

May 12, 2014

CITY OF WASHBURN BOARD OF REVIEW

Present: Board Members: Mayor Scott A. Griffiths; Richard M. Avol;
Kristy M. Jensch; Mary McGrath;
Mary C. Nowakowski; Scott J. Kluver, Clerk;
and Jeremy P. Oswald.

Municipal Personnel: Assistant Administrator Kenneth Cammilleri; City
Attorney David Siegler.

Excused Absence: Linda S. Barnes; and Christine M. Kelly.

Call to Order - Meeting called to order at 5:30PM by Mayor Griffiths. Roll call attendance depicted seven of the nine members of the Board of Review in attendance. Quorum of the Board of Review is recognized.

Review of Schedule for Open Book Sessions and Board of Review –

Administrator/Clerk Kluver announced to the Board that Open Book Sessions will be held by the City's contracted Assessor, BowMar Appraisal, Inc., on Tuesday, June 10, 2014 from 10:00 AM until Noon. He further recommended that the Board reconvene Monday, June 16, 2014 from 5:30 PM until 7:30 PM to hold its regular proceedings.

Action to Adjourn Board of Review Until Scheduled Date and Time -The Board of Review adjourned the meeting at 5:40PM to June 16, 2014 at 5:30 PM on a motion by Avol, seconded by Nowakowski. Motion unanimously carried.

May 12, 2014

CITY OF WASHBURN COMMON COUNCIL MEETING

Present: City Council Members: Richard M. Avol; Kristy M. Jensch; Mary McGrath;
Mary C. Nowakowski; and Jeremy P. Oswald.

Municipal Personnel: Mayor Scott A. Griffiths; City Administrator Scott J.
Kluver; Assistant Administrator Kenneth Cammilleri;
City Attorney David Siegler.

Excused Absence: Linda S. Barnes; and Christine M. Kelly.

Call to Order - Meeting called to order at 5:40PM by Mayor Griffiths. Roll call attendance depicted five members of the Common Council in attendance. Quorum of the Council recognized. **Pledge of Allegiance.**

Approval of Minutes – City Council Meeting – April 14, 2014 and Council Reorganizational Meeting – April 15, 2014 – Motion by Nowakowski to approve Records of Official Proceedings for the March 14th and March 15th City Council Meetings, seconded by Oswald. Motion was unanimously carried.

Approval of Expenditures – A motion by Finance Committee Chair Avol was made to approve the monthly expenditure vouchers, seconded by Oswald. Motion unanimously carried on roll call vote of all five Councilors in attendance.

Public Comment – There was no public comment.

Mayoral Announcements, Appointments, or Proclamations –

Mayor Griffiths announced proclamations for National Nursing Home Week for May 11th through the 17th, National Police Week for May 11th through the 17th, Week of the Young Child for May 11th through the 17th, noting the Parade is on Wednesday May 14th at 1:30pm, and Emergency Medical Services Week during the week of the 18th of May.

Public Hearing(s) and Council Action -

Ordinance Amendment #14-005 - Discussion and Action on Application for Zoning

Ordinance Amendment for Location of and Height of Fences on Corner Lots – Evelyn Dax Petitioner – No one from the audience spoke on the issue. Avol Motioned, Jensch seconded to approve Ordinance 14-005 to amend the Zoning Ordinance for location of and height of fences on corner lots. Motion carried unanimously.

Second Hearing on Marina Bulkhead Wall Project Partially Funded by a Community Development Block Grant – Required for Program Compliance

– No one from the audience spoke on the issue. Administrator Kluver noted that the project came in \$40,000 under budget, and Council was provided before and after photos of the wall. To date, there are no known issues with the wall. No action was taken regarding this item.

Introduction of & Referral to the Plan Commission – Conditional Use Permit Amendment Application for Home Occupation 3 E. Third Street – Pete’s Shooter Supply, Patrick and

Melissa Hoefling Petitioners – Avol motioned, McGrath seconded, to refer the issue of amending the Hoefling’s Conditional Use Permit to Plan Commission. Motion carried unanimously.

