



Snowmobile Capital of the World ★ ATV/UTV Capital of Wisconsin ★ Hockey Capital of Wisconsin

AGENDA NOTICE

THE FINANCE COMMITTEE OF THE CITY OF EAGLE RIVER WILL HOLD A MEETING ON TUESDAY, JULY 9, 2024, 5:15 P.M. AT CITY HALL, 525 E. MAPLE STREET IN EAGLE RIVER.

- 1) Call To Order.
- 2) Roll Call.
- 3) Treasurer confirmation that all bank accounts are reconciled.
- 4) Treasurer report of any and all late payments and penalties.
- 5) June Financial Review.
- 6) Review & Approval of Accounts Payable.
- 7) Adjourn.

Please note that, upon reasonable notice at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services or provide a video link for meetings. For additional information, or to request this service, please contact the City Clerk's Office at 715-479-8682 ext. 224, 525 E. Maple Street, P.O. Box 1269, Eagle River WI 54521.

Date of posting 7/8/24



Snowmobile Capital of the World ★ ATV/UTV Capital of Wisconsin ★ Hockey Capital of Wisconsin

AGENDA NOTICE

THE COMMON COUNCIL OF THE CITY OF EAGLE RIVER WILL HOLD A MEETING ON
TUESDAY, JULY 9, 2024, 6:00 PM AT CITY HALL, 525 E. MAPLE STREET IN EAGLE RIVER.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approve Minutes of Previous Meetings
5. Discussion and Possible Action on the Following Agenda Items:
 - a) Street Closing/temporary sign/amplification/display of goods permits:
 - i. Dynamic Lifecycle Innovations – Temp Signs at North and South ends of Pleasure Island Road for Recycling Extravaganza at NPSD, 8/24/24
 - b) Operator's licenses:
 - i. REGULAR: Anne Barkley, Jillian Dupree, Lisa DeRuiter, McCall Hocking, Stacy Oas, Anita Allen, Christine Aldridge, Susan LaChapelle
 - ii. TEMP: Barry McLeane – Ex Post Facto
 - c) Direct Sellers Permit:
 - i. PENDING: R&R Food Truck
 - d) MSA Monthly Update
 - i. Approval of Maple/Birch Street Resurfacing Project Bid
 - e) Baird policy presentation
 - i. Debt Management Policy Approval
 - ii. Fund Balance Policy Approval
 - iii. Investment Policy Approval
 - iv. DRAFT Capital Assets Policy
 - v. DRAFT Capital Improvement Plan Policy – Policy Discussion (final approval in August)
 - f) Golf Course Updates from Golf Pro and Greens Superintendent
 - g) Dog Park Update
 - i. Sale of up to 10 acres of the 17-acre Elm Drive property to fund development of the dog park.
 - h) City Building Maintenance Proposals
 - i. Approval to waive the bidding process and accept bids as provided for the following:
 - i. Depot washrooms – drywall repair and surface painting – Jim Ritzer, \$2,000 materials and labor
 - ii. City Hall Light & Water entrance repair – Jim Ritzer, \$910.00 materials and labor

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CITY OF EAGLE RIVER *Wisconsin*

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- iii. City Hall Light & Water and ERRP Office, add three air returns and associated duct work – Culver's Heating & Cooling, \$2,500.00 (estimate) materials and labor
 - iv. Air conditioning unit replacement – Culver's Heating & Cooling, \$6,500 materials and labor
 - i) Appointment of Dan Dumas as representative for Ward 5, District 4 to the Eagle River Common Council to fill upcoming Aldermanic seat vacancy for term ending April 2025. Appointment effective July 31, 2024.
 - j) Approve payment of the bills for the City and the Golf Course
 - k) Police chief monthly update on departmental activities
 - l) Administrator's monthly update on activities of all departments
 - m) Treasurer's monthly update.
 - n) Clerk's monthly update
 - o) Rescheduling of August regular City Council meeting
7. Adjourn.

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Date of posting 7/8/24

June 11, 2024

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

Roll Call: Ron Kressin, Kim Schaffer, Diane Marquardt, Jerry Burkett joining after roll call. Also in attendance: Cory Hoffmann and Robin Ginner.

Treasurer confirmation that all bank accounts are reconciled: Hoffmann reported all bank accounts are reconciled through May 2024.

Treasurer report of any and all late payments and penalties. Hoffmann reported none.

May Financial Review: Hoffman provided a copy of the Budget vs Actual for May 2024 for both the City and Golf Course. She noted that the golf course health insurance is high because a portion of 2023 premiums were reimbursed to the City in the 2024 calendar year. The auditors will make an adjustment to correct.

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

Motion by Burkett, 2nd by Diane Marquardt to adjourn at 5:41 PM. Carried, all.

Robin Ginner – City Administrator

June 11, 2024

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

The Pledge of Allegiance was led by Ron Kressin and was recited by all present.

Roll Call: Ron Kressin, Kim Schaffer, Diane Marquardt, and Jerry Burkett. Also in attendance: Robin Ginner, Cory Hoffmann, Mike Adamovich, Chris Dobbs, Adam Ross, Becky Bolte present via zoom.

Motion by Jerry Burkett, 2nd by Kressin to approve the minutes of the 5/14/24 Finance Committee and Common Council meeting. Carried, all.

A) Operator's licenses: REGULAR: Peter Anderson III, Robert Drow, Amanda Gingerich, Coral Grensing, Julie Kitzke, Joseph Lafata, Andrew LaFrombois, Greta Liermann, Danielle Mazur, Alexis Thomas, Hannah Doepke, Tina Hansen, James Ovsak, Karen Sailer, Donna Timm, Thomas Timm, Donna Sachs, Kendra Schaffer, Nicolas DiPersio, Brendon Burns, Linda Boyer, Wendy Haagen, Alexander Wentz.

Motion by Kim Schaffer, 2nd by Kressin to approve all regular and temporary operators licenses as presented, Carried, all.

Late applications PENDING: Anna Polack, Briana Dempsey, Sarah Tschannen, Katelyn Brand. *Motion by Kressin, 2nd by Burkett to approve pending regular operator license upon review and approval from Police Chief. Carried, all.*

B) 7/1/24 – 6/30/25 Intoxicating Liquor and/or Fermented Malt Beverage License Renewals:

Name	DBA	Physical Address	Agent
<u>Class A Combination Liquor and Fermented Malt Beverages:</u>			
CMAJ Co	Arrow Gift Shop	201 E Wall St	Mary Kate Hayes
Dolgencorp LLC	Dollar General Store 9967	1060 E Pine St	Jessica Allen
Indianhead Oil Co LLC	Circle K #2746049	226 S Railroad St	Deborah Clemens
Indianhead Oil Co LLC	Circle K #27446257	928 N Railroad St	Phyllis Clate
Krist Oil Co	Krist Food Mart	114 W Pine St	Stacy Oas
Kwik Trip Inc.	Kwik Trip 131	201 W Wall St	Jennifer M Framnes
T.A. Solberg Co Inc.	Trigs Food and Drug	925 E Wall St	Jodi L Ruck
T.A. Solberg Co Inc.	Trigs Shell Eagle River	1005 E Pine St	Jodi L Ruck
Ultra Mart Foods LLC	Pick-n-Save #6351	711 N Railroad St	Gregory Butler

Walgreen Co <u>Class A Liquor:</u>	Walgreens #12545	108 W Wall St	Melissa Upchurch
Aiello's on Wall St LLC	Aiello's on Wall Street	208 E Wall St	Tina M Aiello
<u>Class B Combination Liquor and Fermented Malt Beverages:</u>			
Blaze Champeny	Turkey's Clubhouse	457 E McKinley Blvd	Blaze Champeny
Hiker Box LLC	The Hiker Box	211 S Railroad St	Thomas Stephens
Dantam1985 LLC	LP's Pizza & Pasta	207 E Wall St	Daniel G Ullsperger
Edy B's Inc	The White Spruce	419 N Railroad St	Clarence E Blankenship
Erins Pub & Grub LLC	Erins Pub & Grub	933 N Railroad St	Erin Dreger
Riverstone Brewing Co	Riverstone Brewing Co	219 N Railroad St	Kimberly Simac
Hodag Hospitality Holdings LLC	Eagle Lanes	534 W Pine St	Michael A Kocourek
Smugglers LLC	Smuggler's	123 S Railroad St	Renee Holman
Jessica's Cucina LLC	Bortolotti's Cin Cin	1114 N Bluebird Rd	Jessica Bortolotti-Johnstone
The Craftsman American Tav	The Craftsman American Tavern	118 S Main St	Danny Goodrich
The Tiny Tap LLC	The Tiny Tap	127 S Railroad St	Mark J Vanden Boom
The Warehouse Inc.	The Warehouse	107 S Railroad St	Kim M Adamovich
Veterans Resource Center Inc	Veterans Resource Center	418 W Pine St	Dennis Geiseman
WCD Complex LLC	WCD Complex	1311 N Railroad St	Thomas M Anderson
Williams Supper Clubs LLC	Williams Pine Gables Supper Club	1002 W Pine St	Gregory B Williams
<u>Class B Beer:</u>			
Hodag Hospitality Holdings LLC	Hi Pines Campground LLC	1919 Hwy 45 N	Michael A Kocourek
<u>Class B Beer and Class C Wine:</u>			
ER Walkers LLC	Leifs Café	904 N Railroad St	Raul Torres
Hodag Hospitality Holdings LLC	Vilas Cinema	214 E Wall St	Michael A Kocourek
Mary Kate's Wine Bar	Mary Kate's Wine Bar	205 E Wall St	Mary Kate Hayes
Trees for Tomorrow Inc.	Trees for Tomorrow	519 E Sheridan St	Amanda Gingerich
Andy's Up North LLC	Andy's Pontoon Saloon	220 E Wall St	Andrew Lichtfuss

Motion by Burkett, 2nd by Kressin to approve 7/1/24 – 6/30/25 liquor license renewal applications as presented. Carried on a roll call vote, all.

C) Direct Sellers Permit: *Motion by Schaffer, 2nd by Kressin to approve Direct Sellers Permit to Tree Rip Fruit Company, Tanner Spaude seller – 6/22/24 and 7/13/24 at 810 N Railroad, 9 – 10:30AM, Retail sale of produce. Carried, all.*

D) Parade Permit: *Motion by Burkett, 2nd by Diane Marquardt to approve NPHS Student Council – Homecoming Parade, 9/27/24 4:15PM City Hall to Friendship House on Wall St. Carried, all.*

E) Request to keep one teacup potbelly pig at 313 N 1st Street: Julio Ridgley of 313 N 1st provided approval from neighbors on East and West side of his property and from neighbors across 1st Street from his property. Mr. Ridgley provided a written request with specifics on the teacup pot belly pig request. *Motion by Burkett to grant permission to possess one teacup potbelly pig, with the caveat that the owner will agree in writing that if the City receives one complaint that the pig will need to be removed from the premises, 2nd by Kressin. Ayes: Burkett, Kressin, Schaffer and Marquardt; Nays: none*

F) MSA Monthly Update: A written update was provided by Kriesel including an update on the 2024 Street Improvement Program, the Silver Lake Road Project, and the E Spruce and N Third Street Project.

American Engineering Testing provided a proposal for Geotechnical Services for the Silver Lake Road Project. *Motion by Schaffer, 2nd by Marquardt, to approve soil boring quote for Silver Lake Road project engineering, American Engineering Testing, \$5,100. Carried on a roll call vote, all.*

G) Baird policy presentation: Robin Ginner presented proposed policies for Debt Management, Fund Balance, and Investment for Council to review. The draft policies should be reviewed over the next month, with comments, questions or additions forwarded to Ginner. Policies will be presented for approval at the July meeting.

H) Golf Course Updates from Golf Pro and Greens Superintendent: Golf Pro Tony Sable provided a written report. Ginner added that the facility is looking great. Neither Sable or Kyle Anderson, Greens Superintendent, were at the meeting.

I) Light & Water:

Motion by Schaffer, 2nd by Kressin to approve Resolution #1041 to adopt the 2023 Compliance Maintenance Annual Report for the Wastewater Treatment Plant. Carried, all.

J) Potential dog park locations: Ginner presented several potential locations in the City that could accommodate a dog park, and a couple options for funding the development, including a timber sale or property sale of City-owned property on Elm Drive. Funding options for the park will be brought to the July meeting. *Motion by Burkett, 2nd by Kressin, to pursue a location on airport property on North Adams Road at the NE approach of Runway 4-22 for development of a dog park. Carried, all.*

K) Approve payment of the bills for the City and the Golf Course. *Motion by Schaffer, 2nd 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.*

L) Police chief monthly update on departmental activities. Chief Dobbs provided a written report of monthly activity. Assistant Chief Ross provided a verbal update for Council.

