

## COMMON COUNCIL MEETING MINUTES 6/23/2025

The Common Council of the City of Park Falls met in regular session at 5:00 PM on Monday, June 23, 2025. Mayor Tara Tervort called the meeting to order at 5:00 PM and the following members were present:

Mayor:	Tara Tervort
Alderman:	Dan Greenwood Dennis Wartgow Terry Wilson James Corbett - Excused Anthony Thier Dixie Weidman Michael Mader Dina Bukachek
City Attorney:	Bryce Schoenborn - Excused
City and Zoning Administrator:	Scott Kluver

**Staff present:** Shannon Greenwood, Bill Hoffman, Marvin Nevelier, Becky Michels, Deb Hyde, Larry Reas, Isabel Grimes

**Also present:** Leon and Helen Graham, Vanessa Kane-Baker Tilly, James Gelina, James Thompson, Rose Neeck, Jane Russel

There was a motion by Alderman Wilson and seconded by Alderman Mader to adopt the agenda as presented. Motion carried.

There was a motion by Alderman Weidman and seconded by Alderman Mader to approve the minutes for the Plan Commission Meeting on June 5, 2025, and the Common Council Meeting on June 9, 2025. Motion carried.

**COMMUNICATIONS** – Alderman Bukachek noted how nice the Wednesday Night Live event in the new Park was, and how much the playground was used that evening. She is also concerned about the need for fencing around the retention pond.

**PUBLIC COMMENT** – Leon Graham 274 5<sup>th</sup> Avenue North – Still concerned about the sawdust from the sawmill. Administrator Kluver noted that a letter was sent to advise them of the Ordinance violation and issued a requirement to respond within 30 days advising what action will be taken to mitigate the issue. Jim Gelina N14455 Ash Street – Received a letter from Administrator regarding the request he made for the City to install a backflow preventor.

**NEW BUSINESS** – Chicken Coop Permit – 1077 7<sup>th</sup> Avenue South was discussed. There was correspondence and concern from neighboring properties regarding smell, noise, additional predator activity, non-maintenance, and the potential to devalue their properties. The addition of prohibited animals caused concern as well. The applicant, James Thompson, states that the property is an old farmstead and there were chickens there before and the chicken shack was not uninhabited for that long. Chief Nevelier noted that after Thompson was advised

of the permit requirement for his chickens, he acquired additional prohibited animals. It was noted that if the permit is approved any violations of the ordinance can cause revocation. Motion by Alderman Wilson and seconded by Alderman Bukachek to approve. Motion carried with Alderman Mader and Alderman Wartgow no. The request for a backflow preventer installation at N1544 Ash Street was reviewed with the owner stating that he has concerns about this happening again. It was noted that the installation may minimize the risk, but there is no guarantee as some backups are mechanical and some technical, and his is the lowest property on the line. There was no action taken on this matter. Baker Tilly audited the financial statements, business-type activities, each major fund and the aggregate remaining fund information of the City noting them in accordance with accounting principles. Vanessa Kane, Baker Tilly, shared a presentation and the highlights noted were: The City is only using 3 of the 5 fund balance categories with unassigned accounting for about 60% of the fund balance; the total GF did increase about \$126,000 and the budget was close to balanced; GFOA recommends a minimum of no less than 2 months of GF expenditures, and City is at 10% above the minimum required; City currently utilizing 93% of their debt limit and will need to pay that down before issuing any GO debt. GF expenditure is well below the recommended maximum of 20%; water utility activity shows the first year of positive actual rate of return, 4.23 vs -6.8 and expecting next year to be in the 3% range under the PSC authorized rate of 4%; first time in number of years that operating revenues exceeded operating expenses but the City will need to build up a cushion for upgrades; the water utility has no cash and not enough cash to meet restricted cash requirements and owes the GF about 500k; the application has been submitted for a simple rate case increase but it will take years at 4% to pay back the GF; The Wastewater utilities various revenue bonds require earnings of 1.10 or 1.25 times annual debt service. Net revenues as a percentage of annual debt service for 2024 exceeded minimum requirements. Baker Tilly also performed the single audit. The total federal grant dollars expended were 2.9 million and they are required to test to 30% of those. Performed test on two large federal grant programs which resulted in no compliance findings. Reviewed the suggested language changes to clarify the regulation and to make them match with the current practices to maintain the cemetery. Motion by Alderman Weidman and seconded by Alderman Mader to approve Ordinance 25-012. Motion carried.

## **COMMITTEE REPORTS**

**Finance** – The Finance Committee has decided not to meet prior to every Common Council meeting to review invoices but will meet quarterly to review revenues with comparison to budget report. There was a motion by Alderman Bukachek and seconded by Alderman Greenwood to approve paying the bills in the amount of \$161,360.53. Motion carried, 8-0.

**Board of Public Works** – Nothing to report.

**Public Services** – Nothing to report.

**Personnel** – Nothing to report.

## **COMMITTEE OF THE WHOLE ITEMS CITY OFFICIALS' REPORTS**

Administrator Kluver: The City has an intern who started last week, Isabel Grimes, and they will be attending a conference in Sturgeon Bay this week.

City Clerk Greenwood: Annual Chicken Permit report shows all permits in compliance. Pool has been doing well and the Director, Clare Yunk, has been doing a good job.

Treasurer Michels: Reconciliations are caught up and have been giving monthly reports to department heads for review. Will be preparing and reviewing quarterly reports with the finance committee.

Library: June and July calendars are in the packets for review. The Summer Reading program has 105 registrations. The Children's Librarian will be using the new park on Thursday for the Magical Bubbles event

and has been working with Strong Families to host a family event at the Pool on July 12<sup>th</sup>. The Adult Librarian has been working with ARDC to make the building more accessible.

DPW Director Hoffman: The pool is older, and we are happy that it is operating. A-1 Contractor was here to finish up the shouldering and landscaping work, and the park is almost completely finished. The Old Abe Memorial Park Grand opening will be on July 23<sup>rd</sup>. The Pickleball courts need updating and DPW will be those items as well as finishing up the pavilion roof in the next couple days.

Chief of Police Nevelier: Still working on the cleanup list, if you have properties that you think aren't being addressed let the department know. The Old Abe Memorial Park camera was installed last Friday, and we are very impressed with the capabilities. The camera is operating in sentry mode to 8 different present locations throughout. Norvado provided installation free of charge and are making sure everything is operational and working as it should.

Fire Chief Reas: There was a structure fire last Friday night on County Hwy E. Both the Butternut and Fifield water tankers provided aid.

The meeting was adjourned at 7:00 p.m.

**Prepared by: Shannon Greenwood, City Clerk**