

November 8, 2021

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM

Washburn City Hall & Remote

City Council Members:

Present, in-person:

Karen Spears-Novachek, Tom Neimes, Dave Anderson, Carl Broberg, Laura Tulowitzky

Present, remote:

Jennifer Maziasz

Municipal Personnel:

Present in-person:

Mayor Mary D. Motiff, City Administrator Scott J. Kluver, Assistant City Administrator Tony Janisch, Director of Public Works Gerry Schuette

Present, remote:

none

Absent:

Mary McGrath

**Call to Order** - Meeting called to order at 5:32PM by Mayor Motiff. Roll call attendance depicted six (6) of seven (7) members of the Common Council in attendance. Quorum of the Council recognized.

**Approval of Minutes – City Council Meeting of October 11, 2021** - A motion was made by Novachek to approve the October 11, 2021 minutes of the City Council, second by Neimes. Motion carried unanimously.

**Approval of Expenditures** - A motion was made by Novachek to approve the monthly expenditures, second by Tulowitzky. Motion carried unanimously via roll-call vote.

**Public Comment** – Mary Nowakowski, 216 W. Bayfield St., spoke regarding Bayfield Street Spur agenda item, being the property owner of the parcels along said spur street. Mrs. Nowakowski stated that it is a seldom use street and supports the City closing the street. She further stated that the WI-DOT also recommends closing the spur street. Additionally, Mrs. Nowakowski requested that the utilities be removed as well.

**Mayoral Announcements, Proclamations, Appointments**- The Mayor thanked the city staff that worked over the weekend at the Fall Clean-Up Day. She noted that Veterans Day is occurring on Thursday, November 11<sup>th</sup>, and thanked all the area veterans for their service to the country. The Mayor further noted that renters in town that do not receive utility bills also would not receive the quarterly newsletter. She stated that this letter is posted on the website and that she will share it to the Mayor’s Facebook Page. The Mayor continued that there is a survey being distributed, the How Are We Survey, that is an effort by a non-profit organization. The city is not running the survey but was asked by the organization to share that while very details, the information received will be kept secure and confidential. The Mayor added that the Community Branding process will finally be coming to a close. Lastly, the Mayor nominated the appointment of Elsa Brown to the Library Board, filling the vacancy left by Tara Wisnewski. Tulowitzky moved to appoint Brown to the Library Board, second by Anderson. Motion carried unanimously.

**Discussion & Action on Conditional Use Permit Request for Manufacturing Use in a Commercial Area to Operate a Coffee Roasting Business in Accordance with the Regulations of 8 - 476 for Property Zoned C-3 Located at 101 West Bayfield Street - Jared Trimbo, Petitioner** – The Mayor stated that this request has already received a public hearing and the Plan Commission is recommending approval. Tulowitzky moved to approve the Conditional Use Permit to operate a Coffee Roasting Business in a Commercial Area with the rational as presented, seconded by Novachek. Motion carried unanimously.

**Discussion & Action on Recommendation Ordinance 21-006 to Amend the City’s Zoning Code to Provide Consistency Between the Zoning Code and Title 7, Chapter 11 of the City’s Ordinances Regarding the Regulation of Short-Term Rentals** – Novachek moved to approve Ordinance 21-006 amending the Zoning Code regarding regulation of Short-Term Rentals, seconded by Broberg. Motion carried unanimously.

**Discussion & Action on Vacation of West Bayfield Street Spur in the 200 Block of West Bayfield Street to S. Washington Avenue after 2024 Reconstruction Project** – City Administrator Scott Kluver provided an update following a recent WI-DOT meeting. He stated that the City and DOT are supportive of closing the street to vehicular traffic at this time, however discussion of the utilities are still occurring. Kluver added that water, sewer and stormwater are still being studied to determine if they can be rerouted, with a specific concern by the DOT of

the stormwater in this area of Bayfield St. Novachek moved to close the Bayfield Street Spur to vehicle traffic after the 2024 reconstruction project, seconded by Broberg. Discussion occurred. Kluver added that the only decision at this time is to close the street to traffic, after the engineering studies occur further discussion & decisions can be made on usage and ownership. Jim Nowakowski, property owner, noted that very rarely has anybody parked on the street, but it does happen. Mary Nowakowski included that the two driveways right next to each other are a danger. Motion carried unanimously.