M) Administrator's monthly update on activities of all departments. A written report was provided by Ginner that included departmental activities and 2024 project updates. Ginner added that the Congressionally Directed Spending request to fund reconstruction of McKinley was denied. She also added that she's working with a number of builders on potential apartment developments in the City.

N) Treasurers monthly update: Hoffmann provided a written report for review.

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

P) Street Closing/temporary sign/amplification/display of goods permits: *Motion by Schaffer, 2nd by Kressin to approve WRJO Street Dances, July 11,18,25 and Aug 1,8,15,2024, 7:00PM -9:00PM, Intersection of Wall Street and Main Street as presented. Carried, all.*

Motion by Schaffer, 2nd by Kressin to adjourn the meeting at 6:40 PM. Carried, all.

Robin Ginner – City Administrator

June 27, 2024

A special meeting of the Common Council of the City of Eagle River was called to order at 12:04PM by Mayor Hyslop

Roll Call: Ron Kressin, Kim Schaffer, Jerry Burkett, with Diane Marquart being present via zoom. Also in attendance: Becky Bolte, Robin Ginner, Chris Dobbs, Adam Ross, Steve Garbowicz

A) Andys Pontoon Saloon – Amplification Permit for Live Music at 220 E Wall St: 7/3/2024 6-9PM, 7/4 3-6PM, 7/6/24 Noon-3PM and 6-9PM, 8/6 8/16 8/17 9/8 9/28 6-9PM and for all other live music events at Andys Pontoon Saloon Andy Lichtfuss was present and addressed the Council. Mr. Lichtfuss owns Andy's Pontoon Saloon and presented that he has live music scheduled 4-6 days a week, with music ending by 9:00PM and the establishment closing at 11:00PM. He has requested the permit to cover dates when he feels his scheduled musicians may exceed the 85-decibel ordinance limit but not for a sustained period of time. Mayor Hyslop opened up comments from the audience. Mark Slusarczyk, owner of Travelers Inn, located at 309 E Wall Street, spoke against issuing the permit. Mr. Slusarczyk presented video of his decibel meter readings while music was playing at Andy's Pontoon Saloon citing points on the recording that exceeded the 85dB limit. His opposition to the permit was that he runs a hotel that people come to for sleep and rest. Mr. Slusarczyk felt the 9:00PM ran into his customers sleep time, reporting he is losing bookings due to the noise. Jim Holperin, owner at 211 and 223 E Wall St, spoke in favor of approval. Mr. Holperin has 11 occupied residential apartments in his building and requested feedback from them all. A total of four replied with no complaints. Karen Margelofsky, representing the Eagle River Revitalization Program and Eagle River Farmers Market spoke on her experience with public art. All public art, music included, is one of those things that not everyone will love. Margelofsky commended Mr. Lichtfuss stating his forward thinking adds to the community and was in favor of approval of permit. Police Chief Dobbs reported that the only complaint the PD has received has come from Mr. Slusarczyk. The PD uses a calibrated decibel machine, not a phone app, to record decibel levels. Assistant Chief Ross stated that readings have been recorded with music staying within the allowed decibel levels. Ross reported that Mr. Lichtfuss controls the speakers and has turned them in towards the building lowering the decibel levels since mid-June, with Ross stating the issue has been solved by the speaker adjustment. Ross presented a chart of PD decibel readings taken by the PD. Discussion by Council: Burkett stated that Andy's is the best thing to happen to Eagle River downtown in 25 years, revitalizing evenings in downtown Eagle River. As a fellow musician, Burkett gave suggestions on controlling the decibels. Burkett reported that he had received no complaints about the live music at Andy's. Schaffer stated that the presented video by Mr. Slusarczyk did not show that any decibel readings over the maximum 85dB were sustained and appreciates that Mr. Lichtfuss has chosen to close down early (11:00PM). Kressin expressed that noise equates to people and people equates to business, also expressing that Andy's has revitalized Eagle River downtown in the evening. Marquart reported that she hears the weekly Street Dances but not Andy's from her home, stating she likes the activity downtown. Mayor Hyslop compared Andy's to the Arbutus Inn (BMO location) stating when the lively Arbutus left years ago, it was a detriment to the downtown. Hyslop repeated the noise equates to people. Mr. Lichtfuss' hours requested and observed have been within legitimacy. Hyslop encouraged the good neighbor policy and supports the permit. *Motion by Schaffer, 2nd by Kressin to approve the amplifying device permit to Andy's Pontoon Saloon, 220 E Wall Street, for the dates as presented.* Discussion: Mr. Slusarczyk expressed concerns of lost revenue for Travelers Inn, with Attorney Garbowicz stating there is no citation grounds as the ordinance is not being violated. Chief Dobbs discussed the reading location requirements as stated in the City Ordinance, Sec 54-15(a)(2)(e) with Garbowicz agreeing it was not clear, readings have been taken at both Andy's corner and at corner kitty corner from Andy's. When questioned on the definition of sustained readings, Garbowicz stated he would need at least four hours above 85dB to prosecute. Mr. Slusarczyk also expressed concerns about the possibility of hearing loss/tinnitus. Burkett hopes to see cooperation between neighbors. Mayor called the question, *carried on a unanimous roll call vote. Ayes: Schaffer, Kressin, Burkett, Marquardt Nays: None* *Motion by Schaffer, 2nd by Kressin to adjourn the meeting at 12:53PM. Carried all.*

Becky J Bolte - Clerk

City of Eagle River

525 E. Maple St. · P.O. Box 1269 · Eagle River · WI 54521 · Phone: (715) 479-8682 · Fax: (715) 479-9674

PERMIT APPLICATION (REVISED 3/2024)

** If any of the items provided by the City for any event (Cones, Road Horses, Street Signs, No Parking Signs, Picnic Tables, etc.) are missing, stolen, damaged, the organization will be billed accordingly.*

** Recycling containers provided by the City MUST BE used for any and all events!*

(PLEASE check ALL that apply)

- ☐ Event to be held on City Streets (Street Closing)
☐ Display Goods, Wares or Merchandise on Sidewalks, Streets, or Alleys for Special Events
☐ Food Trucks at event – Provide proof of Non-Profit

- ☐ Amplifying Device
☒ Temporary Signs
☐ ** Street Banners (the attached D.O.T. app MUST be filled out)
☐ Animals to be kept for exhibition or amusement

**** It is the responsibility of the Organization to deliver the banner(s) to the Light & Water Dept at least one week prior to the event and pick up the banners after they are taken down. The Light & Water Dept does NOT store Banners.**

**** Temporary Signs and Banners are NOT permitted on City property or property owned by the WI D.O.T.!**

PLEASE PRINT CLEARLY all of the information that relates to the type of permit you are applying for:

Today's Date: 6/17/24 Event Date(s): Aug 24, 2024

Event Name: Recycling Extravaganza

Times of Event: 9:00am - 1:00pm or as needed

Organization Name: Dynamic Lifecycle Innovations

Contact Person(s): Bob Blaus Phone #(s): 630-306-2941

Contact Email: bblaus@aol.com

Physical AND Mailing Address: 7550 Birch Tree Dr

Street(s) to be CLOSED: N/A

Barricades / Cones / Picnic Tables (detail how many of each are needed): N/A

Event Location / Display: Eagle River Elementary School Parking Lot

Type(s) of Goods to be Displayed: 3 Semi-Trucks for Recycling Collection

Location of Signs:

(please attach a detailed list OR mark the areas on the map with an "X" indicating where temporary signs will be)

Location of ~~Street Banners~~ ^{Signs}: N & S ends of Pleasure Island - Hwy 45

The Organization MUST supply a copy of their current applicable liability insurance coverage prior to the event.

Signature of Organizer: Robert Blaus Print Name: Robert Blaus

\$1,000,000 Current Certificate of Insurance on file with City of Eagle River listed as certificate holder: ☐ Yes ☐ No

Approved by the Eagle River City Council on _____ with the following specifications: _____

Becky J Bolte - Clerk

Final approval of this application based on concurrence of Police Chief

City of Eagle River

CLIENT LIAISON:

Phil Kriesel
Phone: 715-362-3244
Cell: 715-482-0238
pkriesel@msa-ps.com

DATE:

July 9, 2024



2024 STREET IMPROVEMENT PROGRAM (P00088135)

The project bid opening is scheduled for July 3rd @ 1:00pm. Results will be available prior to the July 9th council meeting. This update was prepared prior to the scheduled bid opening. To date we have two bidders that have pulled plans:

- Pitlik & Wick Inc.
- Northeast Asphalt, Inc.

The City of Eagle River has a long-standing history of annual street projects to keep the streets of Eagle River in the best possible condition. This project is a continuation of the annual tradition of street pavement replacement projects. Our current cost estimate is \$246,873. To facilitate the project MSA has provided a contract to provide a bidding platform and construction services to kick the project off.

The project includes:

1. Mill and pave the following streets:
 - a. Birch Street (Spruce St. to Maple St.) 410-feet
 - b. Maple Street (Birch St to Main St.) 360-feet
2. Mill and pave with partial replacement of Curb & Gutter & Sidewalk
 - a. Maple Street (Third St. to Silver Lake Rd.) 565-feet

The following is a schedule of events proposed by MSA for the bidding and construction of the project:

City Awards project to MSA	May 2024
Advertise for Bid	June 2024
Bid Opening	July 3, 2024
Construction Begins	Summer 2024
Construction Substantial Completion	September 2024
Construction Final Completion	September 2024

SILVER LAKE ROAD (P00088117)

MSA has begun the wetland delineation process, fieldwork has been completed and we are currently preparing the report to DNR.

During the meeting with the DNR last month to discuss post construction performance standards we learned that a manufactured storm sewer up flow structure may be needed to meet the post construction performance standards

The soil boring contract was signed at the council meeting last month. AET the contractor has been notified of the approved contract we are waiting for a schedule.

The City of Eagle River was awarded a \$320,971.32 MSID grant from WISDOT for the reconstruction of Silver Lake Road from the intersection of Sheridan Street and Silver Lake Road to the City limits near the swimming beach. Our current estimate for the project is \$641,942.65. The project is planned to include replacement of the pavement and provisions for a sidewalk on the south side of the project. To facilitate the project MSA has provided a design and construction services contract to kick the project off.

City Awards project to MSA	May 2024
30% Review Plan Review with City	December 2024
90% Review Plan Review with City	February 2025
Final Plans Complete	February 2025
Advertise for Bid	March 2025
Bid Opening	March 2025
Construction Begins	Summer 2025
Construction Substantial Completion	September 2025
Construction Final Completion	September 2025

E. SPRUCE STREET AND N. THIRD STREET UTILITY IMPROVEMENT PROJECT (R00088116)

- Project on hold until further notice.
- Plan production 95% complete.
- Specifications 95% complete.
- An updated cost estimate has been forwarded to the City for review.
- Permits 30% complete.
- We continue working to have plans available for the May grant application deadline.

The E. Spruce Street and N. Third Street Utility Improvement Project schedule is as follows:

Contract for design	August 2023 (Complete)
Contract for CDBG grant application	August 2023 (Complete)
Design streets and utilities	Fall and Winter 2023/2024
Apply for CDBG grant	May 2024
Possible Grant award	August 2024
Apply for DNR Safe Drinking Water Loan	June 2024
Apply for DNR Clean Water Fund Loan	September 2024
Finish plans and specification	December 2024
Bid Construction Project	January 2025
Construction Begins	June 2025
Construction Complete	October 2025

Funding for Project:

- CDBG
 - Next available application cycle May 2025
 - Covers two out of every three dollars up to \$1,000,000 maximum award.

- Most of the project was found to be Community Benefiting and is approved by DOA.
- Plans and specifications need to be developed prior to the grant application.
- DNR
 - Safe Drinking Water Loan Program (Drinking Water)
 - Low interest loan
 - Possible Principal Forgiveness (Grant)
 - Clean Water Loan Fund (Sewer)
 - Low interest loan
 - Possible Principal Forgiveness (Grant)

NON TID SERVICES (R00088133) CONTRACT ON THE AGENDA FOR APPROVAL

- The Non TID services for 2024 allow MSA to complete small projects under one contract for quick turnaround and ease to the City.
 - A task was opened in April to develop cost estimates for McKinley Boulevard for a funding opportunity with Senator Tammy Baldwin.

GIS UPDATE (R00088098)

The City met with MSA to discuss moving their GIS to ESRI's new software platform called Experience Builder. The current version called Web AppBuilder will be retiring this year. The City plans to move forward with the upgrade to Experience Builder in 2025. The current GIS apps will continue to work until the upgrade is complete.

