

CITY OF
EAGLE RIVER
Wisconsin

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, DECEMBER 10, 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) October Financial Review.
- 6) Review & Approval of Accounts Payable.
- 7) Adjourn.

DRAFT

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 12/9/24



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, DECEMBER 10, 2024, 6:00 PM AT CITY HALL, 525 E. MAPLE STREET IN EAGLE RIVER.

The meeting will be available via Zoom at the following link:

<https://us06web.zoom.us/j/81145375663?pwd=bQHqovHJVhgsraba1q3yEoGUXFGtmf.1>

Meeting ID: 811 4537 5663

Passcode: 064873

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) 2025 Budget Hearing
 - i. Presentation of Budget to the Public
 - ii. Call for Public Comments
 - iii. Close Public Hearing
 - b) Borrowing Resolution 1050: End of Year Borrowing Resolution for \$295,768, 13 months, at 5.39% from Nicolet Bank
 - c) Resolution 1051: Adoption of 2025 Budget, authorization for 2024 tax levy.
 - d) 2024 Budget Amendments
 - e) Regular Operator's licenses: Nicole Adams, Erin Beles, Genevieve Borich Coady, Deette Eckes, Olivia Eddy, Madisyn Fiebiger, Stephen Skotzke, Olivia Stone, Gage Testini
 - f) Liquor Licenses:
 - i. Change of Agent on Class B Liquor License for Riverstone Brewing Company LLC – Successor Agent - Stephen Skotzke for license term ending 6-30-2025
 - ii. Change of Agent on Class A Liquor License and Cigarette, Tobacco and Electronic Vaping Device for T.A. Solberg Co. Inc., DBA Trigs Eagle River Grocery Store and Trigs Eagle River Shell Station, Successor Agent – Angela D Miller for license terms ending 6-30-2025
 - g) Eagle River Pickleball Association request for court construction behind City Hall
 - h) Golf Course Updates from Golf Pro and Greens Superintendent
 - i. Demands of private property owners on greens staff
 - ii. Approve beam support/kitchen leveling work, Zmek Excavating, \$13,675.00
 - i) City of Eagle River Employee Manual Update to Section 4, Compensatory Time/Overtime/Pager-Standby Time/Personal/Other, paragraph 13: Response Time Residency – The City and Utility require all employees to live within a 30-mile radius of the City of Eagle River corporate limits. *(Eliminating the response time language*

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Date of posting 12/9/24

completely. Approved by Steve Garbowicz)

- j) Approve payment of the bills for the City and the Golf Course
 - k) Treasurer's monthly update.
 - l) Police chief monthly update on departmental activities
 - m) Administrator's monthly update on activities of all departments
 - i. Third/Spruce Street Project Planning for 2025-26
 - n) Clerk's monthly update
6. **Adjourn to Closed Session according to Wisconsin State Statute:**
- a) **19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**
 - i. Police Chief, Chris Dobbs, Annual Review/Compensation
 - ii. Assistant Police Chief, Adam Ross, Assistant Chief/Union Relationship
 - iii. Cory Hoffmann, City Treasurer, Annual Review
 - iv. Becky Bolte, City Clerk, Annual Review
 - v. Robin Ginner, City Administrator, Annual Review
 - b) **19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter;**
 - i. Liquor License Complaint
7. **Reconvene in Open Session according to Wisconsin State Statute 19.85(2) with possible action on closed session agenda items.**
8. **Adjourn.**

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Date of posting 12/9/24

November 12, 2024

A meeting of the Finance Committee of the City of Eagle River was called to order at 5:15 PM by Mayor Hyslop.

Roll Call: Vic Washelesky, Dan Dumas, Kim Schaffer. Absent: Jerry Burkett. Also in attendance: Becky Bolte, Cory Hoffmann, and Robin Ginner.

Treasurer confirmation that all bank accounts are reconciled: Hoffmann reported the city operating accounts are reconciled through October. The golf course account is still being reconciled.

Treasurer report of any and all late payments and penalties. Hoffmann reported three vendors that were late due to Treasurer not receiving bills with one charging a service charge.

September Financial Review: Hoffmann provided a written October 2024 Budget report for both the City and the Golf Course that was included in the City Council packet for the regular City Council meeting.

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

Motion by Washelesky, 2nd by Dumas to adjourn at 5:47 PM. Carried, all.

Becky Bolte - Clerk

November 12, 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 Kim Schaffer and was recited by all present.

Roll Call: Vic Washelesky, Dan Dumas, Kim Schaffer. Absent: Jerry Burkett. Also in attendance: Robin Ginner, Becky Bolte, Cory Hoffmann, Adam Ross, Mike Adamovich, Mike Sanborn, John Laszczkowski, Tony Sable and Kyle Anderson.

Motion by Washelesky, 2nd by Dumas to approve the minutes of the 10/8/2024 Finance Committee and Common Council meeting, 10/16/2024 Special City Council meeting, and 10/28/2024 Budget Workshop meeting. Carried, all

A) Operator's licenses: Regular: Carolyn Bush, Tasha Grabowski, Robert Leach, Shauna Lohrey, Lisa Pastorius, Jessica Pollack, Michael Robison, Amanda Smith, Gerald Stock, William Summers, Douglas Talbott, Andrew Tempesta. Temporary: Jacki Green, David Stauffacher, Megan Franke, Kurt Kristiansen

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

B) Temporary Class "B" Wine: Wi Does Wine Walk participant Class "B" licenses were presented. *Motion by Schaffer, 2nd by Dumas to approve all (14) Chamber of Commerce Wine Walk participants Class "B" licenses for 11/23/24 Wi-Does Wine Walk as listed on agenda. Carried, all.*