Discussion & Action on Proposed Easement Agreement to Extend Jones Road, Steve Shoop and Nancy Rigelhof, Petitioners

– Council was informed that the proposed extension would not adversely affect the legal conformity for neighboring lots. Council indicated that they would be agreeable to accepting the extension of Jones Road to the Rigelhof Property (Parcel ID # 32630), which is currently unable to be developed due to lack of access to a public right-of-way. Oswald motioned that upon receipt of the CSM for the Rigelhof property and neighboring properties, that this issue be forwarded to the Plan Commission for review rather than coming to the Common Council first, seconded by Jensch. Motion carried. Council instructed the petitioner that before the Road extension would be accepted by the City, the extension would have to meet existing City street standards. Oswald motioned, Nowakowski seconded to open the floor. Motion carried unanimously. Nancy Rigelhof asked what the City’s road standard requirements would be. She was instructed to arrange a meeting time with Administrator Kluver to go over the details of the requirements. Oswald motioned, Nowakowski seconded, to close the floor. Motion carried unanimously. No other action was taken regarding this matter.

Discussion and Action to Allow Washburn Elementary School Students place birdhouses in Thompson’s West End Park, Memorial Park and on the Lakefront Trail

– Motion by Avol, Nowakowski seconded, to approve the request to place the student’s birdhouses in Thompson’s West End Park, Memorial Park and on the Lakefront Trail with the condition that the school confer with staff about the placement. Motion carried unanimously.

Introduction of Annual Alcohol and Beer Garden License Renewal Applications

– McGrath motioned, Jensch seconded to accept the annual alcohol and beer garden license applications and to issue the official posting the applications in the newspaper. Motion carried unanimously.

Request to Relax Noise & Open Container Ordinances on the 4th of July - Patsy’s Bar, 328 W. Bayfield Street – Barb Engelhard, Petitioner

– McGrath motioned, Nowakowski seconded, to approve the waiver for Patsy’s Bar to hold their July 4th Event. Motion carried. Council shared a general consensus with regard to a willingness to allow businesses to hold special events such as this event under set conditions. Avol motioned, Jensch seconded to open the floor. Motion carried. Roger Riswick of 423 E. Pine Street indicated that he was concerned about the noise. Nowakowski motioned, Jensch second, to close the floor. Motion carried. Council instructed the

City Attorney to draft a special event permit ordinance to accommodate special private events within the confines of limits of State Statutes for alcoholic licenses and noise ordinance restrictions with the ability to regulate and set conditions. Council requested example ordinances from other communities including those in Door County.

Temporary Class “B” Retailers License for Wisconsin Public Radio for May 15, 2014. – Nowakowski motioned, Avol seconded, to approve a Class “B” Temporary Alcohol Retailer’s License to Wisconsin Public Radio and to approve the conditions identified on the application. Motion carried unanimously.

Review and Approval of Bartender License Applications – New: 47 and 48-15; Renewals 1-16 through 26 – 16 – Nowakowski motioned, Avol seconded, to approve the new Bartender Licenses Numbers 47 through 48-15 and existing bartender license renewals for numbers 1-16 through 26-16. Motion carried unanimously.

