

November 18, 2019

CITY OF WASHBURN COMMON COUNCIL MEETING

5:40PM Washburn City Hall

Present: City Council Members: Karen Spears-Novachek, Laura Tulowitzky, Jennifer Maziasz, Tom Neimes, Aaron Austin, Carl Broberg, Mary McGrath

Municipal Personnel: Mayor Richard Avol, City Administrator Scott J. Kluver, City Treasurer Tammy DeMars, City Attorney Max Lindsey, Director of Public Works Bob Anderson

Excused Absence: none

Call to Order - Meeting called to order at 5:40PM by Mayor Avol. Roll call attendance depicted seven (7) of seven (7) members of the Common Council in attendance. Quorum of the Council recognized.

Approval of Minutes – City Council Meeting of October 14, 2019 - A motion was made by Novachek to approve the October 14, 2019– minutes, second by Neimes. Broberg, correction needed under public comment last sentence should read “provided” Motion with correction carried unanimously.

Approval of Expenditures- A motion was made by Novachek to approve the monthly expenditures as reviewed, second by Austin. Motion carried unanimously via roll call vote of all seven (7) councilors in attendance.

Public Comment – None

Mayoral Announcements, Proclamations, Appointments- The Mayor noted a vacancy on the Harbor Commission. He noted some of the well know people of Washburn who have passed on; Jack Beagan, Lorrie Ottis, Deb Rusch, Irene Schultz and Karlyn Holman they will be missed. He asked Administrator Kluver to give a report on the recent conferences he has attended. Kluver reported he attended the League Conference in Green Bay some of the topics included; good public information to help protect home from flood damage, assurance that the City has been practicing good budgeting and the ethics of scarcity and learning about two possible alternatives to special assessments for streets, and potentially sidewalk improvements. Those being wheel tax and creating a transportation utility. The second conference he attended was in Fond du Lac put on by the DNR which provided good information to maintain compliance with the regulations related to recycling and to make sure we remain eligible for future recycling grants. He has been doing some post on the City Facebook page with some of the information he picked up at this conference.

Discussion & Action on Draft Certified Survey Map for Block 29 of the DuPont Park Addition to the City of Washburn – Ann Christiansen, Petitioner - Moved by Broberg to approve the certified Survey Map for Block 29 of the DuPont Park Addition, second by McGrath. Motion carried unanimously.

Discussion & Action on Offer by Nola Allen to Purchase City Lot #15 for the Construction of a Single-Family Home – Nola Allen and Jon Wheeler, Representing Petitioner – Barb Nuutinen present to represent Nola Allen. Kluver reports the offer on the table is \$30,000.00 with provisions that if completed by December 31, 2021 she would be refunded \$5,000.00. If the home is substantially completed by December 31, 2022, she would be refund \$2,500.00. This is similar to the conditions used on property that was sold a few years ago to Taylor Pearson. Motion by Broberg to approve the sale of City lot 15 (Tax ID 32529) in the amount of \$30,000.00 with the provisions as outlined in the offer to purchase agreement, second by Novechek. Motion carried unanimously.

Public Hearing, Discussion & Action – 2019 (payable 2020) Municipal Tax Levy – Novechek moves to open the floor for the Public Hearing, second by Neimes. Motion carried unanimously. No Public Comment. Moved by Novechek to close floor, second by McGrath. Motion carried unanimously.

General Fund, Debt Service & Capital 2020 Budget Matters & Line-Item Adjustments – Do to the recent revaluation of the City’s property by the insurance company, adjustments were needed for the Property and Liability Insurance line items, the total amount budgeted in general fund does not change just some of the line items needed to be adjusted, but the amounts in the Harbor Commission and Sewer budgets needed to be increased. Originally, we had planned for six elections and we will only need five meaning we are able to remove \$1,600.00 for the elections and the Ambulance services has also made some modifications to the ambulance reducing the cost to \$220,606, this means \$5,794.00 could be removed from the Ambulance Capital Budget line item. Discussion held on what to do with this money, such as apply to other areas or put back into the fund balance. Broberg, said the Ambulance Department cut the stair chair and the patient monitor with the intention of giving that money back to homecoming. They would use the old equipment until they can come with the funds to purchase the new. After further discussion it was decided that the Chamber could do without the money for the Homecoming. Neimes suggest giving this back to the Ambulance for the purchase of the equipment.

Action on Resolution #19-012 - Adopting the 2019 Tax Levy – Novachek moves to adjust the line items for insurance as outlined in the memo dated November 15, 2019, second by Broberg. Motion carried unanimously. Novachek moves to remove \$1,600.00 from the election line item and put into General Fund and give \$5,000.00 back to ambulance, second by Austin. Motion carried unanimously.

Austin moves to approve Resolution 19-012 adopting the 2019 Tax Levy, second by Novechek. Motion carried unanimously.

Action on Resolution #19-013 - County Library Levy Exemption – Maziasz moves to approve Resolution #19-013, second by Novachek. Motion carried unanimously.

Discussion and Action on 2020 Water and Sewer Utility Budgets – Kluver reports the Water Utility is doing fine, but we would still apply for an inflationary increase if eligible to do so, unless we are directed otherwise. The last increase was in 2015. Sewer adjustments were need as outlined in the November 15th memo do to property Insurance. The Sewer Utility is doing better and were able to meet their operational expenses for the second year in a row. Kluver is suggesting a rate increase on the sewer service fee by 5%, this would translate to roughly 2% increase of the sewer charge for the average household. Standard residential meter would go up \$5.88 per quarter. Novechek moves to approve the 2020 Water & Sewer Utility Budgets with the amended line items for insurance as outlined in Kluver Memo dated November 15, 2019, second by Neimes. Motion carried unanimously.

Action on Sewer Utility Rates – Moved by McGrath to approve the Sewer Utility rate increase as recommend in Kluver memo dated October 22, 2019, second by Novechek. Motion carried unanimously.

Discussion & Action on 2020 Harbor Commission Budget – Kluver points out the increase in the insurance, the Pier #1 Project came in to high so that project will not be done at this time. They will bid out a proposed project to deal with the electrical services at the pier due to high water the conduits are under water on the docks. Moved by Novachek to approve the 2020 Harbor Commission budget with the amended line items for insurance as outlined in Kluver November 15, 2109 memo, second by McGrath. Motion carried unanimously.

Discussion & Action on Ordinance 19-014 to Amend the Enforcement Procedure and Penalties for Juvenile Ordinances -Attorney Lindsey explains the changes are to stay with State Law. Motion by McGrath to approve the amendment of Ordinance 19-014, second by Maziasz. Motion carried uniamoulsy.

Discussion & Action on Special Event Campground Reservation/Community Service Request, Top-O-Wisconsin Good Sam Chapter, Sunday, May 17 through Friday, May 22, 2020 – Moved by Broberg to approve the Special Event Campground Reservation/Community Service Request of Top-O-Wisconsin Good Sam Chapter, second by McGrath. Motion carried unanimously.

Alcohol Licensing Matters – New Bartender License Applications - #21-38 Through #21-40 – A motion was made by Broberg to approve New Bartender License Applications – #21-38 through #21-40, second by McGrath. Motion carried unanimously.

Adjourn – Motion to adjourn by McGrath, seconded by Neimes. Motion carried unanimously. Meeting adjourned at 6:34 pm.

Tammy DeMars
City Treasurer/Deputy Clerk

FINANCE COMMITTEE MEETING 4:30PM

Committee Member Aaron Austin, Karen Spears Novachek, and Mary McGrath reviewed monthly expenditure vouchers.