burkett, second by Marquardt to approve the*

*Code of Conduct document for ALL users at the Eagle River Municipal Golf Course going forward from this date. Carried on a roll call vote, all.*

2023 Greens Fee Increases: Ginner presented a new fee structure increasing golf course charges to be implemented with the 2023 season pass program and 2023 golf season. The increases range from 10% to 25% with the new pricing structure to be made available to the public on the Eagle River Golf Course website. Burkett commented on inflation, with labor and energy being necessary for operation, adding the City has a levy limit that must be adhered to. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve 2023 Golf Course fees as presented. Carried on a roll call vote, all.*

Golf Course Clubhouse Update: Ginner presented that she had spoken with Chuck Hunter of Hunter Engineering to discuss timeline of clubhouse replacement. The tentative schedule: 2023 anticipated to be for design and going out for bid process, 2024 to take down cart barn and begin the build where the cart barn was, and 2025 to have a full new facility. Schaffer asked how it was going to be paid for. Burkett discussed the selling of City land located on the backside of the golf course for revenue. Ginner stated that the City is looking at a modest but sustainable structure. Schaffer stated that City taxpayers cannot fund all of the golf course. Burkett replied that Eagle River area residents rally together to make things happen and the City will look at options, adding bar and food will be included in the plan.

Public input requested by members of the Ladies Golf League: Ladies Golf League representative, Mary Anne Hansen then gave a history of her experience over the years at the course. She stated there is up to 243 league members, stressing the importance of the Eagle River Golf Leagues. She stated that many of the questions the league had for the Council had already been addressed in the discussion. She voiced a concern that the City Council was not including the golfers in the process of replacing the clubhouse with Burkett vowing to keep the group involved in the clubhouse replacement conversation. Sarah Guenther, VP of the Ladies League, offered help, in any way, including fund-raising and design and voiced the opinion that the Pro-shop and restaurant/bar remain in one building.

Contract with Chuck Hunter to design the Eagle River Golf Course clubhouse: Ginner presented an engineering and architectural services proposal for the Eagle River Golf Course totaling \$40,000. Ginner confirmed the bid process was not necessary for professional services and Burkett was comfortable with the price. Burkett reiterated to the audience that the public would be involved in the process with public hearings. Schaffer added, Zoom would be an available option to include those residents who are away for the winter months. *Motion by Burkett, seconded by Kressin to contract with Hunter Engineering & Design Inc. for engineering and architectural services for preparing plans and specifications for a clubhouse and pro shop to be located at 457 McKinley Blvd for a sum of \$40,000. Carried on a roll call vote, all.*

K) Planning Commission: Ordinance #580. Planning Commission recommends the following change to the Municipal Zoning Code regarding the maximum height of fencing in the required front set back or along any City street to accommodate typical, commercially-available cyclone fencing;

ARTICLE V, SECTION 106-274 FENCING, subsection (5) The maximum height for any fence, landscape wall or decorative post will be no greater than four feet within a required front set-back of any residential property, or along any City street, and shall not block any sight lines or obstruct views related to the navigation of streets or sidewalks. When located along the non-street side or rear set-back of a residential property, no fence, landscape wall or decorative post will exceed six feet. Barbed wire fencing is not permitted when adjoining a residential property.

Schaffer reported there were not objections heard at the Planning Commission Public Hearing. *Motion by Schaffer, 2<sup>nd</sup> by Marquardt to approve Ordinance #580, changing the municipal zoning code regarding fencing. Carried on a roll call vote, all.*

L) Approval of updated Employee Policy Handbook: Ginner reported the need for an updated employee handbook and presented the proposed edition to Council. Department heads have gone through the handbook and addressed all concerns. Burkett asked if the City Attorney had reviewed the new policy handbook with Ginner stating that most

changes came directly from Wisconsin League of Municipality attorneys. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve the updated version of the Employee Policy Handbook subject to approval from the City attorney. Carried on a roll call vote, all.*

M) DPW Excess Property: DPW Foreman Mike Adamovich reported \$20,374 in sales for the month of October of DPW excess property on Wisconsin Surplus Auction. Adamovich requested permission to list four skid steer tires that do not fit any of the equipment the City has. *Motion by Burkett, 2<sup>nd</sup> by Kressin to declare the four skid steer tires excess property and to sell the tires however Adamovich sees fit. Carried on a roll call vote, all.*

N) Resolution #996 Authorizing Municipal Officials to use Bank-Issued Credit Card for Transacting Certain Municipal Business: Hanneman reported that with the moving of depository accounts to IncredibleBank, City credit cards needed to be reissued. *Motion by Schaffer, 2<sup>nd</sup> by Kressin to approve Resolution #996 authorizing Municipal Officials to use IncredibleBank issued credit card for transacting certain municipal business. Carried on a roll call vote, all.*

O) Acceptance of 2021 Audited Financial Statements for the City of Eagle River by Kerber Rose: Burkett stated a checks and balances system needs to be implemented. *Motion by Burkett, 2<sup>nd</sup> by Kressin to reluctantly accept the 2021 Audited Financial Statements for the City from Kerber Rose, with this being the last time the City uses Kerber Rose. Carried on a roll call vote, all.*

P) Approve payment of bills for the city and the golf course: *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve payment of the bills for the city and the golf course as recommended by the Finance Committee. Carried on a roll call vote, all.*

Q) Administrators report on activities in all departments & general monthly duties: Ginner presented a written update of department happenings for review.

R) Police chief report on departmental activities: Chief Dobbs supplied a written update of current activity and events for review. Chief Dobbs voiced concerns over staffing due to the level of serious calls. Dobbs would like to have additional shifts to assist in covering the busiest times. Burkett added that the City is growing and stated the addition of another officer has become necessary.

*Motion by Burkett, 2<sup>nd</sup> by Marquardt to adjourn the meeting at 7:45pm. Carried all.*

Becky J Bolte – City Clerk