WDNR INTENT TO APPLY – CLEAN WATER FUND AND SAFE DRINKING WATER LOAN PROGRAMS

In October MSA will again submit ITA's for projects the City will consider over the next year. There is no fee for this service. It is important to think about what possible projects could come up in the next year to apply for. This should be looked at like a wish list. Funding changes will happen over the next year, and this is the required first step in using DNR loan and grant programs.

ITA's for the Spruce and Third Street sewer and water project were submitted for the City of Eagle River.



Debt Management Policy-City of Eagle River, WI

Date Last Updated: July 2024

PURPOSE

The purpose for the Debt Management Policy is to provide a general framework for the use, management and reporting of the City's debt financing. The primary objective of the policy is to establish conditions for the use of debt and to create policies that minimize the City's debt service and issuance costs, retain a high credit rating in the financial community, and to maintain full and complete financial disclosure and reporting. In addition to adhering to this Debt Management Policy, the City's financing will also be in compliance with applicable Federal law, U.S. Securities and Exchange Commission (SEC), Wisconsin State Statutes, City Code, and other regulatory requirements.

Reason for Policy

The City's Debt Management Policy is the guideline for City staff to use in recommending debt to assure the community that the City is well-managed, financially sound, and to obtain financing at the lowest cost. It will be the responsibility of the City Administrator, or designee, to recommend debt on behalf of the City. Upon City Council approval, the City Administrator, or designee, will coordinate to ensure that all financings are issued in full compliance with related laws and regulations. Any substantive modifications made to this policy must be approved by the City Council.

Definitions:

Arbitrage: According to 26 U.S. Code 148, arbitrage is related to the use of tax-exempt proceeds for reinvestment in higher yield taxable securities and the excessive accrual of interest revenue from bond proceeds.

Capital Improvement Plan (CIP): A multi-year financial planning tool that identifies capital projects for the City. The CIP is the primary tool used to plan for debt.

Capital Projects: The acquisition, creation, or improvement of City land, buildings, equipment, and infrastructure with a useful life of greater than one year and a minimum threshold of \$5,000.

Conduit Financing: A bond or other debt obligation issued by the City to finance a project for use by a third party. The term "conduit" refers to the fact that the City assumes no commitment to pay or guarantee payment of the debt service underlying the debt.

Continuing Disclosure: According to the SEC Rule 15c2-12, continuing disclosure consists of important information about a municipal bond that arises after the initial issuance of the bonds. This information generally reflects the financial health or operating condition of the City as it changes over time, or the occurrence of specific events that can have an impact on key features of the bonds.

General Obligation (G.O.) Bonds: Debt issued by the City to finance any project undertaken for a public purpose. General obligation bonds are backed by the full faith and credit of the city.



Debt Management Policy-City of Eagle River, WI

Date Last Updated: July 2024

Industrial Development Revenue Bonds (IDRB): Securities issued by the City, providing long term, below-market rate financing of capital requirements for new and expanding industrial and commercial facilities.

Promissory Note: A signed document containing a written promise to pay a stated sum to a person or institution at a specific date or on demand.

Refunding Bond: A bond that retires another bond before the first bond matures. Primarily used due to a decline in the interest rates.

Revenue Bonds: Bonds issued to finance public utilities or projects with a dedicated revenue stream. Repayment is made from the revenues generated. Revenue bonds give the City the ability to recover the cost of a project from beneficiaries of the project or users of the facility.
State Trust

Fund Loans: The Board of Commissioners of Public Lands (BCPL) of the State of Wisconsin has funds available to loan to Wisconsin cities. These "trust funds" are derived primarily from the sale of public lands and from penal fees.

Guidelines for Use

Debt is a financing tool which should be used when the City has legal, financial and market debt capacities and will be considered when some or all the following conditions exist:

- The City will consider all available financing tools for funding projects including interfund borrowing, use of fund reserves, State of Wisconsin Trust Fund loan program, external financing, and lease-purchasing.
- Financing of certain equipment or projects with long-term debt (10 to 20 years) is undertaken annually or every two to three years.
- Pay as you go financing will be used to fund general capital projects whenever feasible.
- When bonds or promissory notes are the desired financing vehicle, the issue will be bid competitively.
- The term of the financing will not exceed the useful life of the capital project, facility or equipment financed.

Types of Permitted Debt:

The city may utilize several types of municipal debt obligations to meet its financing objectives. All long-term debt financing shall be approved by the City Council. A list of the types of permitted debt for the city and the general guideline for their use is as follows:

General Obligation Debt

General obligation debt is authorized to be issued by the City in the following variations: promissory note, State Trust Fund loan, refunding bonds, and corporate purpose bond. The



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term of general obligation debt is limited to 20 years from the original date of issuance.

Legal Debt Capacity

In accordance with Wisconsin Statutes, total general obligation indebtedness of the City shall not exceed 5 percent of the equalized value of taxable property within the City's jurisdiction. The City's goal is to maintain a ratio of not more than 50 percent of the legal debt limit.

Net Direct General Obligation Debt/Full Value

The goal of the City Council is to maintain a per capita general obligation debt ratio in the range of 2-4%. Sustaining this ratio will ensure that adequate resources are available to repay outstanding long-term general obligation debt, without an undue burden on the community.

The general obligation debt ratio is measured by total outstanding general obligation long-term debt as of December 31 of each year, compared to the most recent year's equalized value. In planning capital projects and proposed financing, the effect on this ratio should be considered. General obligation debt supported by funds other than general obligation property tax revenues will not be included in this ratio. It shall be the responsibility of the Finance Department to calculate the general obligation debt ratio annually.

Debt Service/Total Revenues

The goal of the City is to not exceed a maximum 10 percent ratio of property tax supported debt service costs to total governmental fund revenues. This will ensure that the city maintains its ability to repay outstanding debts.

This ratio will be measured by annual property tax supported debt service cost in relation to annual revenues for all governmental funds. A maximum ratio of ten percent is desired, and future borrowing will be structured to maintain this ratio. General obligation debt supported by funds other than general property tax revenues will not be included in this ratio. This will be calculated after the annual audit by the Finance Department.

Debt Service Levy/Total Levy

The annual debt service levy goal is a maximum of 20 percent of total property tax.

Debt Service Repayment

The goal is to repay the City's general obligation debt within ten years, while debt from equipment is repaid within five years.

Debt Service Reserves

Debt service reserves will be established by bond ordinances to adequately meet debt service requirements as required.

Conduit Financing

The City may sponsor conduit financing to a third party for those activities and projects that have a public purpose and are consistent with and benefit the City's [Strategic Plan](#). The projects, including economic development projects, health facilities projects, and infrastructure projects, must benefit the strategic initiatives of one of the following five goals:



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- ☐ Ensuring financial sustainability.
- ☐ Consistently delivering quality municipal services.
- ☐ Promoting economic vitality.
- ☐ Connecting community members.
- ☐ Considering future generations.

City's Role

Conduit debt is not included in the City's debt burden and is secured solely by the revenues of the third party. Principal and interest on conduit debt is paid solely from the net revenues of the project. Issuance of this debt does not constitute a general obligation of the city. The Finance Director, or designee, may impose a debt management fee on the borrower. All conduit financing must insulate the city completely from any direct credit risk or exposure.

The City Administrator, or designee, will be responsible for approving any conduit debt on behalf of the City before submitting it to the City Council for approval.

Borrower's Role

The obligated borrower will be responsible for paying all bond sale costs associated with the financing, including any debt management fee imposed by the city. The obligated borrower will also be responsible for funding any debt reserve requirement, if applicable. The obligated borrower is also responsible for providing a letter of credit from their bank to the Treasurer, or designee, prior to the debt being issued.

Industrial Development Revenue Bonds (IDRB) and Tax-Exempt Mortgage Financing

[Chapter 66.521](#) of the Wisconsin State Statute permits municipalities to assist enterprises with business and industrial interests wishing to locate in the city through industrial development revenue bonds and tax-exempt mortgage financing. The minimum bond amount shall be \$3 million, and the maximum bond amount shall be \$10 million per borrower. All IDRB's shall be limited obligations of the City. The borrower is solely responsible for principal and interest repayment.

Because the interest on IDRB's is exempt from federal tax, the interest rate on this type of financing is generally lower than conventional debt financing. Proceeds from the IDRB may be used to finance fixed assets and qualified costs associated with bond-financed projects.

Additional Requirements

Staff Review

The City Administrator and the Treasurer shall review the IDRB request. It is the duty of the prospective bond seller to initiate the staff review and to meet with and provide information necessary to complete the review. Basic information which must be provided, but not limited to, includes details of the proposed project, construction timetables, proposed revenue agreement for method of paying bonds and interest together with security for such payment, and if available, a commitment to purchase or underwrite the bonds from an appropriate financier.



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Minimum Requirement

The City shall not consider a bond issue in which the bond sale is less than \$3 million.

Required Fees

The bond seller shall be required to pay a \$2,000 non-refundable application fee to the City, or designee, prior to the staff review of the project. This \$2,000 shall become the property of the City upon its receipt and will not be returned for any reason, including failure of the City Council to adopt the bond resolution. This \$2,000 payment shall be considered as reimbursement of direct City expenses relating to the bond issue and may be used by the City to offset costs of printing, postage, and mailing, duplicating, clerical costs and staff time. In addition to the \$2,000 fee, the bond applicant is responsible for all direct out-of-pocket costs and legal fees.

Tax Exempt Entities

During the term of the bond, any entity exempt from property taxes will be required to make a payment in lieu of taxes to the Finance Department for the City's share of taxes on the assessed value of the improvements on the property.

Revenue Bonds

[Chapter 66.066](#) of the Wisconsin State Statute governs the issuance of revenue bonds. The term of revenue bonds is limited to 40 years from the original date of issuance.

Revenue Bond Uses

Revenue bond issues must be applied solely for purchasing, acquiring, leasing, constructing, extending, adding to, improving, conducting, controlling, operating, or managing a public utility, and in the payment of the cost of any subsequent necessary additions, improvements, and extensions.

Interest Payments

Interest on the revenue bonds shall be paid to the bondholders according to the interest schedule set by the debt schedule. Payment of principal on the revenue bonds shall start no later than three years after the date of issue, or two years after the estimated date that the project will be completed, whichever is later.

State Trust Fund Loans

The Board of Commissioners of Public Lands (BCPL) may loan funds to the City for any project undertaken for a public purpose consistent with the purposes allowed for issuance of general obligation or revenue bonds. State trust fund loans shall be considered by the City when the interest rate offered makes the cost of borrowing less than or comparable to external financing notes or bonds after considering the cost of issuance.

State Trust Fund Loan Uses

The City may use general obligation state trust fund loans of 10 years or less to facilitate the performance of the city, including operations and maintenance.

The City can also use general obligation state trust fund loans greater than 10 years for the financing or refinancing of public purpose projects including, the acquisition, leasing, planning,



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design, construction, development, extension, enlargement, renovation, rebuilding, repair or improvement of land, waters, property, highways, buildings, equipment, or facilities.

General obligation state trust fund loans can also be utilized as a source of funding for economic development projects. Loans include pass-through loans for private development, funding development incentives, TID infrastructure loans, land acquisition, and development for business parks.

The term of general obligation state trust fund loans is limited to 20 years from the original date of issuance.

State Trust Fund Loan Payments

If the City has an active general obligation state trust fund loan, annual payments are due to the BCPL annually by March 15. Loans funded between September 1 and March 14 do not have a payment scheduled for the following March 15.

State Trust Fund Loan Prepayments

The Finance Department may make prepayments without penalty after January 1 and before August 31 annually, with 30 days prior written notice.

Other Obligations

There may be special circumstances when other forms of debt are appropriate and if their use is necessary or advantageous to the city. Their use may be evaluated by the City Administrator, or designee, on a case-by-case basis. If other types of debts are utilized, applicable state and federal guidelines shall be followed.

Bond Record Retention

The Finance Department shall keep all records in compliance with the rules and regulations applicable to bonds pursuant to code and law including:

Records

- ☐ The transcript of proceedings (the official "record book").
- ☐ Information showing how the proceeds of the bonds, including investment earnings on the bonds, are spent, which may include invoices and checks or other variable information.
- ☐ Records regarding the use of the project or prior project, including any private business use.
- ☐ Records, certifications, and opinions relating to any change of use of the project or prior project, including remedial action certificates and opinions.
- ☐ Documentation pertaining to any investment of proceeds of the bonds (bank or account statements, confirmations for the purchase and sale of securities, yield calculations for each class of investments, actual investment income received on the investment of proceeds, guaranteed investment contracts and rebate calculations).

Retention: Final Payment

The Finance Department shall retain such records until at least three years following the final payment of the bonds or the final payment of any issue or issues of tax-exempt bonds or notes refunding the bonds.