C) Taxi Drivers License: Timothy John Crow – Allisons Bar Car/Allisons Bar Bus: *Motion by Washelesky, 2nd by Schaffer to approve taxi driver's licenses to Timothy John Crow for Allisons Bar Car & Limo and Allisons Bar Bus. Carried, all.*

D) Direct Sellers Permits: *Motion by Schaffer, 2nd by Dumas to approve direct sellers permit to Tree-Ripe Fruit Co, Tanner Spaude seller, for a term of 11/16/24 – 11/15/25, retail Produce at 810 N Railroad. Carried, all.*
Motion by Dumas, 2nd by Washelesky to approve direct sellers permit to Pinecone Café Food Truck, Christopher Phelps seller, 11/13/24 – 11/12/25 for a food truck on private property with owner authorization, permit issuance pending Clerk receipt of PRAT DOR registration. Carried, all.

E) RW Baird TID Refunding Bond Presentation by Brad Viegut of Baird Financial: Viegut presented to Council via Zoom reporting the borrowing was a reallocation of debt from the TID's to the General Fund and the goal was to bring balance to unassigned General Fund balance. USDA is working with Baird in this process and agrees with this approach. This loan would convert USDA loans to general obligation loans and with closing scheduled for 12-9-24, and USDA loan payoffs scheduled for 12-17-24, the reallocation would eliminate the general fund deficit in 2024. Interest rates will be locked in on 11-18-24 with an estimated interest rate of 4.53% for a 20-year term. All coverage requirements are being met including the bond covenant with Rural Development. *Motion by Schaffer, 2nd by Dumas to adopt Resolution #1049 – RESOLUTION AUTHORIZING THE ISSUANCE AND ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO EXCEED \$1,400,000 GENERAL OBLIGATION REFUNDING BONDS. Carried on a roll call vote. Ayes: Schaffer, Dumas, Washelesky Nays: None*

Motion by Schaffer, 2nd by Washelesky to accept Quarles & Brady Scope of Engagement agreement for the Sale of General Obligation Refunding Bond. Carried on a roll call vote. Ayes: Schaffer, Washelesky, Dumas Nays: None

F) Planning Commission:

Motion by Schaffer, 2nd by Dumas to accept the Planning Commission recommendation to allow Douglas Wendt permission to store two halves of a modular home until installation can occur in the Spring of 2025, at 638 N Hirzel Street, Eagle River, computer number 221-419-009, in accordance with Chapter 106, ARTICLE VII BULK REGULATIONS, Sec. 106-561, Schedule of regulations, (a) (8) Temporary storage for 30 days or more a permit is required. The property, zoned as R-1 Single Family Residential, is described as: Sect. 28, T40N,R10E, LOTS 9&10 BLK 4 LAKE PARK ADDN & VACATED ALLEY. Carried on a roll call vote, all.

Motion by Dumas, 2nd by Schaffer to accept Planning Commission recommendation to authorize Eagle River Revitalization Program to apply for a Vibrant Spaces grant to construct enhancements for the bike/pedestrian/snowmobile trail crossing on the south side of the bridge leading to Riverview Park. Carried on a roll call vote, all.

G) MSA Monthly Update: An update was provided by Kriesel including an update on the completion of the 2024 Street Improvement Program, the Silver Lake Road Project, and E Spruce Street and N Third Utility Improvement Project. Ginner presented a quote from Aqualis quote for televising storm sewers on Spruce and Third Street for \$5,955. *Motion by Schaffer, 2nd by Washelesky to approve Aqualis quote to televise storm sewers on Spruce and Third Street for \$5,955. Carried on a roll call vote, all.*

H) Eagle River Light and Water: John Laszcowski presented the need for the proposed sewer rate increase of 8% effective January 1, 2025, citing it had been over 18 years since last increase and revenue from treating landfill leachate has been decreasing due to reduction in volume. The Light and Water Commission recommends this proposed increase. Laszcowski presented that ERLW will remain in compliance with USDA sewer revenue bond covenants. *Motion by Dumas, 2nd by Washelesky to approve proposed sewer rate increase of 8% effective January 1, 2025. Carried on a roll call vote, all.*

Motion by Schaffer, 2nd by Dumas to appoint Dan Grosskopf and Walt Gander (Secretary) to new 4-year terms with the L&W Commission, effective September 30, 2024. Carried, all.

I) Eagle River Revitalization: Karen Margelofsky thanked outgoing BID Board members, Jim Holperin and Dan Anderson for their service. *Motion by Schaffer, 2nd by Dumas to appoint Glenn Schiffman and Katie Hayes to new 3-year terms with the BID Board, effective November 12, 2024. Carried, all.*

Motion by Dumas, 2nd by Washelesky to adopt Resolution #1048 authorizing Eagle River Revitalization Program to apply for the Vibrant Spaces grant on behalf of the City of Eagle River. Carried on a roll call vote, all.

Discussion on the expansion of the Business Improvement District boundaries and what it would entail. Council offered support for Margelofsky moving forward and gathering information on the possibility of expanding the BID boundaries.

J) Golf Course Updates from Golf Pro and Greens Superintendent: Greens Superintendent Anderson gave a brief update on the winterizing of the course including winterizing of pumphouse, application of snow mold, blowing out irrigation and placing all 12 tarps on greens. Golf Pro Sable presented a written report summarizing the end of the year financials. Sable extended thanks to the Greens Superintendent Anderson and his crew for the condition of the course and again voiced concerns over staffing availability.

