

January 14, 2025

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

Roll Call: Dan Dumas, Vic Washelesky, and Kim Schaffer. Jerry Burkett arrived at 5:15PM. Also in attendance: Becky Bolte, Robin Ginner, and Cory Hoffmann.

Treasurer confirmation that all bank accounts are reconciled: Hoffmann reported the city operating accounts are reconciled through October.

Treasurer report of any and all late payments and penalties. None

December Financial Review: Hoffmann provided a written December 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 Burkett, 2<sup>nd</sup> by Washelesky, to recommend payment of presented City and Golf Course payables to City Council. Carried on a roll call vote, all.*

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

Becky Bolte - Clerk

January 14, 2025

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

The Pledge of Allegiance was led by Kim Schaffer and was recited by all present.

Roll Call: Jerry Burkett, Vic Washelesky, Dan Dumas, Kim Schaffer. Also in attendance: Robin Ginner, Becky Bolte, Cory Hoffmann, Chris Dobbs, Adam Ross, Mike Adamovich, and Mike Sanborn.

*Motion by Dumas, 2<sup>nd</sup> by Washelesky to approve the agenda in any order. Carried, all.*

*Motion by Burkett, 2<sup>nd</sup> by Washelesky to approve the minutes of the 12/10/24 Finance Committee and Common Council meetings and minutes of the 12/19/24 Special City Council meeting. Carried, all*

A) Regular Operator's licenses: Bobbi Gosnell, Rene Kecker, Elexius Martinson, Richard Reinke II, Thomas Stoltman. *Motion by Schaffer, 2<sup>nd</sup> by Dumas to approve all regular operators licenses as presented. Carried, all.*

B) Planning Commission: Proposed Resolution No. 1052 by the City of Eagle River Expressing Support for the Sale of Riverside Park to be Developed Into Single- And Two-Family Residential Homes. Burkett confirmed the location to be the river frontage on the north side only of West Division Street at Riverside Park, stressing it does not include the fairgrounds/old ballpark area. Schaffer presented the recommendation from the Planning Commission, reporting no public comments were made/received at the 1-9-2025 Planning Commission meeting and that it was recommended with 4 ayes and 1 nay. Burkett presented the informal findings of underutilization of that area. *Motion by Schaffer, 2<sup>nd</sup> by Burkett to adopt Resolution 1052 expressing support for the sale of Riverside Park property north of West Division to be developed into single- and two-family residential homes. Discussion. Carried on a roll call vote, Ayes: Schaffer, Burkett, Dumas Nays: Washelesky*

Abundant Life Church is seeking a conditional use permit to establish an annex facility for their church to host programming for youth and other groups at 216 Capich Drive, Eagle River, per Ordinance Sec. 106-333: Uses permitted by conditional grant. (1) Churches, private clubs, fraternities and lodges except those whose chief activity is a service customarily carried on as a business. The property is described as Parcel 221-962, GL 04, Sect. 27, T40N, R10E, PRT GOVT LOT 4. Burkett excused himself from Chambers for conflict. Schaffer presented the recommendation from the Planning Commission, reporting public comments were

made/received from Kara Petterson representing neighbors of the proposed home to be converted to youth ministry annex of Abundant Life Church at the 1-9-2025 Planning Commission meeting. Petterson was not present at Council meeting. Schaffer reported Petterson concerns. Schaffer reported Cheryl Dixon presented the house that would be converted into the church annex would remain intact so it could revert back to residential housing. The conditional use permit was recommended unanimously by the Planning Commission. *Motion by Schaffer, 2<sup>nd</sup> by Washelesky to accept the Planning Commission recommendation and approve the Conditional Use Permit to Abundant Life Church to establish an annex facility for their church to host programming for youth and other groups at 216 Capich Drive, Eagle River with the following conditions:*

- *Installation of a fence according to City ordinances, connection to City sanitary sewer system by Labor Day, and the Church is to provide direct contact information to neighbors in case of issues with the community center.*

*Carried on roll call vote. Ayes: Schaffer, Burkett, Dumas Nays: None Abstaining: Burkett*

Burkett rejoined the meeting.

Ordinance No. 590: Short-Term Rental Licensing, addition of Article XII to Chapter 106 - Zoning, PURPOSE: To ensure that the quality and nature of the short-term rentals operating within the City of Eagle River are adequate for protecting public health, safety, and general welfare and to protect the character and stability of the neighborhoods within the city. Bolte presented the proposed Ordinance, noting that the Planning Commission recommended it with a unanimous vote. Burkett stressed the importance of having an agent for the property residing within a 40-mile radius with Mayor adding the agent/responsible person should be aware that they have been named as such. *Motion by Burkett, 2<sup>nd</sup> by Schaffer to adopt Ordinance 590 – Short Term Rental Licensing as presented, effective 4/30/2025. Carried on a roll vote, Ayes: Burkett, Schaffer, Washelesky, Dumas Nays: None*

Short term rental license fee effective date and implementation. *Motion by Dumas, 2<sup>nd</sup> by Washelesky to grandfather the 18 existing registered short term rental properties in the City of Eagle River to be subject only to the renewal fee of \$200 for 2025 licensing. All new applicants as of 1/22/2025 date of Ordinance publication would be subject to an initial fee of \$300. Short term rentals licenses will expire annually on January 31. Carried on a roll call vote, Ayes: Dumas, Washelesky, Burkett, Schaffer Nays: None*

