

February 13, 2024

A meeting of the Finance Committee of the City of Eagle River was called to order at 5:35PM, once a quorum had been established by Council President, Kim Schaffer.

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

Treasurer confirmation that all bank accounts are reconciled: Hoffmann reported the bank statements for the city operating account and golf course have not been reconciled due to the mid-year software change but all other accounts are reconciled. Hoffmann anticipates full reconciliation within the next couple of weeks.

Treasurer report of any and all late payments and penalties. Hoffmann reported no late payments or penalties.

January Financial Review: None

Review and approval of Accounts Payable for City and Golf Course: *Motion by Burkett, 2<sup>nd</sup> by Kressin to recommend payment of presented City and Golf Course payables to City Council. Carried on a roll call vote, Ayes: Burkett, Kressin, Schaffer Nays: None*

*Motion by Burkett, 2<sup>nd</sup> by Kressin to adjourn at 5:50 P.M. Carried, all.*

Becky J Bolte – City Clerk

February 13, 2024

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.

The Pledge of Allegiance was led by Jerry Burkett and was recited by all present.

Roll Call: Jerry Burkett, Ron Kressin, and Kim Schaffer. Diane Marquart was present via zoom. Also in attendance: Becky Bolte, Robin Ginner, Cory Hoffmann, Mike Adamovich, Chris Dobbs, Mike Sanborn, John Laszczkowski, Tony Sable, and Kyle Anderson.

*Motion by Burkett, 2<sup>nd</sup> by Kressin to approve the minutes of the 1/9/24 Finance Committee and Common Council meeting, Carried, all.*

A) Street Closing/temporary sign/amplification/display of goods permits:

Eagle River Rotary – 63<sup>rd</sup> Annual Antiques Show, August 2-3,2024. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve temporary signs and banner permit for the Eagle River Rotary – 63<sup>rd</sup> Annual Antiques Show, August 2-3,2024 as presented. Carried, all.*

Vintage World Championship Snowmobile Races updated permit application to reschedule to February 21 - 24, 2024. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve road closure, temporary signs, and amplification permit for the rescheduled dates of February 21 -24, 2024, and any other date as approved by the Chief of Police and Mayor for the Vintage World Championship. Carried, all.*

Eagle River Area Chamber of Commerce: 2024 Events

Memorial Day Arts and Crafts Show and Sidewalk Sales - May 26 / Up North Beer Fest – June 7-8 / Sip-N-Shop Wine Walk – June 15 / 4th of July Parade – July 4 / Parade Application / 4th of July Party in the Street – July 4/ Burger Bash - July 20 / Antique Motorcycle Show – August 13 / National Championship Musky Open – August 15 – 18 / Eagle River Car and Truck Show – August 24 / Labor Day Arts and Crafts Show and Sidewalk Sales – September 1 / September Timber Ride – September 14 / Cranberry Fest – Farmers Market & Antique Sale –

Downtown - October 5 / Cranberry Fest – Vilas County Fair Grounds – October 5 -6 / Hallowfest – October 26 / Wi-Does Wine Walk – November 16 / Christmas Kick-Off - December 7. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve the 2024 event permits as presented for the Eagle River Chamber of Commerce. Carried, all.*

Request to waive the direct sales fees for the Eagle River Area Chamber: Memorial Day Arts and Crafts Show, 4th of July Party in the Street, Burger Bash, The Antique Motorcycle Show, The National Championship Musky Open, Eagle River Car and Truck Show, Labor Day Arts and Crafts Show, Cranberry Fest and Cranberry Fest Farmers Market & Antiques. *Motion by Burkett, 2<sup>nd</sup> by Kressin to waive the direct sellers permit fees for the Eagle River Area Chamber of Commerce as listed. Carried on a roll call vote, all.*

B) Picnic Licenses: Eagle River Chamber of Commerce:

Class B Beer - Memorial Day Arts & Crafts – May 26, 2024

Class B Beer – Antique Motorcycle Show – August 13, 2024

Class B Beer - National Championship Musky Open – August 15 – 18, 2024

Class B Beer – Eagle River Car Truck and Motorcycle Show – August 24, 2024

Class B Beer – Labor Day Arts & Crafts Show – Sept 1, 2024

Class B Beer/Class B Wine – Cranberry Fest – October 5-6, 2024

*Motion by Burkett, 2<sup>nd</sup> by Kressin to approve Class B Temporary licenses as listed to the Eagle River Chamber of Commerce. Carried, all.*

C) Operator's licenses: Regular; Zachary Maillette, Donald Lynn, Kevin Wilson, Sahara Schwenn, Cody Gehrke.