K) River Trail Commission: *Motion by Schaffer, 2nd by Washelesky to approve edited Amendment #1 to the Joint Intergovernmental Cooperation Agreement between the Towns of St. Germain, Cloverland and the City of Eagle River, dated 11-12-24, allowing Commission voting representation from a non-elected official for all municipalities within the Joint Intergovernmental Cooperation Agreement. Carried on a roll call vote, all.*

L) Budget Workshop: Ginner presented staff produced budget stating cuts had to made and the need for end of the year borrowing for 2024. The City will need to develop plan to close the gap going forward with annual budgets as cuts are not sustainable long term. Airport Manager Rob Hom stated the airport proposed \$32,000 request included an additional \$2,000 for 2029 runway reconstruction project.

Motion by Schaffer, 2nd by Dumas to approve 2025 Eagle River Union Airport budget request at 2024 budget level of \$30,000. Carried on a roll call vote, all.

Motion by Washelesky, 2nd by Dumas to approve 2025 Aspirus Ambulance Subsidy - \$123,668.41. Carried on a roll call vote, all.

Motion by Washelesky, 2nd by Dumas to adopt Resolution 1047 — Eliminating April 2025 Pay increase for Mayor and Council - Rescinding Resolution 1007. Carried on a roll call vote, all.

Motion by Schaffer, 2nd by Dumas to approve 2025 Eagle River Staff Payroll Plan at a 3% increase. Carried on a roll call vote, all.

Ginner presented the 2025 Capital Improvement Plan. Golf Course equipment would come out the Golf Course revenue. Discussion on grant availability for Police equipment. *Motion by Washelesky, 2nd by Dumas to approve 2025 Capital Improvement Plan as presented. Carried on a roll call vote, all.*

Following up from last budget workshop, Ginner presented proposed 2025 permit and license fee structures. Ginner presented request to change ordinance to add no-permit penalty in the amount of three times the permit fee. *Motion by Schaffer, 2nd by Washelesky to adopt Resolution 1046 – 2025 Fee Structure: Public Works, Zoning, and Licensing. Carried on a roll call vote, all.*

Mayor and Common Council review of proposed 2025 budget document. The 2025 Budget Hearing was scheduled for December 10, 2024 in conjunction with the Regular City Council meeting.

M) Room Tax Commission: Ginner presented room tax options of working with the Tourism Entity for municipality grants that promote infrastructure or the option to raise the room tax rate for additional revenue without having the requirements associated with grants. The Joint Room Tax Commission consisting of City of Eagle River, Town of Washington, and Town of Lincoln would have to agree upon any changes to the room tax rate. Ginner reported that the municipalities would be able to keep 30% of the increased portion of the room tax rate per state statute. Council gave Ginner support to open discussion on raising the room tax rate with the Joint Room Tax Commission municipalities.

N) Voluntary employee dental and vision supplemental insurance proposals: Delta Dental – Business Insurance Group, AFLAC – Melissa Widucki: Cory Hoffmann gave a Human Resources presentation on the voluntary supplemental insurance options stating she did not have enough employee interest to support the 10-person minimum for Delta Dental participation. The AFLAC proposals only require a single participant. Mayor stressed that this is voluntary for the employees and the city is only facilitating employee participation with program, stressing that the program must be kept separate from City benefit offerings. *Motion by Schaffer, 2nd by Dumas to direct HR to facilitate AFLAC voluntary offerings to employees at 100% employee expense. Carried on a roll call vote, all.*

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

P) Treasurers monthly update: Hoffmann provided a written report.

Q) Police chief monthly update on departmental activities. A written report was provided by Chief Dobbs.

R) Administrator's monthly update on activities of all departments. A written report was provided by Ginner that included departmental activities and 2024 project updates.

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

Motion by Washelesky, 2nd by Dumas to adjourn to Closed Session at 8:00PM according to Wisconsin State Statute 19.85 (1) (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Police Detective, response time/distance residency requirement per Eagle River City Employee Policy Handbook. AND according to Wisconsin State Statute 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held: Operator License Application Review

Motion by Dumas, 2nd by Washelesky to return to open session at 8:37PM to act on matters discussed in closed session if any action is needed.

Motion by Dumas, 2nd by Washelesky, recommendation to instruct City administration to revise Section 4, Paragraph 13, of the City of Eagle River Employee Handbook to amend the language to read - City and Utility employees must live within a 30-mile radius of City of Eagle River corporate limits. Carried on roll call vote, all.

Motion by Schaffer, 2nd by Washelesky to deny Jacob Holdt operator's license application. Carried, all.

Motion by Burkett, 2nd by Dumas to adjourn the meeting at 8:43PM. Carried, all.

City of Eagle River
Notice of Public Hearing - Proposed Consolidated Budget for 2025

NOTICE IS HEREBY GIVEN that on December 10, 2024, at 6:00 p.m., a PUBLIC HEARING on the PROPOSED BUDGET of the City of Eagle River will be held pursuant to Sec. 65.90 of the Wis. Stats. This meeting will be conducted at the Eagle River City Hall at 525 E Maple Street in Eagle River, Wisconsin. Video conference and telephone access is also available. To connect electronically or by phone, go to www.eagleriverwi.gov click on 'Current Year Meeting Agendas & Minutes' under the 'City Government' heading and scroll to the December 10, 2024 meeting agenda and follow the link. The proposed budget is available for inspection at City Administrator's office, 525 E. Maple Street, Eagle River, Wisconsin, from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and by appointment on Fridays from 8:00 a.m. to noon. It is also available on our website at www.eagleriverwi.gov under 'City Budget'.