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Retention: Refunding

If the bonds are refunded in the future, the Finance Department should keep the above information until three years after final redemption of the refunding obligations.

Arbitrage

Arbitrage rebates are paid to the government to prevent several problems from occurring including: the issuance of more bonds than are necessary; to prevent the issuance of bonds earlier than is necessary; to prevent bonds from remaining outstanding longer than is necessary.

The City shall use bond proceeds only for the purpose and authority for which the bonds were issued. In most circumstances, the city will want to avoid arbitrage rebates and will follow the following exemptions. However, in some circumstances the city may want to pay the arbitrage rebate. The reasons for paying the arbitrage rebate will be outlined by the Finance Department when issuing bonds.

Exemptions

Under 26 U.S. Code 148, exemptions for arbitrage rebate that the City should follow includes:

Small Issuer Exception

- ☐ The issue is issued by a governmental unit with general taxing powers.
- ☐ The aggregate face amount of all tax-exempt bonds issued by the City during the calendar year is not to exceed \$5 million.
- ☐ No bond which is part of such issue is a private activity bond.
- ☐ At least 95 percent of the net proceeds of such issue are to be used for local government activities by the issuer.
- ☐ Spending (spend down) Over \$5 Million Exceptions
 - ☐ 6 months – 10 percent of bond proceeds
 - ☐ 12 months – 45 percent of bond proceeds
 - ☐ 18 months – 75 percent of bond proceeds
 - ☐ 24 months – 100 percent of bond proceeds (If the City can spend down 95 percent of the bond within the 24 months, the City shall have 36 months to spend down 100 percent of the bond)
- ☐ "Bona fide" debt service funds, subject to a limit of \$100,000 on annual earnings in the case of private activity bonds or governmental bonds that do not have a fixed rate of interest and a maturity of at least five years
- ☐ Payment of 1.5 percent penalty in lieu of arbitrage rebate no later than 90 days after the end of the spending period to which it relates.
- ☐ Proceeds invested in tax-exempt obligations.

Spend Down Schedules and Exceptions

During the process of issuing any type of debt, the Finance Department working with the project manager will provide spend down estimates of the debt. The Finance Department is also responsible for monitoring the actual spending of the debt and exercise best efforts to spend down bond proceeds in such a manner that the city will meet one of the spend-down exemptions from arbitrage rebate.



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Spend down exceptions provide for the majority, 95 to 100 percent, of the bond proceeds to be spent down within two years of the issuance of debt. The specific date of the spend down goal shall be the settlement day/close date of the debt.

Reporting

All the City's tax-exempt issues, including lease purchase agreements, are subject to arbitrage compliance regulations. In accordance with IRS recommended practices, the Finance Department shall calculate arbitrage rebate computations no later than each five-year anniversary date of the issuance of the bond and at the final maturity for all bonds.

If any arbitrage rebate liability exists, the Finance Department shall report such liability in the year-end financial statements.

Arbitrage Rebates

Arbitrage rebates were created as a financial disincentive to prevent abuses. According to 26 U.S. Code 148, the arbitrage rebate will be treated as meeting the requirement only if an amount equal to the sum of the excess of the following is paid to the United States by the issuer:

- ☐ The excess of the amount earned on all non-purpose investments and any income attributable to the excess amount earned.
- ☐ The amount which would have been earned if such non-purpose investments were invested at a rate equal to the yield on the issue.

Due Date of Arbitrage Rebate Payments

The amount which is required to be paid to the Internal Revenue Service (IRS) by the Finance Department, or financial consultant, shall be paid in installments which are made at least once every 5 years. Each installment shall be in an amount which ensures that 90 percent of the required amount is paid. The last installment shall be made no later than 60 days after the day on which the last bond of the issue is redeemed and shall be in an amount sufficient to pay the remaining balance that the city is required to pay.

A series of issues which are redeemed during a 6-month period shall be treated as one issue for purposes of the preceding sentence if no bond which is part of any issue in such series has a maturity of more than 270 days or is a private activity bond.

In the case of a tax and revenue anticipation bond, the last installment shall not be required to be made before the date 8 months after the date of issuance of the issue of which the bond is a part.

Continuing Disclosure

The City's debt obligations are subject to SEC Rule 15c2-12 (Rule), which regulates the timing and production of disclosure documents by brokers, dealers and underwriters of the City's securities.

Dealer's Requirements

The Rule requires dealers, when underwriting certain types of municipal securities, to ensure that the City, which is issuing the bonds, enters into an agreement to provide certain information to the Municipal Securities Rulemaking Board about the securities on an ongoing basis.



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Required Information

Continuing disclosure agreements must require the following information:

Annual Financial Information

- ☐ The City's financial information and operating data as included in original official statement.
- ☐ The City's audited financial statements

Event Notices

Notice of any of the following 14 listed events with respect to the City's debt obligations must be reported within 10 business days:

- ☐ Principal and interest payment delinquencies.
- ☐ Non-payment related defaults.
- ☐ Unscheduled draws on debt service reserves reflecting financial difficulties.
- ☐ Unscheduled draws on credit enhancements reflecting financial difficulties.
- ☐ Substitution of credit or liquidity providers, or their failure to perform.
- ☐ Adverse tax opinions or events affecting the tax-exempt status of the security.
- ☐ Modifications to rights of security holders.
- ☐ Bond calls and tender offers.
- ☐ Defeasances.
- ☐ Release, substitution, or sale of property securing repayment of the securities.
- ☐ Rating changes.
- ☐ Bankruptcy, insolvency, or receivership.
- ☐ Merger, acquisition, or sale of all issuer assets.
- ☐ Appointment of successor trustee

The following events with respect to the City's debt obligations can be voluntarily reported within 10 business days:

- ☐ Amendment to continuing disclosure undertaking.
- ☐ Change in obligated person.
- ☐ Notice to investors pursuant to bond documents.
- ☐ Certain communications from the Internal Revenue Service.
- ☐ Secondary market purchases.
- ☐ Bid for auction rate or other securities.
- ☐ Updates to capital or other financial plans.
- ☐ Quarterly strategic plan updates.
- ☐ Litigation/enforcement action.
- ☐ Change of tender agent, remarketing agent, or other on-going party.
- ☐ Derivative or other similar transaction.
- ☐ Other event-based disclosures

Exemptions

Continuing disclosure generally is not required for an issue if:

- ☐ The entire issue is for less than \$1 million.
- ☐ The bonds are sold to investors in units of no less than \$100,000 and are sold to no more than 35 sophisticated investors.
- ☐ The bonds are sold in \$100,000 minimum denominations and mature in nine months or



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less from initial issuance.

- ☐ The bonds were issued prior to July 1995 (or prior to December 1, 2010, for certain “puttable” securities.)

Electronic Municipal Market Access (EMMA)

EMMA provides free online access to disclosure information for municipal obligations. The Finance Department, or contracted financial consultant, must provide continuing disclosure documents electronically to the Municipal Securities Rulemaking Board through EMMA annually by the date specified in the continuing disclosure agreement, generally within 365 days of the year end.

Contracted Financial Consultant

The City may contract with a financial consultant to help comply with its continuing disclosure agreements, certificates and undertakings associated with each issue of securities subject to the Rule.

Reporting

In the event for which an event notice is to be filed, the Finance Director, or designee, shall provide disclosure information related to the event to EMMA, as required.

Selecting and Retention of Service Providers

The city recognizes the nature of the municipal bond industry such that specialized consultants may need to be retained. The City Administrator, or designee, is responsible for establishing a solicitation and selection process for securing professional services that are required to help implement the City’s debt management policy. The following contract advisors can be maintained for the City:

- ☐ Underwriters
- ☐ Bond Counsel
- ☐ Special Counsel
- ☐ Financial Advisor

Professional financial consultants in connection with the City’s debt management policy may be chosen through a request for qualifications process. If this process is used, the request for qualification process will be designed to select providers that offer the city the best combination of expertise and price. The objectives of the process will be to:

- ☐ Promote competition.
- ☐ Be as objective as possible.
- ☐ Incorporate clear and rationale selection criteria.
- ☐ Be independent of political influence.
- ☐ Be perceived as fair by the respondents.
- ☐ Result in cost-effective transaction.
- ☐ Result in the selection of the most qualified firm(s)

The city is not required to select the firm offering the lowest price. However, in cases where the lowest bidder is not recommended, the City Administrator, or designee, must provide a justification for the recommendation. All contracts will be approved by the City Council.



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Credit Ratings

With any changes in the City's credit ratings, the Mayor, City Council, and the City Administrator will be notified by the Treasurer.

Rating Agency Relationships

The City Administrator and Treasurer are responsible for maintaining relationships with the rating agencies that currently assign ratings to the City's various debt obligations. This effort shall include providing periodic updates on the City's financial condition along with coordinating meetings in conjunction with a new debt issuance.

Use of Rating Agencies

The City Administrator or Treasurer will be responsible for determining whether or not a rating will be requested on a particular financing and which of the major rating agencies will be asked to provide such a rating.

PURPOSE

Eagle River's goal in establishing a fund balance policy is to provide both short term and long-term financial stability by ensuring sufficient funds are available to provide services and maintain infrastructure. A significant amount of the city's funds is held in fund balance accounts and this policy establishes guidance for the use of said fund balances. Fund balance is an important measure of economic stability and is a key indicator in determining the city's credit worthiness and essential in maintaining the city's bond rating. This policy also addresses the City's requirements under Government Accounting Standards Board (GASB) 54 surrounding the composition of fund balance, including the establishment and use of the various components of fund balance.

DEFINITIONS

Fund Balance – A governmental fund's fund balance is the difference between its assets, deferred outflows and its liabilities and deferred inflows.

Fund Balance Components – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. Under GASB 54, these are broken up into five (5) categories:

1. Nonspendable fund balance - amounts that are not in a spendable form (such as inventory, prepaid items, long term advances and delinquent property taxes) or are required to be maintained intact (such as the corpus of an endowment fund)
2. Restricted fund balance - amounts that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include grants and dedicated property tax.
3. Committed fund balance - amounts constrained to specific purposes by a government itself using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint. Committed amounts are typically established through formal board or finance committee resolutions.
4. Assigned fund balance - amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.
5. Unassigned fund balance – the residual classification of the general fund and includes all amounts not contained in other classifications. Unassigned amounts are technically available for any purpose.

DEFINITIONS – CONT.

General Fund – A governmental fund that typically serves as the chief operating fund of a government. The General Fund is used to account for all financial resources not accounted for in some other fund.

Unassigned General Fund – This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes in the General Fund. The Unassigned General Fund is the only fund that reports a positive unassigned fund balance amount. In addition, negative balances in other governmental funds are classified as unassigned. While Eagle River has not announced a formal policy governing the priority of spending fund balances, in conformance with GASB 54 requirements, when an expenditure/expense is incurred for purposes for which both restricted and unrestricted resources are available, restricted resources are spent first, followed by committed resources, assigned resources and unassigned resources.

Proprietary Funds – Proprietary funds, or otherwise referred to as enterprise funds are used to report activity that for which a fee is charged to external users for goods or services. The principal source of revenue for these funds are from sources other than property taxes, grants, and transfers. The City reports the following **Enterprise funds**:

- Golf Course
- Business Improvement District

Debt Service Fund - Assigned fund balance would be designated funds for debt service. This would represent remaining monies budgeted for debt service but not expended and would be used to offset the amount of the levy needed in future years for debt service.

Capital Projects Fund - Assigned balance would be designated funds for specific approved capital projects. All surplus funds would be transferred to the Unassigned General Fund

Tax Incremental Financing Fund – Assigned fund balance will be designated funds for Tax Incremental Financing Districts. This would represent remaining monies budgeted for and collected for each tax incremental financing district and would be used to offset the amount of the levy needed in future years.

POLICY

General Fund (Assigned & Unassigned) - Appropriate Range of Fund Balance

The fund balance of the City's General Fund (Assigned & Unassigned) has been accumulated to provide stability and flexibility to respond to unexpected adversity and/or opportunities. The City's basic goal is to limit expenditures to anticipated revenue to maintain a balanced budget when possible.

It is the goal of Eagle River to achieve and maintain a fund balance in the general fund (Assigned & Unassigned) equal to a target range of 25% - 35% of the governmental fund's subsequent year's budgeted expenditures (excluding capital and debt service funds). The City will measure its compliance with this policy based on the future adopted budget and past years performance as soon as practical after final year-end audit becomes available.

Funds existing under the General Fund Classification include:

- Unassigned General Fund Balance – Unassigned
- Assigned General Fund Balance-Assigned
- Restricted
- Non-Spendable

Funding of the Unassigned General Fund balance will generally come from excess revenues over expenditures or one-time revenues. The use of fund balance is appropriate for one-time expenditures and to avoid creating a structural deficit.