*Motion by Burkett, 2<sup>nd</sup> by Kressin to approve regular operator's license as presented. Carried, all.*

D) Resolution 1031 – Resolution Increasing Regular 2-year operators (bartenders) licenses to \$30.00, effective 4/1/2024: Bolte presented that the real cost of producing a regular 2-year operators license was not being covered with the current \$20 fee and provided calculations of the real cost to be \$30 to produce. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve Resolution 1031 increasing the fee for a 2-year operators license to \$30 effective 4/1/2024. Carried on a roll call vote, all.*

E) Liquor Licenses: Andy's Up North LLC DBA Andy's Pontoon Saloon – Class "B" Beer and "Class C" Wine, 220 E Wall Street, Andrew Lichtfuss Agent: Lichtfuss presented his vision for his business, including a rendering of the property with his application. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve the Class "B" Beer and "Class C" Wine licenses to Andy's Up North LLC effective 3/1/24. Carried, all.*

F) Taxi Driver License: Cyrene A Lowery – Allison's Bar Car: *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve taxi drivers license for Cyrene A Lowery effective 2/13/2024. Carried, all.*

G) MSA Monthly Update: Phil Kriesel provided a written report, including updates to the E Spruce Street and N Third Street Utility Improvement Project. Robin Ginner reported that the project included some sidewalk areas that are located on private property on Third Street. Temporary construction easements have been drafted, with drafts approved by City Attorney. *Motion by Burkett, 2<sup>nd</sup> by Kressin to move ahead with securing temporary easements from Peter Anderson and Christ Lutheran Church for the Spruce and Third Utility Improvement project. Carried, all.*

Krisel of MSA presented an Agreement for 2024 Non-TID professional services for an estimated fee of \$5,000 for a term of 2/13/24 – 12/31/24. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve MSA Non TID professional services agreement for 2024 with a limit up to \$5,000. Carried on a roll call vote, all.*

H) Ordinance #587 – Amendment to Municipal Code, Chapter 86 Traffic and Vehicles, Addition of Section 86-8 Miscellaneous Traffic Regulations – Disorderly Conduct with a Motor Vehicle: Police Chief Dobbs presented the Ordinance citing it is a tool to close out cases. Dobbs confirmed that Vilas County Judges, Judge Milanowski and Judge Overbey have seen the draft ordinance and both are OK with it. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve Ordinance 587 – Disorderly Conduct with a Motor Vehicle, effective February 22, 2024, after required publication. Carried on a roll call vote, all.*

I) Light & Water: Note Anticipation Note (NAN) refunding options presented by Brad Viegut, Baird: Brad Viegut, Managing Director at BAIRD Financial presented via zoom, the refunding options for the 2019 Note Anticipation Note. Viegut explained this is long term financing to replace the short-term NAN that was taken out for funding electric projects. Viegut reported the amount to be financed was \$1,155,000 in General Obligation Refunding Bonds with an anticipated interest rate of 4.39% with a final payment in May 2043. Burkett questioned if local banks had been contacted with John Laszczkowski of Eagle River Light Water giving his reasons why it wasn't a viable option. Burkett also questioned prepayment options with Viegut going into detail on the options, concluding that the presented GO refunding bond was the best plan with first prepay option in 2032.

Resolution 1032: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,200,000 General Obligation Refunding Bonds: *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve Resolution 1032: Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,200,000 General Obligation Refunding Bonds. Carried on a roll call vote, Ayes: Burkett, Kressin, Marquardt, Schaffer Nays: None*

J) Silver Lake Eurasian Milfoil Treatment Update: Ginner provided supporting documents, reporting that the grant application for the treatment of Eurasian Milfoil on Silver Lake submitted on our behalf by Onterra was not successful citing there were too many applicants to fund them all. Discussion on the need and the importance of Silver Lake for tourism. The treatment costs are split as follows: 40% City of Eagle River, 50% Silver Lake Association, and 10% Town of Lincoln. Ginner requested Council approval to proceed with RFP (request for proposal) to treat Eurasian Milfoil with herbicide. *Motion by Kressin, 2<sup>nd</sup> by Marquardt to proceed with RFP for Silver Lake Milfoil treatment. Carried, all.*

K) Eagle River Airport: Update on Act 12 personal property repeal – Hangars moving to tax roll as BFI (Buildings, Fixtures, Improvements): Bolte gave an update on the need to have metes and bounds legal descriptions for each of the hangars, previously taxes as personal property, in order to complete the required BFI document to convey Buildings, Fixtures, and Improvements on leased land. The current descriptions attached to each hangar are by physical address and will not be accepted for parcel generation. Greg Maines of Maines and Associates Land Surveyors submitted a proposal to prepare an overall map and individual metes and bounds legal descriptions for the 70+/- airplane hangars at the Eagle River Airport totaling \$8,750.00. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve the survey contract with Maines & Associates Land Surveyors, up to \$8,750.00 for metes and bounds legal descriptions for BFI form reporting. Carried on a roll call vote, all.*

L) Information Item: Mayoral Proclamation of Veterans and Families' Expressions Weekend, March 23-24, 2024: Council President Schaffer read the Proclamation into record. Full proclamation available at Eagle River City Hall, Clerks office.