Signed and posted this 13th day of November, 2024, by Corinne Hoffmann, City Treasurer

Budget Summary	2022	2023	2024	2024	2025	%
General Fund	Actual	Actual	Projected	Budget	Budget	Change
Revenues						
Property Taxes	1,937,483	1,353,774	1,055,725	1,055,725	1,025,861	-3%
Other Taxes	676,542	709,832	593,451	487,330	651,625	34%
Intergovernmental Revenue	1,304,421	351,898	414,914	437,785	526,634	20%
Licenses & Permits	25,667	27,682	28,592	18,270	30,575	67%
Fines, Forfeitures, and Penalties	6,293	11,209	9,522	7,300	7,750	6%
Public Charges for Services	104,723	113,079	110,755	110,502	122,648	11%
Miscellaneous Revenue	108,662	185,138	146,780	85,610	230,323	169%
Other Financing Sources	35,000	35,000	35,000	35,000	35,000	0%
Transfer in from Debt Service	-	-	-	145,000	295,768	104%
Applied Fund Balance	912,096	-	-	-	50,000	0%
Total General Fund Revenues	5,110,887	2,787,613	2,394,739	2,382,522	2,976,184	25%
Expenditures						
General Government	480,870	585,803	616,067	555,477	536,755	-3%
Public Safety	935,916	1,021,964	1,054,288	1,106,562	1,226,073	11%
Public Works	716,751	900,673	927,716	610,121	693,146	14%
Health & Human Services	85,966	87,100	94,600	90,753	97,519	7%
Other Culture & Recreation	172,815	171,722	165,058	191,158	171,181	-10%
Development	130,939	121,370	103,374	109,720	184,253	68%
Transfers & Other Expenses	-	-	-	-	67,258	0%
Total General Fund Expenditures	2,523,257	2,888,632	2,961,104	2,663,792	2,976,184	12%
Beginning Fund Balance	2,185,518	1,819,798				
Actual or Projected Fund Balance	1,819,798	245,204				

All City Funds	2025 Proposed Budget					
	Property Taxes	Other Earned Revenues	Total Revenues	Total Expenditures	Fund Bal. 1/1/25	Fund Bal. 12/31/25
General Fund	1,025,861		2,976,184	2,976,184		0
Debt Service	666,871					0
Capital Improvement			400,971	1,096,066		-695,095
Tax Increment District #2	136,211		153,837	134,202	-552,522	-532,887
Tax Increment District #3	222,240	4,951	257,244	185,516	495,146	566,874
Special Revenue Funds						0
Golf Course Proprietary Fund			1,071,735	968,019	126,468	230,184
Property Tax Levy - 2023	2,003,846	Assessed Valuation 2023		196,965,400	Mill Rate - 2023	0.01017359
Property Tax Levy - 2024	1,895,317	Assessed Valuation 2024		305,119,800	Mill Rate - 2024	0.00621171
					Base Percentage Change in Mill Rate from 2023 to 2024	-38.94%

The City of Eagle River is an equal opportunity provider and employer

2024 Tax Rates
2023 Taxes

2024 Assessed Value from SOA:			\$ 305,119,800.00			
Divide D1 by 1000			\$ 305,119.80			
	TIF Levy from Tax Increment Worksheet Column E	Divided by	Assessed Value from SOA /1000 Cell D2	2025 Rate Expand to 9 digits	2024 Rate	Change in Rate
Vilas County	\$ 448,719.39	/	\$ 305,119.80	1.470633454	2.261692460	-0.79
	\$ -					
City of Eagle River	\$ 1,888,238.96	/	\$ 305,119.80	6.188516634	10.173593230	-3.99
	\$ -					
NPSD	\$ 1,013,576.65	/	\$ 305,119.80	3.321897320	5.677227574	-2.36
	\$ -					
Nicolet	\$ 40,860.78	/	\$ 305,119.80	0.133917158	0.195128637	-0.06
TOTAL before School Credit:	\$ 3,391,395.77			11.114964567	18.3076419	-7.19
	School Credit Levy from DOR					
Less School Credit	\$ 224,411.03	/	\$ 305,119.80	0.735484980	0.922739459	
FINAL OVERALL ESTIMATED MILL RATE				10.37947959	17.38490244	-7.005422855
				MAX	MAX	
Lottery Credit				97.70	135.71	
First Dollar Credit				30.34	36.46	

Borrowing Resolution 1050

2024 End of Year Borrowing
\$295,768 for a term of 13-months

Bank	Term	APR	Fees & Prepayment Penalties
Incredible Bank	13-months	5.99%	Waived
Nicolet	13-months	5.39%	None
People's Bank	13-months	6%	\$400 attorney fee



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

RESOLUTION #1051
A RESOLUTION ADOPTING THE 2025 BUDGET AND AUTHORIZING THE 2024
PROPERTY TAX LEVY

WHEREAS, estimated expenditures and revenues for 2025 are shown on the City of Eagle River Proposed Budget available for review at the office of the City Clerk; and

WHEREAS, the 2025 Budget has been presented to the Eagle River City Council; and

WHEREAS, the Eagle River City Council has completed its review and revisions of the 2025 Budget;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Eagle River, duly assembled this 10th day of December 2024, that the City of Eagle River 2025 Budget be approved and adopted.

BE IT FURTHER RESOLVED, that the following is hereby declared the City of Eagle River tax levy for 2024, collected 2024 \$1,692,732: Allowable Levy \$1,025,861, Debt Service Adjustment \$666,871,

ADOPTED BY THE COMMON COUNCIL AT THE BUDGET HEARING THEREOF ON THE 10TH DAY OF DECEMBER 2024, BY A VOTE OF ___ FOR AND ___ OPPOSED.