**Discussion & Action on Detour Route Options for STH 13 Reconstruction Project in 2024** – The Mayor began discussion noting that the original thoughts of detour were to have two-way traffic on Omaha Street. She continued that after the public meeting, the DOT is questioning this route because of tight turns with the potential for long back-ups. Kluver concurred with this opinion and presented two potential detour routes. Option 1, which uses Holman Lakeview Dr. for northbound traffic, noting that because this route is gravel it would first need to be paved which could cost around \$150,000 and would need to be completed in 2023 southbound traffic would use Omaha St. Kluver continued that the DOT has been asked for assistance with funding and this would be the preferred option for the detour route. With Option 2, Kluver noted the use of Omaha St. for northbound traffic with W. 3<sup>rd</sup> St., then Pine St. for southbound traffic. Kluver added the with both options, one-way traffic would occur temporarily when the detour route is in use. Discussion occurred. Novachek moved to endorse Option 1 as the detour route for Hwy 13 Reconstruction Project contingent on substantial support from DOT with cost share for Holman Lakeview Dr., seconded by Neimes. Motion carried unanimously.

**Public Hearing, Discussion & Action – 2021 (payable 2022) Municipal Tax Levy**

- **General Fund, Debt Service & Capital 2022 Budget Matters & Line-Item Adjustments**
- **Action on Resolution #21-010 - Adopting the 2021 Tax Levy**
- **Action on Resolution #21-011 - County Library Levy Exemption –**

Broberg moved to open Public Hearing for the 2021 Municipal Tax Levy, seconded by Novachek. Motion carried unanimously. No comments were received. Novachek moved to close Public Hearing, seconded by Borberg. Motion carried unanimously. Kluver stated that the General Fund, Debt Services & Capital Budgets will be voted on next month, but that further discussion/recommendations are needed for the Parks Outlay Fund. Mild discussion occurred. Novachek moved to approve Resolution 21-010, adoption of the 2021 Tax Levy, seconded by Broberg. Motion carried unanimously. Novachek moved to approve Resolution 21-011 the County Library Tax Exemption, seconded by Broberg. Motion carried unanimously.

**Discussion & Action on Approval of 2022 Water and Sewer Utility Budgets**

- **Action on Sewer Rate IncreasePark –**

The Mayor noted that the budget calls for a 1.5% rate increase to the sewer rate. Kluver added that the City intends to apply for an inflationary increase to water rates with the Public Service Commission. Novachek moved to tentatively approve the 2022 Water & Sewer budget including sewer rate increase and potential water rate increase, seconded by Broberg. Novachek commented that while the utility budget is in good shape it still has debt. Kluver added that it's been a long process bring the budget back into the black, but debt is half the budget and that debt will increase with the Bayfield St. Project. Motion carried unanimously.

**Discussion & Action on Approval 2022 Harbor Commission Budget** – Broberg commented that it's been difficult getting quotes for projects because materials have been on backorder. Broberg moved to approve the 2022 Harbor Commission Budget, seconded by Novachek. Motion carried unanimously.

**Discussion & Action on Charter Ordinance 2021-005 for the Creation of Aldermanic Districts in the City of Washburn as Part of the 2020 Census Redistricting Process** – Kluver stated that the ordinance is specific to aldermanic districts within the City, while the prior month was wards which are connected to county supervisor districts. Broberg moved to approve Charter Ordinance 2021-005 for the creation of Aldermanic Districts, seconded by Tulowitzky. Motion carried unanimously.

**Discussion & Action on Job Description for Mechanic/Equipment Operator Position and Authorization to Hire** – Director of Public Works Gerry Schuette stated that the job description has been updated and adjusted to be more specific with clear ideas of the job description. The Mayor suggested in the section of “computer literate” to list some of the types of computer programming used. Broberg included the phrase “including, but not limited too.” Broberg moved to approve the Mechanic/Equipment Operator position description with suggested modifications and authorize for hiring, seconded by Neimes. Motion carried unanimously.

**Discussion & Action on Authorization to Dispose of Surplus Item** – Director Schuette stated that the generator identified is in good working condition, it is just no longer used. Tulowitzky moved to authorize the disposal of the Surplus Item, seconded by Novachek. Motion carried unanimously.

**Adjourn** – Mayor Motiff adjourned the meeting at 6:49PM.

Tony Janisch  
Assistant City Administrator

**FINANCE COMMITTEE MEETING 4:30pm**

Committee Member Karen Spears-Novachek & Laura Tulowitzky reviewed monthly expenditure vouchers.