Relaxation of Noise & Open Container Ordinances; Approval of Special Event Alcohol License; Closure of Certain Thoroughfares; & Use of Municipal Facilities for Brownstone Days Events – Washburn Chamber of Commerce – Council considered the relaxation of the noise and open intoxicant ordinances, temporary road closures, the use of municipal owned facilities for use during Brownstone Days festivities. Motion by Nowakowski, seconded by Oswald, to relax the open container and noise ordinances on Bayfield Street between 10th Avenue West and Central Avenue from 6:00PM on July 25, 2014 to 4:00AM on July 26, 2014, from 9:00AM on July 26, 2014 through 4:00AM July 27, 2014, and from 9:00AM July 27, 2014 to 5:00PM on July 27, 2014; to grant exclusive use of Wikdal Park from 5:00AM July 25, 2014 through 5:00PM July 27, 2014; to grant the chamber use of West End Park and its pavilion between 11:00AM and 5:00PM July 37, 2014; to allow use of West End Park for a bike race on July 26 between the hours of 7:30AM and 12:00PM; to grant permission to use City Hall Plaza on July 26, 2014; to permit the use of the City’s Commercial Dock (Coal Dock) to launch fireworks on July 26, 2014; to temporarily allow two way traffic on the one-way section of Bayfield Street at Washington Avenue; and to allow the temporary closure of the following city streets: N 5th Avenue West from W Bayfield Street to W Pine Street on July 26th from 5:00AM to 5:00PM, S 1st Avenue West from Bayfield Street to the alleyway at the south from 11:00AM to 2:00PM, and S. 4th Avenue West between Bayfield Street and adjacent alleyway to the south at 5:00PM until 2:00AM. Motion carried unanimously.

Discussion and Action on Special Event Request for Wikdal Park on August 30, 2014 – Jonathan Walburg/– Motion by Nowakowski, Jensch seconded, to allow Johnathan Walburg to use Wikdal Park to hold an art event at the park on August 30, 2014 contingent on receipt of certificate of insurance prior to event. Motion carried unanimously. Karlyn’s Gallery is not a sponsor of this event.

Discussion and Action on Ordinance Amendment #14-006 Regulating Firearms, Paintball Devices, Explosives and Other Missiles; and Hunting Limitations – Motion by Avol, seconded by McGrath to approve Ordinance 14-006 For the Purposes of Regulating Firearms, Paintball Devices, Explosives, and Other Missiles. Motion carried unanimously.

Discussion and Action on Ordinance Amendment #14-007 Related to Bow and Arrow Hunting in City Limits – Motion by Oswald, seconded by Nowakowski to approve Ordinance Amendment 14-007 related to bow and arrow hunting in the City Limits. Motion carried unanimously.

Discussion and Action on Approval of Seasonal Campground/Ice Rink Attendant Job Description – Motion by Oswald, seconded by Nowakowski to approve the Seasonal Campground/Ice Rink Attendant job description with the City Administrator’s recommended changes. Motion carried unanimously.

Discussion & Action on Request to Receive a Water Utility Credit for a Leak at 72330 STH 13 – Lynda Savage, Petitioner – Motion to table this issue by Oswald, seconded Nowakowski, until a water bill credit policy is drafted and approved by Council. Motion carried unanimously. Council requested that staff draft a retroactive policy to consider a credit for water and sewer bills.

Suggestions include percentage over the estimated quarterly average (excluding the incident), 25% above cost. They also requested that the new policy establish rules and procedures for staff to make a decision to credit an account without Council approval.

Discussion and Action on Issuance of a Raze/Repair Order for Property Located at 816 W. Pine Street – Motion by Oswald to issue a raise/repair order for the property located at 816 W Pine Street. Motion failed due to lack of a second. Motion by Avol, seconded by Nowakowski, to order a raise order for the primary structure located at 816 W. Pine Street (Tax ID #32840) with a waiting period of 45 days upon issuance by staff. Motion carried unanimously.

Discussion and Action on Issuance of a Raze/Repair Order for Property Located at 521 W. 4th Street – Nowakowski motioned, Jensch seconded, issue a raze order for the primary structure located at 521 W 4th Street (Tax ID #33737) with a waiting period of 45 days upon issuance by staff. Motion carried unanimously.

Adjourn – Council adjourned the meeting at 7:11PM on a motion by McGrath, seconded by Nowakowski. Motion unanimously carried.

Kenneth J. Cammilleri
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30PM

Committee Members Richard Avol, Mary McGrath and Mary Nowakowski reviewed monthly expenditure vouchers.