M) Approve updates to Employee Manual related to Organizational Chart, HRA benefits, Timekeeping and Holiday Hours for Clerk/Treasurer office. Ginner provided copies of the changes to the Employee Policy Handbook for review and summarized proposed updates to organizational chart, the change to time-keeping now in 15-minute intervals, HRA fee increase to employees and inclusion of right to waive participation in the HRA, and removal of Clerk and Treasurer requirement to be open on December 31

which also removed the floating holiday for Clerk and Treasurer. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve the changes to the Employee Policy Handbook as presented. Carried, all.*

N) Approve payment of bills for the city and the golf course: *Motion by Kressin, 2<sup>nd</sup> by Burkett 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, Ayes: Kressin, Burkett, Schaffer, Naves: None, Marquardt abstaining.*

O) Police chief report on departmental activities: Chief Dobbs supplied a written update of current activity and events for review. Dobbs gave update on a grant the department is working on for an officers retreat, a wellness type program that they are trying to bring to the Northwoods for all first responders.

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

Q) Treasurer's monthly update: Hoffmann gave a verbal report of her happenings in the Treasurers office, including trainings Hoffmann has attended, posting of the due to/froms she is working on between the City and the Golf Course, reporting the golf course loan repayment will not happen until course opens back up, and report that CLA requested she dig into 2022 due froms from the golf course.

R) Clerk's monthly update: Bolte provided a written report/Clerk position procedural update for review.

S) Golf Course Updates from Golf Pro and Greens Superintendent:

Greens Equipment Purchase Request: Two carts and a Buffalo Blower for \$39,903.56: Anderson reported the need for two (2) additional utility carts and a replacement blower. Anderson stated that one of the existing carts is on its last leg and there are not enough carts for employees. The course had two blowers but one is no longer functional and not worth repairing. A bid was received from Revels Turf & Tractor for a 2024 John Deere Gator TX Turf cart for \$14,352.28 each and a Buffalo Turbine KB6 blower for \$11,199.00. A bid was received from Reinders for a TORO Workman MDX with Electric Lift Kit at \$14,161 each and a Pro Force Blower for \$10,291. Burkett asked if the items were budgeted for in the 2024 budget with Ginner stating no, and stated the purchases would be funded by cash pulled from the golf course account in May, after the course opens. Burkett said he wants future purchases to come before the Council prior to budget being set. *Motion by Burkett, 2<sup>nd</sup> by Kressin to approve the purchase of two utility carts and a blower using golf course funds, not to exceed \$39,903. Carried on a roll call vote, all.*

Sable reported the welcome letter and rate cards are ready to go for season pass holder mailing, with rates remaining unchanged. Sable confirmed with Ginner that the code of conduct will need to be signed yearly by all season pass holders.

Approval of RFP for Media and Marketing Services: Ginner stated the city would like to look at other marketing companies for the golf course. Ginner presented a request for proposal for Municipal Marketing and Branding Initiative for the Eagle River Municipal Golf Course for approval. *Motion by Kressin, 2<sup>nd</sup> by Burkett to proceed with RFP for Media and Marketing Services as presented. Carried, all.*

2024 Golf Course Restaurant Lease Proposal Review: Ginner presented that one proposal was received for the golf course restaurant lease. The received proposal was prepared by Blaze Champeny. Blaze presented that he is the owner at Wild Turkey restaurant in Conover, stating that he would strive to meet restaurant expectations to the level of the golf course. Discussion on labor force and set hours for opening. Discussion on winter hours and the clubhouse building not being insulated for winter month operation.

*Motion by Burkett, 2<sup>nd</sup> by Kressin at 7:35PM to adjourn to closed session according to WI State Statute 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons: Deliberation of 2024 Golf Course Restaurant Lease Proposal. Motion carried, all.*

*Motion by Burkett, 2<sup>nd</sup> by Kressin at 8:25PM to reconvene in Open Session according to Wisconsin State Statute 19.85(2) with possible action on closed session agenda items. Carried, all.*

Acceptance of 2024 Golf Course Restaurant Lease Proposal: *Motion by Burkett, 2<sup>nd</sup> by Kressin to accept the 2024 Golf Course Restaurant Lease Proposal for Blaze Champeny, DBA Turkey's Clubhouse. Ginner to draft agreement to be submitted to Attorney Garbowicz for approval.*

*Motion by Kressin, 2<sup>nd</sup> by Burkett to adjourn the meeting at 8:26PM. Carried all.*

Becky J Bolte - Clerk