In the event the Unassigned General Fund balance exceeds the upper limit of the target range balance requirements at the end of each fiscal year, any excess will be used in the following ways:

1. At least one-half of excess will be appropriated to lower the amount of bonds or contributions needed to fund capital projects.
2. One-time expenditures that do not increase recurring operating costs that cannot be funded through current revenues. Emphasis will be placed on one-time uses that reduce future operating costs.
3. Establish Budget Stabilization Fund

In the event the Unassigned General Fund balance falls below the goal or has a deficiency, a plan will be developed and included in the annual budget process.

QUALITY CONTROL AND QUALITY ASSURANCE

Committed Fund Balance

The Common Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at the council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.

Assigned & Unassigned Fund Balance

The Council has authorized the City Administrator as the official authorized to assign fund balance to a specific purpose, with Common Council approval, in compliance with this fund balance policy.

It is the responsibility of the City Administrator and City Treasurer to ensure the presence of procedures that provide sufficient guidance to affected City personnel to fulfill the intent of this policy.

These policies will be reviewed at least annually and updated on an as-needed basis.

FUND BALANCE AND NET POSITION ADDENDUM

Proprietary Funds – The intent of the Proprietary funds is to set rates for various charges for services that allows them to be self-sustaining. If charges for service do not allow these funds to be self-sustaining, the County will transfer resources into the fund or allocate tax levy to subsidize operations of the fund.

- Golf Course Fund
- Business Improvement District

The Golf Course Fund is currently not a self-sustaining funds and receive tax levy. These funds will be reviewed at end of year after completion of audit and prior to next year's budget.

2024 Unassigned Fund Balance Calculation

2024 General Fund Expenditures: \$2,853,184

25% Range - \$713,296 35% Range – \$998,614

2023 Audited General Fund Unassigned Fund Balance-XX

2023 Fund Balance Percentage Range XX

2022 Audited General Fund Unassigned Fund Balance \$1,284,398

2022 Fund Balance Percentage Range 45%



Investment Policy-City of Eagle River, WI

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PURPOSE

The objective of the investment policy of the City of Eagle River is to conform with all applicable federal, state, and other legal requirements; to adequately safeguard principal; to provide sufficient liquidity to meet all operating requirements; and to obtain a reasonable rate of return.

Scope

This investment policy applies to all financial aspects of the Eagle River, except for the Eagle River Water and Sewer Utilities and the Business Improvement District, which are governed by separate boards and commissions.

Prudent Investor Rule:

The investment officers must invest the City's assets in accordance with the Prudent Investor Rule. The following is a summary of the highlights of this rule, which should be applied to the investment officers' investment decisions based on the terms and conditions contained in the City's investment policy statement:

1. The investment officers are required to invest and manage the City's assets as a prudent investor would.
2. The investment officers must review the City's existing assets within a reasonable time after becoming the investment officers. The investment officers then, as a prudent investor, must make decisions concerning the retention or disposition of the existing assets.
3. The investment officers are required to diversify the investments, unless the officers believes it is not in the best interest of the City. The investment officers must pursue an investment strategy that includes both the production of income and the safety of capital considering the current and future needs of the city.
4. The investment officers are required to develop an overall investment strategy, which incorporates both risk and return. This standard relates to the City's entire portfolio, not just to an individual investment held in the portfolio.
5. The investment officers' decisions for the investment portfolio are to be judged based on the facts and circumstances existing at the time the decisions were made. These factors would include inflation, economic conditions, expected total return, etc., while also considering that the investment officers should only incur reasonable and appropriate costs.
6. The Prudent Investor Rule is a test of conduct and not of the resulting performance of the investment portfolio.

Diversification Requirements:

To reduce the risk of default, the investment portfolio of the City of Eagle River shall not exceed the following diversification limits unless specifically authorized by the City Council.

1. No financial institutions shall hold more than 15% of the City's investment portfolio excluding short-term construction bond proceeds.



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2. Monies deposited at an individual financial institution shall not exceed 10% of the capital stock and surplus of that institution.
3. Commercial paper shall not exceed 10% of the City's portfolio.
4. Deposits in the Wisconsin State Investment Pool shall not exceed 50% of the investment portfolio, except for annual property tax collections, which are generally invested for 30 days or less.
5. Financing for City projects, for a term not more than five years, shall not exceed 15% of the portfolio.
6. Total holdings of any one issuer may not exceed 10% of the market value of the portfolio at the time of purchase, except for U.S. Government issues fully guaranteed as to both principal and interest by the U.S. Government or agencies thereof.

Maturities:

Maturities of individual securities must follow Section 66.0603 of Wisconsin Statutes. Under sub. (1m)(a) 1, time deposits may not exceed three (3) years. Additionally, under sub. (1m)(a) 4, debt that is not guaranteed as to principal and interest by the Federal Government or its Agencies, or a Wisconsin municipality must have a maturity not more than seven (7) years.

Acceptable Investments:

The portfolio will be invested in accordance with Section 66.0603 of Wisconsin State Statutes governing the investment of public funds. Acceptable investments include the following.

1. Bonds or securities issued or guaranteed as to principal and interest by the Federal Government, or by a commission, board, or other instrumentality of Federal Government.
2. Fixed income securities with a minimum long-term debt rating of AA by Moody's or Aa by Standard & Poor's at the time of purchase
3. Investments in commercial paper and variable rate demand notes are restricted to corporations rated A-1 by Standard & Poor's or P-1 by Moody's at the time of purchase.
4. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association, which is authorized to transact business in the State of Wisconsin if the time deposits mature in not more than three (3) years.
5. State of Wisconsin Local Government Investment Pool.
6. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:
 - a. Bonds and securities issued by the federal government or a commission, board, or other instrumentality of the federal government.



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- b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
 - c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.
7. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of this state.
 8. Financing of City projects, including short-term financing, for not more than five years unless approved by the City Council for a longer period. Interest will be charged at .5% over the rate obtained by the most recent City general obligation issue or revenue bond.

Authorized Financial Institutions:

The City Council shall approve annually a list of financial institutions and security broker/dealers authorized to provide investment services.

Collateralization For Depository Accounts:

It is the policy of the City of River Falls to require that all funds on be secured by some form of collateral. The City will accept any of the following assets as collateral.

1. U.S. Government securities
2. Obligations of Federal Agencies
3. Obligations of Federal Instrumentalities
4. Obligations of the State of Wisconsin
5. Insurance policies provided by an insurance company with a rating of A+ by A.M. Best Company.

The City reserves the right to accept or reject any form of the above-named securities.

The amount of collateral will not be less than 110% of the fair market value of the net amount of public funds secured. The ratio of fair market value or collateral to the amount of funds secured will be reviewed annually. Additional collateral will be requested when the ratio declines below the level required and collateral will be released if the market value exceeds the required level. Pledged collateral will be held in safekeeping and will preclude the release of pledged assets without an authorized signature from the City of Eagle River.

DRAFT

CITY OF EAGLE RIVER FINANCIAL POLICIES/PROCEDURES

Capital Asset Policy

- Purpose:** The purpose of this policy is to establish a consistent methodology for recording in the financial records of the City of Eagle River (“City”), the capitalization and depreciation of capital assets, consistent with current reporting requirements as determined by the State of Wisconsin and the Governmental Accounting Standards Board (“GASB”).
- General:** The City of Eagle River holds certain capital assets which include land, buildings, building improvements, vehicles, machinery, equipment, docks and piers, furniture, appliances, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a one-year period.
- These assets must be accounted for at historical cost or estimated historical cost and fairly represented in the City of Eagle River’s Annual Financial.
- Valuation:** All costs shall be documented, including methods and sources used to establish such cost basis.
1. Purchased assets: the recording of purchased assets shall be made based on actual costs, including all ancillary costs, based on the vendor invoice or other supporting documentation.
 2. Self-constructed assets: all direct costs (including labor) associated with the construction project shall be included in establishing a self-constructed asset valuation. If a department is unable to identify all direct costs an estimate of the direct cost is acceptable but must be supported by a reasonable methodology.
 3. Donated assets: assets acquired by gift, donation, or payment of a nominal sum not reflective of asset’s fair market value shall be assigned cost equal to the fair market value at the time of acquisition.
 4. Leased property: capital lease property shall be recorded as an asset and depreciated as though it had been purchased.
 5. Dedicated assets: required installation by developers of public improvements, including but not limited to sanitary sewer mains, manholes, laterals, water mains, hydrants, valves, storm and sanitary sewers, streets, curb and gutter, streetlights, street signs, sidewalks will be dedicated to the City upon completion. Recording of infrastructure assets will be made based on actual costs, including ancillary costs, based on vendor invoice or other supporting documentation provided by the developer.
 6. Shared purchases: assets shared with other municipalities or entities shall be made based on the City’s share of actual costs, including ancillary costs, based on vendor invoice or other supporting documentation.

Ancillary costs: Ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor costs, not measurable at the time a fixed asset is recorded in the City's fixed asset inventory system, may be expensed.

Ancillary costs include:

- Buildings and Improvements: professional fees of architects, attorneys, appraisers, financial advisors, etc.; damage claims; costs of fixtures permanently attached to a building or structure; insurance premiums and related costs incurred during construction; and other expenditures necessary to place a building or structure into its intended state of operation.
- Equipment: transportation charges, installation costs, and any other normal and necessary expenditure required to place the asset into its intended state of operation.
- Land: legal and title fees, surveying fees, appraisal and negotiation fees, damage payments, site preparation costs, and costs related to demolition of unwanted structures.

Classification: Capital assets include items with useful lives greater than one year, land, land improvements, buildings, building improvements, construction work in progress, machinery and equipment, vehicles, infrastructure, easements, and works of art and historic treasures. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. Assets that are not capitalized are expensed in the year of acquisition.

Infrastructure assets are long-lived assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, tunnels, drainage systems, water systems, and dams. Infrastructure assets do not include buildings, drives, parking lots, or any other examples given above that are incidental to property or access to the property.

Long-term assets can be classified into the following:

- Furniture and equipment: office furniture; office, data processing, and special department equipment
- Vehicles and equipment: vehicles, operating and mechanical equipment.
- Land: land, land improvements
- Buildings: buildings, building improvements
- Infrastructure: streets, bridges, water and sewer systems, drainage systems, sidewalks, curb, and gutter, etc.

Capitalization: Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets. Capital assets must have an initial value to \$5,000 or more. This will be known as the "capitalization threshold" for reporting purposes in the Annual Financial

Report. The Water and Sewer Utilities will follow capitalization guidelines as established by the Wisconsin Public Service Commission.

Repair and maintenance costs are expenditures that keep the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair and maintenance costs to capital assets are to be treated as an annual operating expense and charged to the appropriate department and fund.

Improvements are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value, or adapt it to a different use. Improvement costs of \$5,000 or more to an individual capital asset are to be capitalized.

Depreciation: All long-term assets (except for land, certain land improvements, and construction in progress) identified in the capital assets policy will be depreciated/amortized. Regardless of the month the asset is placed in service, a full year of depreciation/amortization will be recorded in the first year. Once the asset has been fully depreciated, the asset will be kept on the books until disposed of. When the asset is disposed of prior to the end of its useful life, the remaining “book” value will be written off as depreciation unless it will materially affect the City’s financial statements.

The water utility will follow guidelines for depreciation as established by the Wisconsin Public Service Commission.

Useful Life: To determine the useful life of an asset for depreciation purposes, the City shall consider an asset’s present condition and how long it is expected to meet its service demands in addition to applying applicable industry standards for useful life.

Inventory: An inventory of all long-term assets should be reviewed and updated annually.

Capital Assets Policy
Developed: July 2024
Adopted: August 2024

CITY OF EAGLE RIVER
CAPITAL IMPROVEMENT PLAN
2025-2029
Public Works

	2025	2026	2027	2028	2029	Total
EST. BEGINNING FUND BALANCE						
FUNDING SOURCES						
CAPITAL PROJECTS LEVY						\$ -
GENERAL FUND LEVY						\$ -
BOND PROCEEDS	\$ 1,100,000	\$ 124,000	\$ 1,800,000			\$ 3,024,000
GRANTS	\$ 1,100,000	\$ 7,900				\$ 1,107,900
OTHER SOURCE	\$ 110,000	\$ 152,000	\$ 110,000			\$ 372,000
TOTAL SOURCES	<u>\$ 2,310,000</u>	<u>\$ 283,900</u>	<u>\$ 1,910,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,503,900</u>
TOTAL AVAILABLE FUNDS	<u>\$ 2,310,000</u>	<u>\$ 283,900</u>	<u>\$ 1,910,000</u>	<u>\$ -</u>	<u>\$ -</u>	
USES BY PROGRAM/PROJECT						
East Spruce Street	\$ 1,300,000					\$ 1,300,000
N. Third Street	\$ 900,000					\$ 900,000
Annual Chipsealing	\$ 86,000	\$ 86,000	\$ 86,000			\$ 258,000
Wall Street Sidewalks	\$ 24,000	\$ 24,000	\$ 24,000			\$ 72,000
Jack Frost		\$ 124,000				\$ 124,000
N. Birch Street.		\$ 49,900				\$ 49,900
McKinley Street			\$ 1,300,000			\$ 1,300,000
Tamarak			\$ 500,000			\$ 500,000
TOTAL USES BY PROJECT	<u>\$ 2,310,000</u>	<u>\$ 283,900</u>	<u>\$ 1,910,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,503,900</u>
EST. ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**CITY OF EAGLE RIVER
CAPITAL IMPROVEMENT PLAN
2025-2029
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	East Spruce Street
Program/Project #:	PUBLICWORKS1-2025

Department:	Public Works
Contact:	Mike
Type:	Road
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Year
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of E. Spruce Street from Main to 4th.