Jeffrey A. Hyslop, Mayor

Becky J. Bolte, Clerk

Budget Amendments to be approved in December 2024

Line Item Number	Description	Amounts		Project Description
51600-351	Building Maintenance	(1,000.00)		repainting the bathrooms
55460-236	Depot Maintenance		\$1,000.00	
53310-230	Street Maintenance	(23,000.00)		gravel for Maple St project
53310-231	Street Equipment Maintenance	(3,000.00)		
53430-000	Sidewalk Repair & Replacement	(18,000.00)		
57327-000	Local Street Outlay		\$44,000.00	
53310-231	Street Equipment Maintenance	(5,955.00)		Aqualis - Televising Storm Sewer - Spruce/Third
57327-000	Local Street Outlay		\$5,955.00	
		(50,955.00)	50,955.00	



Robin Ginner

From: Steve Garbowicz <sgarbo@oabglaw.com>
Sent: Wednesday, November 13, 2024 2:08 PM
To: Robin Ginner
Subject: Re: ER Employee Policy Manual Change

Looks fine to me. SCG

On Wed, Nov 13, 2024 at 11:39 AM Robin Ginner <rcginner@eagleriverwi.gov> wrote:

Hi Steve –

We want to change the following in the employee manual:

- **Section 4, Compensatory Time/Overtime/Pager-Standby Time/Personal/Other, paragraph 13: Response Time Residency – The City and Utility require all employees to live within a 30-mile radius of the City of Eagle River corporate limits.** *(Eliminating the response time language completely.)*

We had a 30 mile/30 minute response time for employees. But we realize that if someone lives 29 miles away, and the speed limit is 55 mph, there's no way they will make it in 30 minutes. So we want to keep the 30-mile requirement, but eliminate the response time requirement. Let me know if this is OK by you.

Welcome home! 😊

Kindest regards,

Robin

Robin Ginner

City Administrator

City of Eagle River

525 E. Maple Street, PO Box 1269

Eagle River, WI 54521

[Note my new email address: rcginner@eagleriverwi.gov](mailto:rcginner@eagleriverwi.gov)

Office: 715-479-8682, Ext 227

Cell: 715-525-2666



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Elected Officials and Members of City Committees: *In order to comply with Open Meetings Act Requirements, please limit any reply to only the sender of this electronic communication. Please be aware that written communication, emails and faxes are generally considered open public records.*

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Attorney Steven C. Garbowicz
221 South First Street; P.O. Box 639
Eagle River, WI 54521

715.479.6444 x 22



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FROM THE DESK OF CORY HOFFMANN, DEPUTY CLERK/TREASURER

DECEMBER 2024 CITY COUNCIL MEETING REPORT

- Audit work on possible discrepancy with amount owed from golf course brought over into Quickbooks from 2021. I have done my due diligence in finding any discrepancies with this and have found only an issue with what amount was brought forward from Great Plains to Quickbooks.
I am working on a spreadsheet that will show all due from the golf course from the start of the due from account in 2011 until up to December 1st 2024. I am hoping to have this accomplished by December 31st 2024.
- All Bank Statements are reconciled up to November 2024 statements.
- Having issues with the Golf Course reconciliation of bank statement. Incredible Bank shows more than what Workhorse does. I am going to see how the November statement pans out. I feel it is most likely an issue with the balance forward from June 2023 out of Quickbooks into Workhorse and journal entries done that should not have been. If November still shows a discrepancy, I will work with Workhorse to get the amount in the program to be the same as the bank statement.
- Accounts payable check sent out weekly.
- Daily printing and distributing invoices to various departments for approval of payment.
- Tracking due to expenses and processing invoices to departments.
- Payroll and reports processed every other week.
- Monthly Sales and PRAT Tax reports to the WI Dept of Revenue for golf course sales
- Sent out past due personal property tax statements and processing personal property tax payments in the Vilas County Ascent Program that were due July 31st.
- Issues with not receiving invoices from departments:
- Contacted vendors that we have credits with, requesting checks sent for the credit. Still have not heard back from Quill or Adidas.
- Will be trained on the Room Tax after elections and real estate tax preparation.
- Was advised by Town of Phelps Clerk on Wednesday, November 27th that Vilas County will no longer be stuffing and mailing out our real estate tax bills. I did receive an email from the Vilas County Clerk on Monday, December 2nd about this also. I have since purchased enough postage to get our envelopes stamped for the upcoming taxes to be sent out. Myself along with Becky and Robin will be stuffing and sealing envelopes to get the taxes out to the tax payers as soon as the budget is approved and the taxes can be printed out at the Vilas County Land Information Office. We will also be taking the taxes and stuffers to Eagle River Office to have them tri-folded before we stuff them. Be advised this is above and beyond our daily work, and will most likely cause some overtime (or comp time for us).