C) MSA Monthly Updates: Spruce & Third Project options for Council consideration: Kriesel of MSA presented that notice of intent to disturb ground on the Silver Lake Road project is close for submission to DNR. Ginner presented exhaustive information on the Spruce and 3<sup>rd</sup> Street project for Council consideration including information that Northern Pipe was unable to locate reported collapse of storm sewer line on Maple near the library with televising. Kriesel reported some more exploratory measures may need to be taken to locate the problem. Cost analysis was presented on completing the Spruce and 3<sup>rd</sup> project in full, completing a reduced project with only 3<sup>rd</sup> Street and doing a CIPP (sanitary sewer lining) and overlay, with possible principal forgiveness and without, and for 20- and 30-year terms. Ginner presented the only feasible options would be full or nothing. Sanborn added that if the project were to move forward, even with principal forgiveness, it would result in rate increases in excess of 3% to cover the loan portion. Discussion amongst Council members. No action.

D) Department of Public Works: Purchase of 2019 Chevy pick-up truck for Parks Department from Parsons of Eagle River not to exceed \$36,000. *Motion by Burkett, 2<sup>nd</sup> by Washelesky to authorize Ginner and Mike Adamovich to purchase a DPW pickup truck for no more than \$30,500 that includes a one-year warranty. Carried on a roll call vote, all.*

E) Ordinance No. 591: *Motion by Schaffer, 2<sup>nd</sup> by Burkett to adopt Ordinance 591 Amending Section 78-92(a) of the City of Eagle River Municipal Code Relating to Excavation Fees:*

*“Permit required. No person shall excavate in any street, alley, right-of-way or public ground without a permit from the Zoning Administrator. Permit fees will be established by the Eagle River Common Council.*

*The remainder of Section 78-92 shall remain as previously enacted. This amendment to section 78-92 shall take effect January 22, 2025.”*

*Motion carried on a roll call vote, Ayes: Schaffer, Burkett, Washelesky, Dumas Nays: None*

F) Discussion about potential City property sale of parcels along Indiana Street and Hospital Road: Burkett presented a proposal for the sale of city owned, parcel 221-995, that abuts to golf course. Greens Superintendent Anderson brought the idea to Burkett. Discussion. Council would like the idea presented to the Planning Commission before Council consideration.

G) Debt Management Policy Updates pertaining to issuance of bonds and/or promissory notes. Ginner presented updates to the debt management policy as suggested by BAIRD. The proposed change of verbiage under Guidelines for Use in the debt management policy will allow the city to leverage multiple financing options and also to utilize multiple methods such as competitive, negotiated, and other options such as state trust fund loans, banks, etc. *Motion by Dumas, 2<sup>nd</sup> by Washelsky to approve update of the debt management policy as follows: Under Guidelines for Use strike “When bonds or promissory notes are the desired financing vehicle, the issue will be bid competitively” and replace with “When bonds or promissory notes are the desired financing vehicle, the city will select the best method of sale in consultation with outside professionals.” Carried on a roll call vote, all.*

A second change in the Debt Management Policy, Selecting and Retention of Service Providers, was presented but no action will be taken until a procurement policy is drafted.

H) Approve payment of the bills for the City and the Golf Course. *Motion by Burkett, 2<sup>nd</sup> 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.*

I) Treasurers monthly update: Hoffmann provided a verbal report and presented 12/31/24 budget reports for the City and the golf course.

L) Police chief monthly update on departmental activities. Written reports were provided by Chief Dobbs and Assistant Chief Ross.

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 provided Council with costs associated with paper packet production and cost of moving to Lenovo tablets for Council packets with dedicated emails for all Council positions. This discussion will be presented to the Council at the February 11 Council meeting.

S) Clerk’s monthly update: Bolte provided a written report/Clerk position procedural update for review. Following discussion on budget restraints preventing office staff be added to the Clerk’s office, Bolte presented a request to adjust Clerk hours to allow for uninterrupted time to dedicate to the requirements of the job, asking that Wednesdays be posted as “by appointment only”. Ginner presented Department input on the change with her recommendation aligning with that proposed by Clerk. *Motion by Burkett, 2<sup>nd</sup> by Schaffer to allow Clerk to move to “by appointment only” on Wednesdays to allow for dedicated time for completion of job requirements. Carried, all.*

*Motion by Dumas, 2<sup>nd</sup> by Burkett to adjourn to Closed Session at 7:43PM 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.*

- i. ER Police Department – Union Grievance, step 2: Deficit Hour Scheduling
  - ii. Assistant Police Chief, Adam Ross, Assistant Chief of Police contract and WPPA MOU
  - iii. Robin Ginner, City Administrator, Contract Amendments
- Carried on a roll call vote, all.

Motion by Schaffer, 2<sup>nd</sup> by Burkett to reconvene in Open Session at 8:27PM according to Wisconsin State Statute 19.85(2) with possible action on closed session agenda items.

Motion by Schaffer, 2<sup>nd</sup> by Washelesky to approve the Assistant Police Chief, Adam Ross, 2025 contract as presented. Carried on a roll call vote, all.

Motion by Burkett, 2<sup>nd</sup> by Schaffer to adjourn the meeting at 8:30PM. Carried, all.

Becky Bolte – Clerk