Justification
Part of regular maintenance schedule.

Expenditures (Uses)	2025	2026	2027	2028	2029	Total
East Spruce Street	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
Total	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000

Funding Sources	2025	2026	2027	2028	2029	Total
Grants	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
Bond Proceeds	\$ 650,000	\$ -	\$ -	\$ -	\$ -	\$ 650,000
Total	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000

Budget Impact/Other
Financial Impact to budget of \$1,300,000 to be funded by CDBG + Clean and Safe Water Grants

**CITY OF EAGLE RIVER
CAPITAL IMPROVEMENT PLAN
2025-2029
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	N. Third Street
Program/Project #:	PUBLICWORKS2-2025

Department:	Public Works
Contact:	Mike
Type:	Road
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Year
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of N. Third Street from Spurce to Sheridan.

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2025	2026	2027	2028	2029	Total
N. Third Street	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Total	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000

Funding Sources	2025	2026	2027	2028	2029	Total
Grants	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
Bond Proceeds	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000
Total	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000

Budget Impact/Other
Financial Impact to budget of \$900,000 to be funded by CDBG + Clean and Safe Water Grants

**CITY OF EAGLE RIVER
CAPITAL IMPROVEMENT PLAN
2025-2029
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	Annual Chipsealing
Program/Project #:	PUBLICWORKS3-2025

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Public Works
Contact:	Mike
Type:	Professional Services
Useful Life:	25 Years
Priority:	5 -Mandated/Mission Driven/Immediate N
Purpose:	Scheduled Replacement

Description
Chipsealing of various roads in city to be determined by DPW.

Justification
Part of regularly scheduled maintenance schedule.

Expenditures (Uses)	2025	2026	2027	2028	2029	Total
Annual Chipsealing	\$ 86,000	\$ 86,000	\$ 86,000	\$ -	\$ -	\$ 258,000
Total	\$ 86,000	\$ 86,000	\$ 86,000	\$ -	\$ -	\$ 258,000

Funding Sources	2025	2026	2027	2028	2029	Total
Other Source	\$ 86,000	\$ 86,000	\$ 86,000	\$ -	\$ -	\$ 258,000
Total	\$ 86,000	\$ 86,000	\$ 86,000	\$ -	\$ -	\$ 258,000

Budget Impact/Other
Financial Impact to budget of \$86,000. each year to be covered by cash on hand.

**CITY OF EAGLE RIVER
CAPITAL IMPROVEMENT PLAN
2025-2029
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	Wall Street Sidewalks
Program/Project #:	PUBLICWORKS4-2025

Department:	Public Works
Contact:	Nathan
Type:	Equipment
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Year
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description

Replacement of Wall Street Sidewalks from 1st to 2nd in 2025, 2nd to 3rd in 2026, and 3rd to 4th in 2027. Direction of replacement will be from north to south.

Justification

Part of regular maintenance schedule.

Expenditures (Uses)	2025	2026	2027	2028	2029	Total
Wall Street Sidewalks	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ 72,000
Total	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ 72,000

Funding Sources	2025	2026	2027	2028	2029	Total
Other Source	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ 72,000
Total	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	\$ -	\$ 72,000

Budget Impact/Other

Financial Impact to budget of \$24,000 each year to be covered by cash on hand.

**CITY OF EAGLE RIVER
CAPITAL IMPROVEMENT PLAN
2025-2029
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	Jack Frost
Program/Project #:	PUBLICWORKS1-2026

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Public Works
Contact:	Mike
Type:	Road
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Year
Purpose:	Scheduled Replacement

Description
Replacement of N. Third Street from Spurge to Sheridan.

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2025	2026	2027	2028	2029	Total
Jack Frost	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ 124,000
Total	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ 124,000

Funding Sources	2025	2026	2027	2028	2029	Total
Bond Proceeds	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ 124,000
Total	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ 124,000

Budget Impact/Other
Financial Impact to budget of \$124,000 to be funded by general obligation borrowing.

**CITY OF EAGLE RIVER
CAPITAL IMPROVEMENT PLAN
2025-2029
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	N. Birch Street.
Program/Project #:	PUBLICWORKS2-2026

Department:	Public Works
Contact:	Mike
Type:	Road
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Year
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of N. Birch Street from Spruce Interscetion to Maple Intersection.

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2025	2026	2027	2028	2029	Total
N. Birch Street.	\$ -	\$ 49,900	\$ -	\$ -	\$ -	\$ 49,900
Total	\$ -	\$ 49,900	\$ -	\$ -	\$ -	\$ 49,900

Funding Sources	2025	2026	2027	2028	2029	Total
Grants	\$ -	\$ 7,900	\$ -	\$ -	\$ -	\$ 7,900
Other Source	\$ -	\$ 42,000	\$ -	\$ -	\$ -	\$ 42,000
Total	\$ -	\$ 49,900	\$ -	\$ -	\$ -	\$ 49,900

Budget Impact/Other
Financial Impact to budget of \$49,900 funded by \$7,900 through LRIP and cash on hand.

**CITY OF EAGLE RIVER
CAPITAL IMPROVEMENT PLAN
2025-2029
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	McKinley Street
Program/Project #:	PUBLICWORKS1-2027

Department:	Public Works
Contact:	Mike
Type:	Road
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Year
Purpose:	Scheduled Replacement

Note: Program/Project Name and # Referenced on Category Sheet.

Description
Replacement of McKinle Street from Railroad to Termini.

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2025	2026	2027	2028	2029	Total
McKinley Street	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000
Total	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000

Funding Sources	2025	2026	2027	2028	2029	Total
Bond Proceeds	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000
Total	\$ -	\$ -	\$ 1,300,000	\$ -	\$ -	\$ 1,300,000

Budget Impact/Other
Financial Impact to budget of \$1,300,000 to be funded by general obligation borrowing.

**CITY OF EAGLE RIVER
CAPITAL IMPROVEMENT PLAN
2025-2029
PROJECT OR PROGRAM / DESCRIPTION & JUSTIFICATION**

Category:	Public Works
Program/Project Name:	Tamarak
Program/Project #:	PUBLICWORKS2-2027

Note: Program/Project Name and # Referenced on Category Sheet.

Department:	Public Works
Contact:	Mike
Type:	Road
Useful Life:	25 Years
Priority:	3 -Preventive Need/Public Benefit/1-2 Year
Purpose:	Scheduled Replacement

Description
Replacement of Tamarack from First Street to Loon Lake.

Justification
Part of regular maintenance schedule

Expenditures (Uses)	2025	2026	2027	2028	2029	Total
Tamarak	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
Total	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000

Funding Sources	2025	2026	2027	2028	2029	Total
Grants	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
Total	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000

Budget Impact/Other
Financial Impact to budget of \$500,000 to be funded by general obligation borrowing.

CITY OF EAGLE RIVER CAPITAL IMPROVEMENT PLAN 2025RECOMMENDED BUDGET CAPITAL EXPENDITURE FUNDING								
CATEGORY	PROGRAM/PROJECT	PROGRAM/ PROJECT #	PRIORITY	PURPOSE	2025 Requested	2025 Defunded	2025 Approved	
Public Works	East Spruce Street	PUBLICWORKS1-2025	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 1,300,000			
	N. Third Street	PUBLICWORKS2-2025	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 900,000			
	Annual Chipsealing	PUBLICWORKS3-2025	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 86,000			
	Wall Street Sidewalks	PUBLICWORKS4-2025	3 -Preventive Need/Public Benefit/1-2 Years	Scheduled Replacement	\$ 24,000			
Budget Funding Totals					<u>\$ 2,310,000</u>	<u>\$ -</u>	<u>\$ -</u>	

PRIORITY	PURPOSE
1 -Maintain/Public Want/Greater than 3 Years	Scheduled Replacement
2 -Improvement Benefit/Desired Want/2-3 Years	Current Equipment Obsolete
3 -Preventive Need/Public Benefit/1-2 Years	Replace Worn Out Equipment
4 -Critical Need/Obligated/Within 6-12 Months	New Program/Service
5 -Mandated/Mission Driven/Immediate Need	Expanded Service
	Improve Policies/Procedures
	Reduce Personnel Time
	Increase Safety

CITY OF EAGLE RIVER CAPITAL IMPROVEMENT PLAN CAPITAL EXPENDITURE PLANNING BEYOND 5-YEAR PERIOD					
CATEGORY	PROGRAM/PROJECT	YEAR PLANNED	RANKING CRITERIA	PURPOSE	Estimated Cost
Budget Funding Totals					\$ <u> -</u>

<u>RANKING CRITERIA FOR FUTURE PROJECTS - when resources are available:</u>	<u>PURPOSE</u>
1 - Immediate: May be moved to the 5-Year plan within a year.	Scheduled Replacement
2 - Near Term: May be moved to the 5-Year plan in 2-3 years.	Current Equipment Obsolete
3 - Long Term: May be moved to the 5-Year plan in 4-5 years.	Replacement Worn Out Equipment
4 - Future: Anticipated but not yet scheduled.	Expanded Service
	New Program/Service
	Expanded Service
	Increase Safety
	Improve Policies/Procedures
	Reduce Personnel Time

Report to the Eagle River City Council – End June 2024

Submitted by Anthony Sable, PGA Professional/General Manager

Dear Council Members,

June 2024 has been a good, but not outstanding, month fiscally for the golf course. Weather continues to be a problem. I did not keep exact records, but I am going to guess that we had around 15 days of rain in June and probably 20 in May. Nevertheless, the course is in great shape and visitors and locals alike keep coming and enjoying the facility.

June 1 – June 30

ROUNDS

We had 3,566 rounds of all types in this period. This is up from 3,506 in June of 2023 and up from 3,288 rounds during this same month in 2022.

REVENUE

June 2024 revenue was stagnant. **\$162,494** for June of 2024 vs. \$162,816 last year. (\$143,613 for June of 2022).

Green fee revenue was at \$97,008 in June, compared to last year's June total of \$94,938.

June 2023 cart fees were up at \$36,165 as opposed to \$32,909 in June of 2023.

Pro-Shop merchandise sales were down to \$14,830, from last year's June total of \$17,073.

Range revenue was \$7,403 in June, down from June 2023 at \$8,464.

