

November 9, 2020

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM

Washburn City Hall & Remote Call-In

City Council Members:

Present, in-person:

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

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, Utility Operations Manager Joel Weber

Present, remote:

Absent:

None

Call to Order - Meeting called to order at 5:33PM by Mayor Motiff. 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 12, 2020 & October 20, 2020 - A motion was made by Novachek to approve the October 12 & 20, 2020 minutes of the City Council with the correction noted, second by Neimes. Motion carried unanimously.

Approval of Expenditures - A motion was made by Novachek to approve the monthly expenditures as reviewed, second by McGrath. Motion carried unanimously.

Public Comment – No public comment was received.

Mayoral Announcements, Proclamations, Appointments- The Mayor encouraged the public to be vigilant with Covid precautions as the number of cases are increasing. She welcomed the new Public Works Director Gerry Schuette to the City, noted the 101st Anniversary of Memorial Park, and mentioned that the Regional Housing Survey will be coming in the mail soon. The Mayor then thanked poll workers and staff for a successful November election, the fifth one of the year, and stated that City Hall will be closed and available by appointment only until further notice. She then noted the recent food distribution in Washburn by Second Harvest and coordinated by CORE Community Resource, stating that 632 households were served. The Mayor concluded mentioning a vacancy on the Harbor Commission and asked for the re-appointment of Thomas Middlestaedt to the Washburn Housing Authority for another 5-year term. Novachek moved to re-appoint Thomas Middlestaedt to the Washburn Housing Authority, second by Anderson. Motion carried unanimously.

Discussion & Action on Conditional Use Application for a Tourist Rooming House at 200 & 202 Harbor View Drive – Bayfield Properties LLC, Petitioner – The Mayor noted that the tourist rooming house application is for one of the two addresses given. Broberg questioned if the units were covered by a HOA (homeowner’s association) agreement and if this activity was prohibited. Anderson stated this was not discussed and did not fall under the jurisdiction of the Plan Commission. Broberg further stated concern with approving both address locations without knowing which one would be used for tourist rooming. McGrath moved to approve the Tourist Rooming House Conditional Use application with the condition it be at 200 or 202 Harbor View Dr. and providing approval of the Homeowners Association, second by Anderson. Motion carried unanimously.

Discussion & Action on Proposed Contract with The Cvikota Company, Inc. for Ambulance Billing Services – McGrath moved to enter a contract with The Cvikota Company, Inc. for ambulance billing services, second by Novachek. Maziasz noted that a position was funded in part through ambulance billing and questioned if the position were rehired if the funding would still be available. Kluver answered that 7.5% of income would go to the contractor with the hope to see an increase in revenue and that there should still be adequate funding. Motion carried unanimously.

Public Hearing, Discussion & Action – 2020 (payable 2021) Municipal Tax Levy

- **General Fund, Debt Service & Capital 2021 Budget Matters & Line-Item Adjustments**
- **Action on Resolution #20-013 - Adopting the 2020 Tax Levy**
- **Action on Resolution #20-014 - County Library Levy Exemption** – Novachek moved to open public hearing for the 2020 Municipal Tax Levy, seconded by McGrath. Motion passes unanimously. No public comments were received. Moved by Novachek close public hearing for the 2020 Municipal Tax Levy, second by McGrath. Motion carried unanimously. Kluver explained that the expenditure restraint limit had increased (1.8%) this year, requiring the Operating and Capital Budget to be reduced by \$28,000 or risk losing \$35,000 in State Aid in 2022. He recommends, at this time, to reduce the current open position to a half-time position for next year to make the reduction. Novachek stated that the Finance Committee has reviewed the budget and noted that it is very tight. Discussion occurred regarding cable box expenses and income from the campgrounds. Novachek moved to adopt Resolution #20-013, 2020 Tax Levy, seconded by McGrath. Discussion continued regarding room tax and where revenue is placed. Kluver stated that only 10% of room tax comes to the City. Motion carried unanimously. Novachek moved to adopt Resolution #20-014, County Library Levy Exemption, seconded by McGrath. Kluver explained that the County’s contributions to libraries is funded by a tax levied on the communities. Washburn being a community that operates a library, paying 70% of the costs, it can exempt itself from the county tax. The Mayor added that it is beneficial for borrowing to occur through the library and can help increase funding. Motion carried unanimously.

Discussion and Action on 2021 Water and Sewer Utility Budgets – Novachek moved to approve the 2021 Water & Sewer Utility Budget, seconded by McGrath. Kluver stated that the utility staff continue to do an outstanding job, implementing upgrades and onsite testing, and currently working through the meter exchange project. He further noted that both utilities have debt and that 60% of the revenue generated is used to pay off this debt. Kluver added that the General Fund is supporting the Utilities and the only way out is to have development and new utility customers. The facilities were built to handle more users and at present is operating at 2/3 capacity. Utility Operations Manager Weber stated that the treatment plant was built to process 360,000 gallons per day and is currently operating at 220,000 gallons per day. Weber further added that the City is in a pilot project with the Wisconsin State Lab of Hygiene to test for Covid-19 in the wastewater effluent. Novachek moved to amend her motion to approve the 2021 Water & Sewer Utility Budget, to include authorization to proceed with a PSC application for a water rate increase if eligible, second by McGrath. Kluver noted that the City has applied for a rate increase every year but was last eligible for an increase in 2015. Discussion ensued regarding eligibility for a rate increase and utility customer growth. Kluver noted that this year residential usage has increased, while commercial usage has decreased. Both likely because of the pandemic and that overall, the usage has decreased. Motion carried unanimously.

Discussion & Action on Agreement with Washburn Professional Police Association Local 210 Contract – The Mayor noted the process of negotiations and the need to stay competitive with the surrounding communities regarding salary. She stated that this contract included a 2% increase of salary for 2021 and the remaining two years to be negotiated. Novachek noted that while increasing the salary rate, it still puts officers behind the surrounding communities. Moved by Novachek to approve the 3-year contract with Washburn Professional Police Association Local 210 as outlined, seconded by McGrath. Motion carried unanimously.

Discussion & Action on 2021 Pay Schedule for Non-Represented Employees – Novachek stated that the Finance Committee had a long discussion and piggyback the recommendation given for police officers to recommend the similar increase for the remainder of City staff. Moved by Novachek to approve a 2% increase of salary for most city employees and the pay schedule as presented, seconded by McGrath. Tulowitzky noted that salaries are lower than surrounding communities and thank all employees for their service to the city. Motion carried unanimously.

Closed Session - Compensation to Assistant City Administrator – Council did not enter closed session.

Adjourn – Mayor Motiff adjourned the meeting at 6:45PM.

Tony Janisch, Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30pm

Committee Members Karen Spears Novachek, Mary McGrath & Laura Tulowitzky reviewed monthly expenditure vouchers.