

**July 11, 2022**

**CITY OF WASHBURN COMMON COUNCIL MEETING**

5:30PM

Washburn City Hall & Remote Call-In

**City Council Members:**

Present, in-person:

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

Present, remote:

none

**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, City Attorney Max Lindsey

Present, remote:

none

Absent:

none

**Call to Order** - Meeting called to order at 5:30PM 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 June 13, 2022** - A motion was made by Novachek to approve the June 13, 2022 minutes of the City Council, second by Neimes. Motion carried, Broberg abstaining.

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

**Public Comment** – Jeremy Oswald, 401 W. 5<sup>th</sup> St., expressed that if camping is expanded at West End Park Campgrounds, it should be in the area where there is already camping. He then asked Council to hold off with action until more public comment can be received. Oswald concluded with thanking Council for their service.

**Mayoral Announcements, Proclamations, Appointments** - The Mayor had no announcements or proclamations. She concluded with the nomination of Chris Gaber to the Washburn Library Board. A motion was made by Novachek to appoint Chris Gaber to the Library Board for the term expiring April 2025, second by Tulowitzky. Motion carried unanimously.

**Discussion & Action on Ordinance #22-004 to Amend the Zoning Code for Various Density Provisions for Multi-Family Structures in the Dimensional Standards Appendix** – The Mayor stated that with need for affordable housing, the changes are more in line with what the State requires. Novachek moved to approve Ordinance #22-004, seconded by Anderson. Maziasz questioned the change in impervious surface coverage. The Mayor answered that with a smaller lot, there would be more surface coverage from the structure. Discussion ensued. Broberg questioned the smaller size of the units, and the difficulty EMS may have entering and evacuating. Discussion continued. Motion passes 6-1, Broberg opposed.

**Discussion & Action on Certified Survey Map Approval Request for Property at 111 S. 3rd Ave E. – Mary McGrath, Petitioner** – The Mayor stated this solves a nonconformity in zoning. Novachek moved to approve the Certified Survey Map for property at 111 S. 3<sup>rd</sup> Ave. E. dividing into Two Lots, seconded by Neimes. Motion passes 6-0-1, McGrath abstained.

**Discussion & Action on Request for Second Driveway Access at 515 W. 6th St - Karen Grieve, Petitioner** – Anderson moved to approve the second driveway access at 515 W. 6<sup>th</sup> St., second by Neimes. Discussion occurred. Director of Public Works Schuette explained specifics with this request. Motion carried unanimously.

**Review, Discussion & Action on West End Park Campground Expansion Plan Provided by Cooper Engineering** – The Mayor began discussion stating that the campgrounds are one of the few revenue sources of the City and that there is a demand for camping. The Mayor further stated that the previous plan for West End Park appeared to have a lot of dissatisfaction and Council directed to look for new options in campground expansion. Nicole Hodkiewicz, Cooper Engineering, presented the process for planning and design for campsite layout at the two locations. Maziasz moved to solicit public comment of the proposed expanded camping at West End Park, seconded by Novachek. Kluver asked if this would be separate meeting or part of Council meeting. Maziasz responded that the Park Committee could organize a public meeting. Discussion ensued. McGrath disagrees, stating that the West End Plan did propose development in these two areas, just maybe not RV. She added how many times do we go back to the public and then do nothing. Discussion continued, including the potential need for more bathrooms depending on the type of camping developed. Maziasz expressed the need to balance between tourism needs and needs of the citizens. Maziasz moved to open the floor, seconded by Tulowitzky. Motion carried unanimously. Jeremy Oswald expressed opposition to RV camping in these two locations because it's giving up more park space and lakefront to visitors. Novachek moved to close the floor, seconded by Maziasz. Motion carried unanimously. Discussion continued regarding original West End Expansion Plan. Motion to solicit public comment for proposed camping expansion passed 4-3 via roll-call vote; Broberg, Maziasz, Novachek, Tulowitzky voting in favor; Anderson, McGrath, Neimes voting against.

**Discussion & Action on Proposed Improvements to Bayfield Street in Phase 2 of STH 13 Reconstruction Project** – Kluver stated the City has begun the planning for Phase 2 of Bayfield St. reconstruction with WisDOT. He continued that five decisions will need to be made in the next few months. These include the detour route, decorative lighting, terraces, sidewalks, and bump outs. Kluver added that the right-of-way is wider, 80 ft, in the second phase. Novachek moved to approve the detour route for Phase 2 of Washington Ave. and Maki Rd., seconded by Broberg. Motion carried unanimously. Novachek moved to approve decorative lighting in Phase 2 to 1<sup>st</sup> Ave. E., seconded by Anderson. Motion carried unanimously. Discussion occurred regarding concrete terraces and location/extent of sidewalks. Neimes moved to approve concrete terraces in Phase 2 on both sides up to 2<sup>nd</sup> Ave. E., seconded by McGrath. Motion passes 6-1, Maziasz voting against. Discussion continued regarding pedestrian enhancements and continuity of sidewalks, including potential bump outs at 3<sup>rd</sup> Ave. E. and Central Ave. and flashing crosswalks. The Mayor ended discussion.

**Discussion & Action on Job Description for Full-Time Emergency Medical Technician Basic** – Novachek moved to approve the job description of the EMT Basic Position and authorize to hire, seconded by McGrath. Motion carried unanimously.

**Discussion & Action on Authorization to Fill Equipment Operator/Laborer Position** – McGrath moved to authorize to hire the Equipment Operator/Laborer position, seconded by Maziasz. Motion carried unanimously.

**Discussion & Action on Hiring Process Policy** – McGrath moved to amend the hiring process and authorize Staff to approve the hire of open positions, seconded by Broberg. Motion carried unanimously. Attorney Lindsey stated that department heads would still need Council authorization.

**Discussion on Scenic Byway and Off-Premise Sign Ordinance Requirements and Provisions –** Kluver explained the process that if a change is desired, an approved resolution that eliminates or changes the Scenic Byway designation followed by a required public hearing. Then an ordinance amendment would be needed for signage. He concluded that if no change was desired with the Scenic Byway, the question of a sign ordinance is moot. The Mayor stated that her understanding is that Scenic Byway grant funding can go to projects not directly on the Scenic Byway, but they must have some type of association and proximity to the Scenic Byway. She added that downtowns are typically exempt from the Byway, because of signage issues, unless the municipality requests the downtown be included. The Mayor concluded that if the City chose to exempt the downtown from the Byway, it would not change Washburn’s status of being on the Byway. Discussion ensued. Maziasz moved to open the floor, seconded by Neimes. Motion carried unanimously. Emily Sytsma, owner of Merry Mermaid, stated that she would love signage for her store, but that the Scenic Byway does not allow it. Kluver stated that existing signs along the Byway can change, the message can change just not the shape of the sign. Anderson requested a resolution to exempt the downtown from the Scenic Byway. Maziasz asked for further details of what will change if the City exempts from the Byway. Maziasz moved to close the floor, seconded by Anderson. Motion carried unanimously. The Mayor ended discussion.

**Adjourn – Mayor Motiff adjourned the meeting at 7:52PM.**

Tony Janisch  
Assistant City Administrator

**FINANCE COMMITTEE MEETING 4:30pm**

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