CITY OF EAGLE RIVER MONTHLY POLICE CHIEF'S REPORT

December 2024

Presented to: Mayor Jeffrey Hyslop and the City of Eagle River Common Council

Prepared by: Christine Dobbs and Danelle Moran

CURRENT ACTIVITY:

During the month of November our officers investigated 90 offenses. A total of 3 cases were cleared by arrest or referred to the District Attorney's Office for prosecution. A total of 6 new cases were added to our active investigation caseload. A total of 0 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 39 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:

Ambulance or Medical Assist	4	Parking Problem	1
Animal Problem	4	Property Damage/Non-vandalism	1
Agency Assist	2	Probation/Parole Violation	1
Business or License Violation	1	Suspicious Person/Circumstance	8
Citizen Dispute	3	Property Watch	1
Citizen Assist	13	Recovered Stolen Property	1
Cont Subst/Possession Marijuana	2	Traffic Accident, Hit and Run	1
Cont Subst/Possession	1	Traffic Accident, Prop Damage	3
Cont Subst/Possess Paraphernalia	3	Traffic Hazard	1
Disorderly Conduct	5	Threatening	1
Domestic Violence Offense	1	Traffic Offense	9
False Alarm	2	Trespass of Real Property	1
Fraud/Wire	1	Theft, Property, Other	6
Fireworks	1	Theft, Property, Shoplifting	1
Information	4	Unsecure Premises	1
Juvenile Problem	2	Utility Problem	2
Lost or Found Property	3	Destruct/Damage/Vandalize Prop	1
Missing Person	1	Welfare Check	6

A total of 39 traffic stops were conducted resulting in a total of 26 citations or warnings being issued. The following reflects the numbers and types of citations or warnings being issued:

Criminal trespass to dwelling	1	Operate after revocation	1
Exceed zones and posted limits	11	Operate after suspension	1
Fail to stop at stop sign	2	Operate Vehicle w/improper headlights	1
Fail to maintain headlamps	1	Operate vehicle w/o valid license	1
Improper display plates	1	Possession Drug Para	1
Non-registration auto	4	Unsafe lane deviation	1

Our department took 5 people into custody and booked them into the Vilas County Jail.

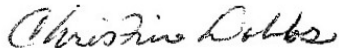
Asst. Chief Ross and I met with Christine Ellis, MA, MS, LPC, of True North Counseling services of Wausau for the implementation of our department wellness checks. Ms. Ellis is aware that this service is part of our Wellness Grant from the DOJ and is cooperating with our guidelines. We plan to have this program up and running in January 2025. Basically, the program is biennial wellness check appointments for all staff in the police department, along with several available work-related anonymous clinic visits. This program is completely covered by the wellness grant for 2025/2026. Staff are not required to participate except for showing up. This is in accordance with current standards set in place.

We had one request for speed enforcement within the 700 block of E Division St..

Asst. Chief/Pat. Sgt. Adam Ross

Call volume has been manageable to start off the holiday season. This has allowed us to initiate some other investigations and take another look at a cold case. We also had 2 of our officers and a Vilas County SRO from Northland Pines earn their Hunters Safety Instructor Certifications which should give us another opportunity for community outreach.

Respectfully submitted,



Christine Dobbs
Chief of Police

City Administrator's Report

November 2024

Submitted by Robin Ginner

Admin/General

I ran into Quita Sheehan from Vilas County Forestry at the grocery store over the holiday weekend, and she mentioned that the Chain of Lake Association would like to tackle the riverbank that was clear-cut by the owner of Riverstone and install native prairie grasses and perennial sunflowers this coming summer. They restored the waterfront at the T-docks this past summer and want to do more in the City. At this point the only assistance she may need from the City is spraying an herbicide on the hill, but as the project comes together, we'll talk more about the City's partnership in the project.

The Joint Review Board meeting was conducted in mid-November. The Board was updated on the outcomes of the TID audit with the findings and the state of the two TIF districts. Nicolet College is experiencing a change in personnel, so we had a different contact for the third time in three years.

The bond cycle for the TID re-funding is about complete. The bonds sold at a lower percentage rate than anticipated in the parameters agreement, which was a positive for the City. The funding will come through on Dec 9, and there are nine USDA Rural Development loans that will be paid either in part or in full by Dec. 17th so the funds will hit on this year's financial statements.

Departments/Committees/Commissions

Golf Course – After the roof project was completed, we were still experiencing leaking in the kitchen. (ugh!!!) We got the roofer back out, and had DPW investigate, and in the end, somehow water is being drawn down the roof vents into the kitchen. I had DPW seal all of the seams on the vents (which hadn't been done before), and tarp off the openings to the vent stacks. We will have to investigate further in the spring when our precipitation turns back into rain.

We finally received a quote to shore up the crawl space under the kitchen. That will be on the agenda for approval. I need to follow up again with the electrician to see if he can get us a quote for all the electrical work that needs to be done. I need to know if it's a sum we will need to bid out, or if it's within reason.

The truck that DPW gave to the greens crew appears to have a hole in the fuel tank. Kyle is taking it over to Badger Repair to have them take a look at it. Until it's repaired, DPW will be plowing the clubhouse parking lot.

We have a resident who is suddenly complaining about the lights in the upper parking lot of the clubhouse. This person has lived there for a couple of years already and is just not complaining. L&W is looking to see if they have any old-style streetlights, we can replace the LED lights with. They changed the direction of the lights, but the person is still not satisfied. We will be having a longer conversation at the Council meeting regarding the demands made on golf course staff by area residents whose homes border the golf course property.

Public Works –

While Moe is out recovering from surgery, Rick Montezon and Tom Zdroik are sharing the responsibility for being in charge of the Department of Public Works.

Frontier has been working on laying fiber optic lines throughout the City for the past few months. We extended our right-of-way excavation moratorium to December 6th so they could finish and not have to return in the spring. One of their subcontractors breached our utility lines on Tamarack Street in a couple spots, but we billed them for the damage repair, and it was paid within a week. Overall, they've been good to work with, but I think we'll all be happy when this extended project is complete. There will be one day coming up where they will need to divert traffic on east bound Pine Street from Railroad to First. They're working with Associated Bank to try to figure out how to manage the exit from their drive through because they need to pull cable through a manhole that is right in front of their driveway. With the median between Main and Railroad, traffic can't turn left to exit the bank, so we're going to have to figure something out to keep the contractors safe and the bank open.