Year to end of June revenue was as follows:

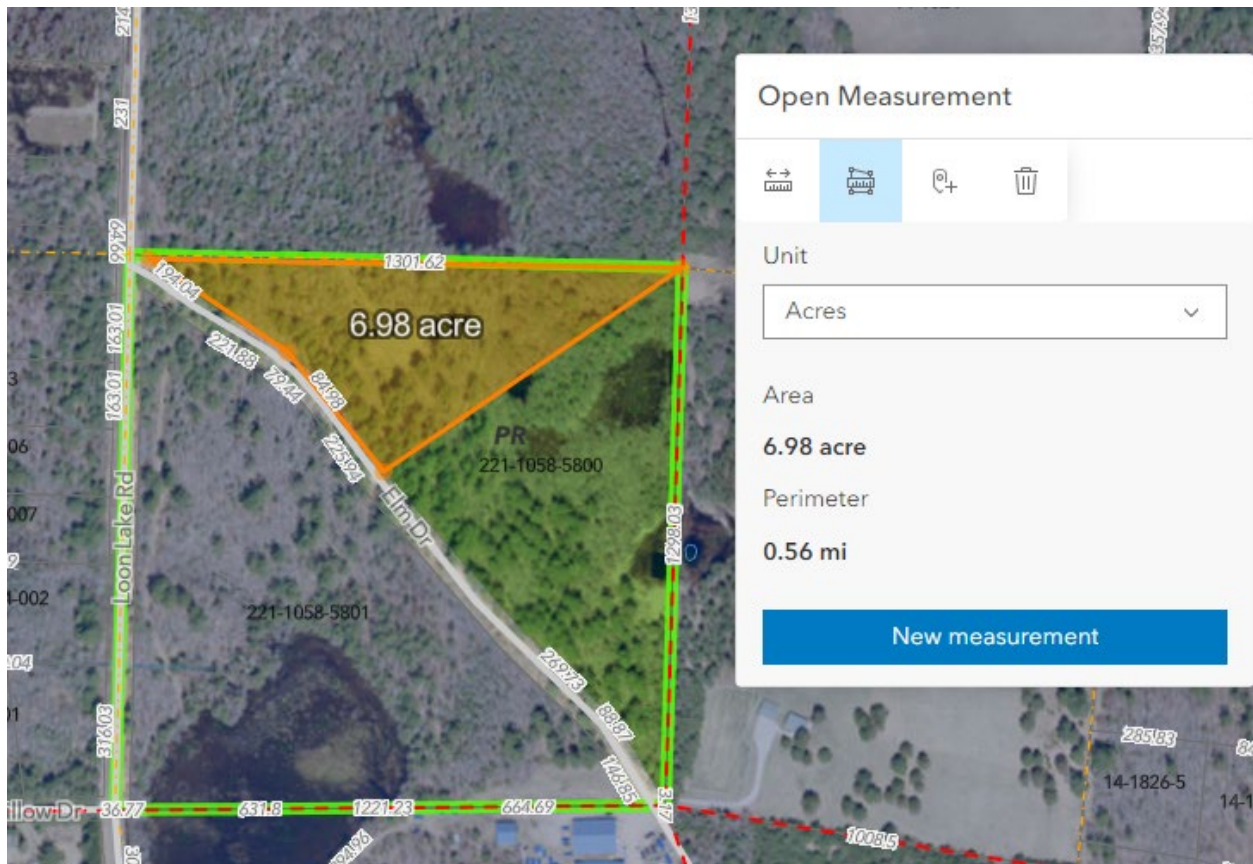
Jan 1 – Jun 30, 2023: \$345,377

Jan 1 – Jun 30, 2024: **\$368,043**

CONCLUSION

Despite being open three weeks earlier than last season, we have seen only a modest bump in revenue thus far. However, we are having a great 4th of July week and hopefully better weather will help increase our rounds and revenue. We are getting positive feedback from tourists and our local passholders, remarking on how the staff is so friendly and the course is in great shape. Thanks to all of our golf operations employees who work hard and contribute to a wonderful golf experience here at ERGC.

- Anthony Sable, PGA Golf Professional

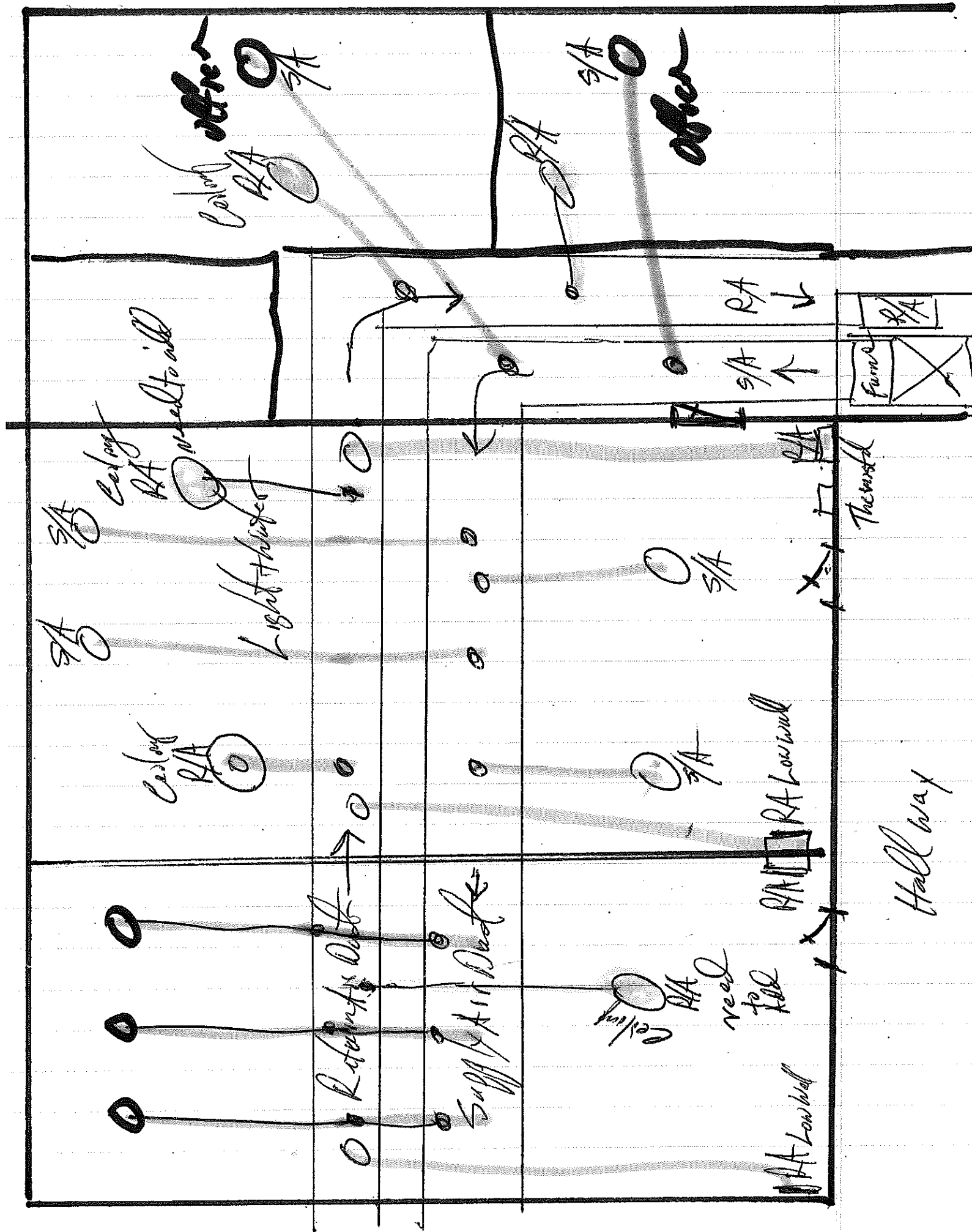


The Elm Drive parcel is 17.27 acres. We are currently using approximately 1 acre for the existing stump dump. If we sell off 10 acres, and retain 7 acres, that will give the City plenty of room to expand the facility if/when needed.

We should be able to sell off 10 acres of the Elm Drive parcel for enough to cover most, if not all, of the expense of building the dog park, while also retaining an easement for trenching the ditch providing drainage from the Tamarack Business Park. The sale will also put the parcel on our tax roll, adding a couple thousand dollars to our tax revenue.

Culver's Heating and Cooling

Eagle River City Hall
Need to add 3 Return Air Ceiling
Grills with duct work in the
Light and Water Office
And Restoration Office.
This is needed to get better air
flow. Also needed to pull the
hot air that's up by the ceiling
back to the furnace/ A/C
to be cooled. Making it more
comfortable in the offices.
Estimated Materials and Labor
Cost is \$ 2,500.00



JIM RITZER & CO.

P.O. Box 762
Eagle River, WI 54521
715-479-8341

Proposal
INVOICE

DATE

6-19-2024

BILL TO:

City of Eagle River
525 E Maple Street
Eagle River, WI. 54521

To Robin Hinner

QUANTITY	DESCRIPTION	PRICE EA.	AMOUNT
	Washrooms at the Depot. Patch sheetrock at the entrances on the inside by the Doors, sand, Spot prime and apply the Finish coat. Wash the doors & casings, sand, Touchup and apply The Enamel. Washroom block walls will be washed, sanded. and painted with latex epoxy.		
	Materials		\$300.00
	Labor		1700.00
			<u>\$2000.00</u>
	City Hall entrance at the electric & water Dept. Replace the sheetrock, Tape & Patch, sand, prime and apply the finish coat.		
	Materials		\$110.00
	Labor		800.00
			<u>910.00</u>
	TOTAL		<u>\$2910.00</u>

MARK CULVER'S HEATING AND COOLING

4951 Illinois Rd

Eagle River, WI 54521

Office: (715)479-5333 Cell: (715)891-5050

If Terms are
Acceptable Please
Sign and Return

Date: 6-26-2024

City of Eagle River
PO Box 1269
Eagle River, WI 54521

Job Location: City Hall 525 E Maple St
Eagle River, WI 54521
Chamber Meeting Room

I hereby submit specifications and estimates for:

- Installation of a new central air conditioner system
- Brand: Bryant, Payne Series
- Model: PA5SAN44800W, 4 ton unit, 16 SEER

Installation to include:

- Labor of installation
- Proper disposal and recycling of work materials
- Setting of outside condenser unit
- Condenser unit pad
- Refrigerant line set, fittings, and hangers
- Plenum sheet metal work
- A-coil installed in furnace supply air plenum
- Low voltage thermostat wiring
- 220 Volt wiring to outside unit with a disconnect switch
- Condensate drain piping from A-coil to drain
- Lineset cover on the outside AC tubing

I hereby propose to furnish materials and labor, complete, in accordance with above specifications for the approximate sum of Six thousand five hundred and 00/100 dollars (\$6,500.00) with payment to be made as follows:

- \$4,500.00 due upon start of job and final payment (\$2,000.00) due upon completion of job

MARK CULVER'S HEATING AND COOLING

4951 Illinois Rd

Eagle River, WI 54521

Office: (715)479-5333 Cell: (715)891-5050

All materials are guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident, or delays beyond my control. This proposal is subject to acceptance within 30 days and is void thereafter at the option of Mark Culver's Heating and Cooling.

Authorized Signature: Mark Culver

"As required by the Wisconsin Construction Lien Law, Mark Culver's Heating and Cooling hereby notifies the owner that persons or companies furnishing labor or materials for the construction on the owner's land may have Lien Rights on the owner's land and building if not paid. Those entitled to Lien Rights, in addition to Mark Culver's Heating and Cooling, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, the owner probably will probably receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to his Mortgage Lender, if any. Mark Culver's Heating and Cooling agrees to cooperate with the owner and his lender, if any, to see that all Potential Lien Claimants are duly paid."

ACCEPTANCE OF PROPOSAL

The above specifications and conditions are satisfactory and are hereby accepted. Mark Culver's Heating and Cooling is authorized to do the work as outlined above.

Authorized Signature: _____



CITY OF EAGLE RIVER MONTHLY POLICE CHIEF'S REPORT

July 2024

Presented to: Mayor Jeffrey Hyslop and the City of Eagle River Common Council
Prepared by: Chief Christine Dobbs

CURRENT ACTIVITY:

During the month of June our officers investigated 142 offenses. A total of 14 cases were cleared by arrest or referred for prosecution. A total of 6 new cases were added to our active investigation caseload. A total of 5 cases were placed in inactive status and 0 incidents unfounded. The remaining cases have been closed without arrest or referred for review to the District Attorney, Juvenile Intake or another agency. Our active investigation caseload is presently 40 cases under continued investigation. In addition to calls with sufficient detail to report below, the following reflects the numbers and types of calls for service:

Abandoned Vehicle	1	Juvenile Problem	6
Agency Assist – Fire/EMS	1	Lost or Found Property	5
Alarm	5	Littering/Pollution Problem	1
Ambulance or Medical Assist	6	Noise Complaint	1
Animal Problem	5	Parking Problem	2
Agency Assist	2	Probation/Parole Violation	7
Bail Jumping	3	Suspicious Person/Circumstance	5
Boat Accident, Property Damage	1	Property Watch	2
Citizen Dispute	4	Search Warrant	1
Child Abuse or Neglect	1	Traffic Accident, Hit and Run	1
Custodial Interference	1	Traffic Accident NonRep	3
Citizen Assist	15	Traffic Accident, Prop Damage	2
Controlled Substance/Possession	3	Traffic Accident, Pers Injury	2
Cont Subst/Possess Paraphernalia	1	Traffic Hazard	3
Disorderly Conduct	5	Threatening	1
DUI Alcohol or Drugs	2	Traffic Offense	8
Domestic Violence Offense	2	Trespass of Real Property	1
False Alarm	1	Theft, Property, Other	3
Fraud/Swindle/Confidence Game	3	Theft, Property, Pocket	3
Failure to Appear	1	Unsecure Premises	4
Information	13	Utility Problem	2
Intoxicated Person	2	Destruct/Damage/Vandalize Prop	1
		Welfare Check	10
		Weapons Offense	1

A total of 68 traffic stops were conducted resulting in a total of 38 citations or warnings being issued. The following reflects the numbers and types of citations or warnings being issued:

Driving against traffic	1
Exceed zones and posted limits	28
Non-registration auto	1
Operate atv w/o registration	1
Atv on highway	1

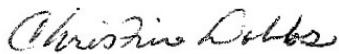
Operate utv w/o valid safety certificate	1
Operate w/o valid license	1
OWI 1 st offense	1
Possession of marijuana	1
Prohibited alcohol	1
Violate traffic control signal	1

Our department took 12 people into custody and booked them into the Vilas County Jail.

