

March 14, 2023

A meeting of the Finance Committee of the City of Eagle River was called to order at 5:18 P.M. by Mayor Hyslop.

Roll Call: Ron Kressin, Kim Schaffer, Diane Marquardt. Jerry Burkett available via phone. Also in attendance: Becky Bolte, Cory Hoffmann and Robin Ginner.

2022 Audit Update: Ginner presented verbal update of 2022 audit progress with CLA, stating they have suspended in house audit work for now and will return to complete.

Review and approval of Accounts Payable for City and Golf Course: *Motion by Kressin, 2nd by Marquardt to recommend payment of presented City and Golf Course payables to City Council. Carried on a roll call vote, all*

Motion by Schaffer, 2nd by Marquardt to adjourn at 5:55 P.M. Carried, all.

Becky J Bolte – City Clerk

March 14, 2023

A meeting of the Common Council of the City of Eagle River was called to order at 6:00 P.M. by Mayor Jeff Hyslop.

The Pledge of Allegiance was recited by all present.

Roll Call: Ron Kressin, Kim Schaffer, and Diane Marquardt. Jerry Burkett was available via phone. Also in attendance: Becky Bolte, Robin Ginner, Cory Hoffmann, Mike Adamovich, and Mike Sanborn

Motion by Kressin with discussion, 2nd by Schaffer to approve the minutes of the 2/14/2023 Finance Committee and Common Council meetings and 2/20/23 Special Common Council meeting with typo on section A to be corrected. Carried, all

A) Operator's licenses: Alison Roedl. *Motion by Schaffer, 2nd by Marquardt to approve the presented regular operators licenses as presented. Carried, all*

B) Direct Sellers Permit: Valeria Ventures, Dana Valeria. *Motion by Burkett, 2nd by Schaffer to approve direct sellers permit to Dana Valeria for food truck operations at 933 N Railroad for the month of April 2023 contingent on receipt of health department inspection and certificate. Carried, all*

C) MSA – Monthly Update: A written report of current projects was supplied for review. Phil Kriesel presented a bid for review for alley reconstruction between 2nd Street and 3rd Street, between 3rd Street and 4th Street, and between 5th Street and 6th Street. Pitlik and Wick Inc. was MSA recommendation with bid of \$149,744.50. Pitlik was the only bidder. Kriesel reported the bid came in higher than anticipated with an explanation citing the confined space in the alleys and utilities run down the alleys being the reason for coming in a little high. MSA projects the project total to come in at \$194,669.50 with construction, engineering and 10% contingency. Ginner presented funding bid for the total project cost. Burkett requested MSA contact a new company in Arbor Vitae for future bid inclusion.

Motion by Kressin, 2nd by Marquardt to accept the construction bid from Pitlik and Wick Inc. for alley reconstruction for a total of \$149,744.50. Carried on a roll call vote, all

Ginner presented financing bids for a ten-year term, general obligation loan for financing the alley reconstruction project: Nicolet National Bank 6.29%, IncredibleBank 5.99% and Peoples 5.3% with \$350 closing fee. *Motion by Kressin, 2nd by Burkett to approve borrowing resolution #1005– Peoples Bank, 5.3% interest rate with a \$350 loan closing fee, ten-year term, general obligation loan for a total of \$194,699.50 for the reconstruction of the alleys between 2nd and 3rd, 3rd and 4th, 5th and 6th with semiannual payments and no pre-payment penalty. Carried on a*

roll call vote, all.

D) Golf Course – Pro Shop and Greens Department updates: Ginner presented for Golf Course. Annual season pass renewals have been sent with enclosed code of conduct document. Kyle Anderson will be doing the spring aerating of the greens with the golf course owned walk behind. At Marquardt’s request, Ginner provided Kim Swisher Communications marketing analysis for the golf course, reporting information from before the marketing service was implemented to date. The marketing approach appears to be driving more people to our website and social media, cost is the concern. Ginner to look at pricing from other marketing/social media specialists.

E) Approval and signing of final Riverdale subdivision plat map: The official plat mat for the Riverdale subdivision was presented, along with Department of Administration letter stating no objections on the plat from the DOA or the DOT. *Motion by Schaffer, 2nd by Kressin to accept and sign final plat map of Riverdale subdivision. Carried on a roll call vote, all* The final official plat map was signed by City of Eagle River officials and will be turned back to Tom Boettcher of Eagle Landmark Surveying for final execution and recording.

F) Appointment of additional election inspectors to the 2022-2023 term: Pat Mayo and Don McDonald; *Motion by Schaffer, 2nd by Kressin to appoint Pat Mayo and Don McDonald to the 2022-2023 Board of Election Inspectors. Carried, all*

G) Swearing in of City of Eagle River Treasurer/Deputy Clerk, Corinne Hoffmann, Official Oath taken March 6, 2023. *Motion by Kressin, 2nd by Marquardt to appoint Corinne Hoffmann, City of Eagle River Treasurer/Deputy Clerk. Carried, all*

H) Resolution #1003 Designating signors for all withdrawals or disbursements from the local treasury. Resolution #1003 was presented designating signors for all bank accounts. The current structure of having two elected officials and two appointed City officials as signors will be continued with one elected and one city official the preferred combination to endorse all withdrawals or disbursements. *Motion by Schaffer, 2nd by Kressin to approve Resolution #1003 as presented: “Withdrawals or disbursements for all City of Eagle River and Eagle River Golf Course designated bank accounts, as provided by Wisconsin Statute 34.01, shall be signed by the following: Mayor, Jeffrey Hyslop and countersigned by Treasurer, Corinne Hoffmann, and in the absence of either, the Eagle River Light and Water Office Manager, John Laszczkowski and/or the City Council President, Kim Schaffer”.* *Carried on a roll call vote, all*

I) Resolution #1004 Authorizing Deputy Treasurer limited access to online banking and account administration in the absence of the Treasurer with authorization by the Mayor and City Administrator. Resolution #1004 was presented allowing viewing access to the Deputy Treasurer to all online bank accounts. In the absence of Treasurer, the Mayor and City Administrator can approve Deputy Treasurer to have limited access to online banking and account administration. *Motion by Kressin, 2nd by Marquardt to approve Resolution #1004 as presented, allowing Deputy Treasurer online viewing access to all bank accounts and in the absence of the Treasurer, limited access to online banking and account administration as approved by Mayor and City Administrator. Carried on a roll call vote, all*

J) Approve payment of bills for the city and the golf course: *Motion by Schaffer, 2nd by Marquardt 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.*

K) Approval of CPA consultant contract to begin transition from Quickbooks to Workhorse Accounting Software in 2023: Ginner presented a contract from Onward Accounting & Consulting LLC, Ginny Hinz CPA to assist the City in transitioning from Quickbooks to Workhorse accounting software. Hinz charges \$125 per hour and expects to

complete task within a week. *Motion by Kressin, 2nd by Schaffer to approve the presented contract with Onward Accounting and Consulting LLC, Ginny Hinz CPA to assist in transition to Workhorse accounting software. Carried on a roll call vote, all*

L) Administrators report on activities in all departments & general monthly duties: Ginner presented a written update of departmental happenings for review. Ken Anderson asked about the status of the River Trail and the Town of Lincoln with Kressin speaking on behalf of the River Trail Commission. Kressin stated that the Commission will go forward with project to connect the trails. The Commission will encourage the Town of Lincoln to join them but may have to go forward without them.

M) Police chief report on departmental activities: Chief Dobbs supplied a written update of current activity and events for review.

Motion by Schaffer, 2nd by Marquardt to adjourn the meeting at 6:37 pm. Carried all.

Becky J Bolte - Clerk