DPW report on November activities will be included in the January 2025 report when Moe returns from recovery.

River Trail Commission – I met with a couple of members of GHT to talk about the maintenance planning for the future River Trail, what items should be included, and what the City won't accept when/if the trail gets built. They will be doing all of the leg work to put together a maintenance plan, just using me as a reference for what the municipalities will be looking for in regard to future maintenance.

I've attached an editorial that was in the paper a couple weeks ago, just in case you hadn't seen it.

Room Tax Commission – At the November meeting the Council decided to recommend an increase in the room tax, but the other two municipalities would have to agree as well. I asked Lincoln and Washington to discuss at their Board meetings but haven't yet heard back from them on their decision. I will be reaching out to them to see if they made a decision. We have our last Commission meeting of the year in December, so this may have to wait until the Commission reconvenes in 2025.

Zoning/Planning – We've issued 85 zoning permits year-to-date in 2024. This is the most permits issued since 2004! But now that the snow is falling the permit traffic has fallen off for the winter.

I will be working on a resolution to go through the Planning Commission and the Council in January regarding support for the potential property development along Division Street at Riverside Park. We want to identify exactly what will be acceptable to the City in terms of the sale and development of the property so that we are assured it will convert to taxable parcels.

The addressing for the new apartment development is complete, and they're underway with construction.

I've been helping Becky with addresses at the airport for the property taxation project. We are going to have to change several addresses for hangars along Adams Road. I've been in touch with Adam Grassl to make sure what we're doing works for the addressing system and will clarify the hangar locations in the EMS system. Once the hangars are re-addressed, I will

send a letter to those affected along with the tax bill that Becky will be sending them by the years end. I'm sure we'll hear from some angry hangar owners regarding the addressing, but it needs to be corrected, and this is the perfect time to do it.

2024 Projects

Maple/Birch Street Resurfacing – Because we changed the scope of this project (we went from a mill/overlay to a pulverize) I am working with Troy at the County to update the project scope and submit the reimbursement requests for both sections. The total reimbursement should be about \$15k.

Safe Streets For All Grant – We were unsuccessful with this grant application. MSA and I have a call scheduled before the holidays to talk about why we were unsuccessful, and what we can do to improve for another round of applications. This grant was to support a streets study that would open up more lucrative funding opportunities for street projects in the City – up to 90%. I do have money in the 2025 budget for our match on this grant, so we will keep those funds there, pending another attempt at the application. If we do not move forward with this project, then we'll have a \$20k contingency in the budget to be used elsewhere if needed.

Dog Park/Elm Drive Parcel Sale The second of the two parcels will be closing on December 19th. I will put together a bid packet to be released in late winter for construction of the dog park in May/June, depending on weather conditions.

Silver Lake Eurasian Water Milfoil Monitoring – The grant application to support post-treatment monitoring and hand harvesting of milfoil at Silver Lake has been submitted to the DNR. We should hear by January if we've been successful in that application to fund 2025 activities.

Spruce/Third Street Project – We had the storm sewers televised by Aqualis (formerly Northern Pipe). I sent the reports over to Phil to take a look. Unfortunately, he is unavailable to be at our December meeting, so in January we will have a conversation about what we want to do with this project. Our options are to go forward with the full project (cost to the city after grants would be approximately \$1.5 mil), drop the project entirely, or come up with some alternatives to do a portion of the project. We know there is about 40 feet of storm sewer by the library that Aqualis was unable to televise at all, which means that's 40 feet that needs to be dug up and replaced. There are many caveats in this project, but we'll talk more about them at the January meeting.

Our View

River Trail project deserves another chance to succeed

The River Trail Commission gave preliminary endorsement recently to a Highway 45 multi-use crossing that could be billed as the initial phase of the proposed River Trail between Eagle River and St. Germain.

We think that's a big deal because the River Trail would connect Eagle River and Three Lakes, via the Three Eagle Trail, to the 52-mile Heart of Vilas County Trail System — a proven boon to the tourism industry in many parts of the county and many other counties in Wisconsin.

Just think about gelling together the scenic beauty of the Wisconsin River, and area lakes and forests, with a bike/pedestrian trail that could take cyclists from Three Lakes to Boulder Junction and beyond.

That vision is why the commission and Great Headwaters Trails (GHT) have been working so hard to convince the City of Eagle River and the town of Lincoln to get on board with Cloverland and St. Germain — to add this silent sports element to a tourism industry that needs all the help it can get.

The River Trail plan has gotten a bum rap thus far, criticized as unsafe and overly expensive by community leaders who clearly didn't have all the facts before them.

It started early on with city officials talking down the trail for "crossing Highway 70 four times" between County Highway H and downtown, though the maps clearly showed that it never crosses Highway 70 in that busy stretch west of Eagle River.

The proposed trail would cross Highway 70 just twice — once just west of the Wisconsin River bridge near the Honey Bear restaurant and a second time at Old Highway 70, about halfway to St. Germain.

Town and city officials have questioned project costs of up to \$12 million dollars and speculated about the need for local matching dollars that might be needed to secure state and federal grants, overlooking the pledge by GHT to locate all of the funding.

What we'd like to see is a third joint meeting of the River Trail Commission and the city council to rectify disagreements that were based on misinformation. And we'd like to see the town of Lincoln, for the sake of tourism and economic growth, get on board.