Officers have been targeting speeding violations.

We wish to extend congratulations to Officer Jordan (Hartman) Brault on her nuptials with new husband, Logan.

Respectfully submitted,



Christine Dobbs
Chief of Police

From Adam Ross:

All officers completed their training for the state's training year (July-June) and it has been submitted to the Law Enforcement Standards Board (LESB) for review.

We have also been working on event coordinating including monitoring downtown music levels, 4th of July preparations, and looking ahead to Cranberry Fest. Traffic seemed to flow better for Cranberry Fest last year so the focus has been on pedestrian safety and ATV/UTV access.

City Administrator's Report

July 2024

Submitted by Robin Ginner

Admin/General

I attended the WCMA (City/County Managers Assoc) summer meeting in Eau Claire in June.

The rat conversation continues with Republic. A video of their facility was shared with Jerry, who shared it with me, showing a number of rats. I sent it over to our two management contacts at Republic, and the district manager stopped in to see me. They continue to double their extermination ("vector") efforts, but this doesn't fix the problem outside of their facility. We are still receiving intermittent reports of rats in various locations around the city.

Ron Kressin has an accepted offer on his and Teri's home on McKinley Blvd. We've been in touch with a potential appointee to take his place for the remainder of the term. I've also had a gentleman from McKinley in my office on an unrelated matter who asked how to run for that seat. I sent him to Becky for more information. Ron's seat will become vacant at the end of July.

Departments/Committees/Commissions

Airport – I've been in touch with the developer of the communications tower NE of the airport. Steve Garbowicz received a letter from their legal counsel and has instructed me to send them a letter accepting the Airport Commission's motion to deny the construction. When Rob Hom returns, I will get a copy of the Commission's minutes and send a letter to the developer. I will have the Mayor and Steve G review the letter prior to mailing.

Beach – We have four lifeguards for the summer with varying degrees of availability. Knowing that we may not have daily coverage, we've ordered a second "No Lifeguard on Duty: Swim at your own risk" sign to be posted on the parking lot side of the beach house. Mary will open up the beach house in the morning and will close it in the late afternoon.

Golf Course – Not sure if anyone saw it, but Dick Leinenkugel sent in a great letter to the VCNR lauding our golf course this season – the condition of the playing surface, the management of the Pro Shop, and the quality of the restaurant. We have a winning combination this summer. Despite the rainy weather the course revenue is up in excess of \$20k over 2023 season-to-date, continuing a fantastic run at the Golf Course.

I left a message for Chuck Hunter for advice on how to handle the damaged trusses/rafters before I release a bid packet for a roof replacement. The Public Works crew has been repeatedly patching the roof above the kitchen because when it rains hard the water just pours in. We need an engineer to sign off on the repairs to make sure the structure is sound. The proposal updated by ER Roofing is up over \$10k from when they bid in 2022, and that does not include the repair of the trusses/rafters because we weren't aware of that issue at that point.

Public Works – Jared is registered for the Wastewater Collection System exam on July 9th.

The sidewalks on First Street by the Square, and on South Main Street were replaced in mid-June. We don't have any additional sidewalk work planned for this summer, so that was finished before downtown got really busy for the season.

Fahner has completed the crack sealing around town, and they expect to be doing the chip sealing in the coming weeks. I don't have a specific date yet, but they've been really good at communicating with me ahead of time.

See attached list of DPW's activities for the month of June.

Room Tax Commission – The Commission met to discuss the possibility of establishing a special grant program that would apply to the three municipalities that contribute to the Room Tax in the area, to allow for a 10% grant for infrastructure needs. When we meet again in October, municipal leaders will be invited to discuss the issue more broadly. We've also talked about the benefit versus detriment of raising the room tax. Other municipalities in the area that charge room tax are between 5.5% and 8%. We currently charge 4%. By raising the room tax, we could institute the 30-70 share allowable under current state statute for the additional percentage above the 4%, which would help everyone involved. This would be more in the pocket of each municipality than the 10% being investigated as a grant program. It would also allow us to use the money free of oversight by a grant committee.

Zoning/Planning – The eyesore building at 106 E Wall Street is in the process of being sold. The closing is slated for late July, and the new owners intend to gut the building entirely, turning the upstairs into apartments, and the first floor into two functioning storefronts. I look forward to seeing the progress and to getting an inviting building back on Wall Street.

At this point, I have reason to believe the apartments proposed at the corner of 45 South and Highway 70 East may yet be built. I met with the developer and expressed the City's need for additional housing, while confirming again that without an active TID in the expense cycle the City does not have funding to offer them to help with the construction. I've been in touch with their architectural engineering team, and they are putting together specs for the development. They have until August 31 to close on the property. I'm hoping to hear more soon, and that this development becomes a reality. We could use both the housing and the tax revenue.

2024 Projects

The Square – Since the Square opened, we've been ironing out some items that needed attention. The railing was installed across the back, and the sign for the building has been ordered (to be paid for by Cornerstone Builders). We've already had our first two events there, and every time I drive past, there are people there actively using the facility. It's a good addition to downtown.

Dog Park – I've followed up with Rob Hom, and he's supportive of the dog park in the proposed location, NE of the jet runway along Adams Road. I reached out to a fencing company to get a ballpark estimate on the fencing expense, which came back at \$45,400, but may be higher if we determine a taller fence is needed on the three sides that do not border North Railroad Street. Obviously, this will need to go out to bid. I will also follow up with Tractor Supply to see

if they would either donate fencing or give us the materials at a wholesale cost and explore a grassroots effort to build the fencing with volunteers.

I've done research on other off-water lots on the market, and the going rate appears to be approximately \$6-10k/acre. We should be able to sell off 10 acres of the Elm Drive lot for enough to cover most, if not all, of the expense of building the dog park. I am working with Jerry on a plan for this, and we will list it through a different realtor in town. I'm anticipating approximately \$60k in proceeds from the sale to put toward development of the dog park.

2023 Silver Lake Milfoil – The lake has been treated for the Eurasian Water Milfoil. I've billed our partners for their share of the treatment expense, and when Onterra invoices us for the monitoring in autumn I will bill that expense separately. As a reminder, the City of Eagle River is responsible for 40%, Silver Lake Association 50% and Town of Lincoln 10%.

2024 Work Bids – The bids for the Maple/Birch Street resurfacing project were opened (by MSA) at 1 pm on Wednesday, July 3rd. The bid will be on the agenda for approval, with the project being completed this summer, taking the elections schedule into account.

We'll have some estimates in this month's Council packet for approval for repairs needed at City Hall and the bathrooms at the Depot. We budgeted more than enough money in 2024 to handle the repairs.

DPW - June 2024

1. Beach → Ladders, Kickboards etc., Turn Water on
Fix Bathroom Urinal Valve, Put Cooking Grills in Ground
2. Sewer Call → 403 Maple St. Ran Main Line (OK)
3. Club House - Tar Roof TWICE
4. Park - Handi-Cap swing up, Plant Tree's
5. Picnic Tables to the Square, Hung Plant Hangers
6. Patch
7. Mow Right of Ways
8. City Hall → Check Roof Drains
9. Put signs up at Beach - Sprayed Lake
10. Replace Handi-Cap sign Behind Trappers
11. Milk Paint and Painted crosswalks, yellow curbs, Double yellow, Parking lanes
12. Removed sidewalk at 210 South Main to get poured
13. Hung Defibrillator at Riverview Park
14. Met with MARV on Sherburn St. About Sewer & Water
into lots also with Mike Sanborn
15. Push up Elm stump Dump
16. Barricades, cones out for 4th of July
17. Square - Help with Mounting Railing
18. Beach - Womens Bathroom Toilet - Fix
19. Locates
20. Parks - Mowing

Clerks Report

June/July 2024

Elections: Absentee ballots have been mailed by the deadline of 47 days before a Partisan Primary. Scheduling of poll workers for the August 13 Primary has been completed. All registered voters listed by the State as possible movers have been addressed with letters being mailed to all movers and deactivations were completed. Scheduling and resident survey has been done with our care facilities to facilitate voting with the special voting deputies on July 23. Election supplies for voting machine operation have been ordered and received.

Liquor Licenses: All Council approved liquor license renewals and cigarette/tobacco licenses have been issued and mailed with DOR Publication 302 - Information for Wisconsin Alcohol Beverage and Tobacco Retailers. Annual DOR reporting form AT-827 has been filed.

Operators Licenses: We are past the 6/30 renewal hump with just a few this month.

Permits/Licenses: The fireworks permit requirements were all met by Kenny Body for the 4th of July Fireworks permit approved at the May Council meeting and a permit was issued on June 26.

Andy's Pontoon Saloon submitted an Amplifying Device permit application for his live music events that had dates that fell before the July 9 regular meeting. A special meeting on June 27 was organized to address this application.

Bob Blaus has submitted an application for temporary signs at both ends of Pleasure Island Road for the second year of their Recycling event on August 24 at the Eagle River Elementary School. Scott Foster is working directly with Bob Blaus and Dynamic Lifestyle Innovations on the event.

Food trucks in the City continue to be talked about. The Chamber is working with business owners to try to figure out what works and what doesn't at different events. The City continues to have only two permitted food trucks that operate on private property. I attended a food truck workshop for government officials hosted by WI Economic Development that provided some great information on the food truck topic. I hope you were able to view the recording of the presentation from the link that I provided.

Riverview Park continues to be utilized. We have had a couple rentals for workout type outdoor classes in the park.

All events are compiled/updated into a document that is shared with all department heads, ERRP, the Chamber and the fire department for planning.

Insurance: The two new utility golf carts have been added to the insurance policy.

Special Assessment Requests: I have processed seven special assessment requests since the previous council meeting.

Department of Revenue Form Filing: The 2023 Personal Property Value Report, DOR Form PA-115 and the 2024 WI Retail Liquor and Tobacco Products Licenses, DOR Form AT-827 has been filed with the DOR.

Meetings: Following the June meetings, all licenses and permits were produced, mailed/emailed to the applicants. The June 11 City Council draft minutes were truncated with all motions and published in the

VCNR. Resolutions were executed and saved digitally and filed in the physical resolution book. Minutes from the June 27 Special City Council meeting were produced and a truncated version with all motions was published in the VCNR. All Clerk items were added to the July agenda. All Clerk supporting documents for the June Special, and July Finance and City Council meetings were prepared and supplied for Robins meeting binder. All Eagle River agendas were posted onto the bulletin boards, sent to the email distribution list, and posted onto the website. All Vilas County, ERRP, NPSD, Airport, and LVG supplied agendas were posted on our bulletin board.

Taxes/Assessor: Associated Appraisals continues with the interim market revaluation with the last invoice reporting 89% complete.

The revaluation notice has been posted at City Hall; notices will be sent to residents by Associated Appraisals no later than July 17. Assessor Justin Servin intends to hold multiple open book sessions due to the revaluation year and will supply dates once the assessment roll has been completed.

Greg Maines is in the final stages of completing the surveys of the airport hangars. Once the legal descriptions are complete, I will complete and file the BFI forms for each hangar with the Register of Deeds. Going forward, all new hangar builds will be responsible for filing their own BFI's with the Register of Deeds.

Room tax reporting forms for the 2nd quarter have been sent to all registered room tax payers. I requested a listing of short-term rental health permits issued by the Vilas County Health Department to compare to my list and contacted those within the City that have not completed the city accommodations permit. This \$0 permit gives us a "registration list" so we know how each location is submitting their room tax liability.

Clerk Certification/Training: Cory and I have our annual Clerks/Treasurers Institute the week of July 15 – 18. As part of my certification, I am again a member of the Advisory Board for the Institute and will be mentoring first year students, including first year student orientation on the Sunday preceding the training. This is my third and final year of the Clerks training with next year switching over to Treasurer training.

Election training is ramping up, both for myself and for me providing training for the poll workers.

City Hall: Summer is here, the toiletry orders for the city, golf course, and parks have been regular. People are registering their kids for swimming lessons. The master gardeners have planted the flowers at City Hal.

I have been able to take some time off this past month to use up some of my vacation days before my DOH deadline. Although I cannot completely check out for any length of time, I've been able to travel down by family. Thank you for that!

Becky J Bolte
Clerk – City of Eagle River