Clerks Report
November/December 2024

Elections: The City was randomly chosen for a voting equipment audit and it was held on November 26. I pulled in 5 election inspectors, and we hand tallied the contests as required by WEC. The inspectors count and the tabulator count were shown to be accurate and the WEC audit is closed. The City will be reimbursed for all but \$17 of the cost. Nomination papers for April 2025 Spring Election can now be circulated and must be returned to me no later than Tuesday January 7, 2025. The school has given notice of a referendum that will be held on February 18, Spring Primary, along with probable other contests. If anyone is considering noncandidacy for the next term, please stop in and see me for completion and submission of Notification of Noncandidacy (EL-163) which MUST be filed with me by December 27. Failure to do so creates deadline extensions and creates election notice requirements (extra work/extra publication expenses). Although the number of voters will potentially be smaller with the next two elections, the administration steps remain the same so it will continue to be busy in my office with elections, and post General Election WisVote compliance with voter registrations.

Liquor Licenses: We have updates to a couple of liquor licenses this month. Trigs and Riverstone have both submitted for a change of agent on their license.

Operators Licenses: We continue to process operators licenses. The PD did some visits throughout the City and that helped remind owners/agents of the liquor license requirements.

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

Housing Grants: I have transferred the housing grants administration (CDBG Revolving loan) back to the Treasurer. She has now filed a couple of satisfactions with the Register of Deeds and is currently working on a subordination agreement. Policies, Procedures, and all DOA contacts have been provided to her for reference going forward.

Department of Revenue Form Filing: DOR Form SL-202M, Levy Limit Worksheet, Form SL-202, Tax Increment Worksheet, and Form PA-632A, Statement of Taxes have been drafted for submittal after the December 10 Budget Hearing and approval of the Resolution of 2025 Budget and 2024 Taxes and Levy. These forms are continuously updated and recalculated as changes are made throughout the budget process. All are due on December 16 this year. The Expenditure Restraint Incentive has been precalculated, however with the large decrease in budgeted expenses, we will be OK for this year, and to maintain the shared revenue, we will need to increase expenses in small increments in upcoming budget cycles.

Meetings: Following the November meetings, all licenses and permits were produced, mailed/mailed to the applicants. Finance Committee, and City Council meeting draft minutes were produced and a truncated version of the City Council meeting minutes, with all motions, was published in the VCNR. Resolutions were executed and saved digitally and filed in the physical resolution book. I clerked for the Ambulance Committee and attended the Joint Review Board meeting as a member at large. All Clerk items were added to the December City Council agenda. All Clerk supporting documents for the December City Council meeting 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.

Budget: Updates were made to the 2025 budget summary with corrections to debt service and TID fund balances. The mill was calculated for a final presented 2025 City of Eagle River mill rate of approximately

\$6.19/1000. The overall rate is approximately \$10.38/1000. I have supplied my mill rate calculations for the budget hearing.

Taxes/Assessor: The final 2024 Statement of Assessment (SOA) has been submitted with manufacturing equated numbers. I have completed the final special charges spreadsheet for garbage collection with the update to charges per address, and final special assessments for BID, Delinquent utility charges, and mowing charges have been completed, proofed, and verified to Vilas County tax listing. I have drafted all taxing forms supplied by Vilas County for tax bill production and updated the annual tax letter. After the budget and levy are approved, all information will be forwarded back to the County for printing of tax bills. Both the final submitted Tax Increment Worksheet, SL-202, and the Statement of Taxes, PA-632A, need to be forwarded to the Vilas County Treasurer for her balancing of the tax/levy process with the City.

I am completing and filing the BFI's and Real Estate Transfer Returns. The task involves data sets from the Airport, the Assessor, the Surveyor, and Vilas County. Each data set was done with different parameters, and I spent many hours pulling all the information together to get one final listing that combines all aspects. In working through the data sets, physical addresses of the hangars were not jiving. Questions were brought to the County Land Information department and Robin has begun the process of reassigning hangar addresses that are consistent with all. Owners, the Airport, MSA GIS, Vilas County Land Information, ERLW and the Assessor will be supplied with adjustments, so all have the same data and EMS has accurate information. I am at the finish line as of the writing of this report for the BFI's and Transfer Returns and barring any more issues, I hope to have all deeds filed with the Register of Deeds by Monday December 9.

Next project: The 2024 taxes for the hangars will be billed to the City and invoices will be created/calculated for each of the 64 hangars that were taxed for 2024. That is my next big project to complete by Friday the 13, but have to wait until after mill rate is approved.

Attorney Garbowicz has advised that we should use the Town of Washington Ordinance as a continuity template for our Short-Term Rental/Accommodations Ordinance. I had worked out a couple of drafts using Vilas County Ordinance as a template, but many hurdles have come up with that. Garbowicz drafted much of Town of Washingtons Ordinance, so I am working off that template now. Once a new Ordinance is adopted with permitting requirements determined, the final reporting form for quarterly room tax and annual permit application will be completed. I will continue to process the annual Accommodation permits and the quarterly room tax billing and payments will be transferring to the Treasurer for 2025.

I have a request out with the Assessor for a valuation update for one of our PILOT agreements post revaluation and the other cannot be calculated until December CPI is released in January.

Garbage:

Holiday schedules have been determined with Republic Services for garbage/Christmas tree pickup. The week of Christmas, garbage pickup will be pushed to Friday, December 27. The week of New Years, garbage pickup will remain on Thursday, January 2. Christmas tree pickup will be done on Wednesday, January 15. Notices were posted on the website and provided in tax letters for these dates.

Clerk Certification/Training: I am officially a WI Certified Municipal Clerk (WCMC).

Becky J Bolte – WCMC Clerk
City of Eagle River