

December 14, 2015

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members: Mary McGrath, Kristy M. Jensch, Christine M. Kelly (arrived at 5:51pm), Jennifer Maziasz, Mary Nowakowski, Jeremy Oswald

Municipal Personnel: Mayor Scott A. Griffiths, City Administrator Scott J. Kluver, Assistant City Administrator Dan Stoltman, City Attorney David Siegler

Excused Absence: Linda S. Barnes

**Call to Order** - Meeting called to order at 5:30PM by Mayor Griffiths. Roll call attendance depicted five (5) of seven (7) members of the Common Council in attendance. Quorum of the Council recognized.

**Approval of Minutes – City Council Meeting November 9, 2015-** McGrath moves to approve the minutes of November 9, 2015, second by Jensch. Motion carried unanimously.

**Approval of Expenditures-** A motion to approve the monthly expenditure vouchers made by Nowakowski, second by Maziasz. Motion carried unanimously on roll call vote of all five (5) councilors in attendance, Barnes and Kelly absent.

**Public Comment-** No public comment made.

**Mayoral Announcements, Proclamations, Appointments** – City Council Member Kelly will not seek reelection. Signatures for anyone running for her seat must have signatures in by January 5<sup>th</sup> to be on the ballot. A motion was made by Nowakowski to approve the appointment of Jon Wheeler to the WDA Committee, second by Jensch. Motion carried unanimously. A motion was made by Nowakowski to approve the appointments of Niles Eilertson, Audrey Swedberg, Peggy Hagstorm, Michelle McCumber, Sharon Hacker, Donald Swedberg, Karen Guski, Cheryl Follis, Dee Kittleson, Adeline Swiston, and Sherri Swiston to the election board, second by Jensch. Motion carried unanimously.

**Reconsideration & Action on Resolution #15-012 - Adopting the 2015 Tax Levy-** A motion was made by Jensch to reconsider resolution #15-012, second by Nowakowski. Motion carried unanimously. An explanation on the corrected levy was had. It was a calculation error that resulted in a change from \$886,138.00 to \$882,890.00. A motion was made by Jensch to adopt the amended resolution #15-012, second by Maziasz. Motion carried unanimously.

**Discussion & Action on Lease Agreement for Dump Truck-** A discussion was had on the reasoning behind the ten year lease to own payment of the dump truck. A motion was made by Nowakowski to approve the lease of a new dump truck, second by Jensch. Motion carried unanimously.

**Discussion & Referral to Plan Commission of CUP Request for Mini-Storage Units and Kayak/ Paddleboard Rental in the C-2 District at 700 W. Omaha Street - Ross Lightner, Petitioner-** A discussion was had on vendors making money on city property, and what the vetting process for vendors would be. It was stated that the future lighting ordinance be acknowledged and be a condition of the permit to reflect down lighting. It was stated that for the screening of the west side of the storage unit be at least three-four inch in diameter trees for better screening. A motion was made to open the floor by Nowakowski, second by Jensch. Motion carried unanimously. Mr. Lightner spoke on his conditional use permit application. It was stated that if all permits go through and the storage unit and kayak/paddleboard were to be allowed, the property would be transferred from the current owner to Mr. Lightner. A discussion was had on the use of the property post zoning code update, and when the business would have to start to be conforming. It was stated that this was something they would discuss at the Plan Commission meeting. A motion was made to refer permit to Plan Commission made by McGrath, second by Nowakowski. Motion carried unanimously.

**Discussion & Action on Proposed Lease with Recreation and Fitness Resources (dba) North Coast Community Sailing for Space at Thompson’s West End Park** – It was discussed to include the additional area requested by North Coast Community Sailing for their storage, as well as adding a mooring section of the lease that will only go into effect if the current mooring ordinance is amended. A motion was made to approve the lease with adding the additional area for storage and mooring section by Oswald, second by McGrath. Motion carried unanimously.

**Discussion & Action on Book Across the Bay Event Plans** – A discussion on waving the park fee for the event was had. It was stated the city does a lot already for the event. A motion was made by Oswald to approve the Book Across the Bay events, including the \$350 to the fireworks, but minus the request to wave the park fee, second by Jensch. Motion carried unanimously.

**Discussion & Action on Proposed 2016 Fee Schedule** – A discussion was had on the “special meeting at request of 3<sup>rd</sup> party” fee, and was suggested by Oswald that the fee should be raised from \$450.00 to \$560.00 so to actually cover the cost of council members. The garbage collection fee was discussed, Mr. Kluver stated that the garbage fee may change once the garbage contract is completed. A motion was made by McGrath to approve the 2016 fee schedule with the amendment to increase the special meeting at request of 3<sup>rd</sup> party fee of council members from \$450.00 to \$560.00, second by Jensch. Motion carried unanimously.

**Discussion & Action on Ordinance 15-015 Allowing for the Issuance of Free Cider-Only Intoxicating Liquor Licenses, Treating Chambers of Commerce the Same as Clubs and Non-Profits for Purposes of “Picnic” Licenses, and for Allowing “Wine Walks”** – City Attorney Siegler gave an explanation on what ordinance 15-015 actually is. A motion to approve the proposed changes to ordinance 15-015 was made by Oswald, second by Jensch. Motion carried unanimously.

**Discussion & Action on Proposed Agreement with Ashland Cares Inc. for a Campsite In Memorial Park During the 2016 Season** – The occupancy rate at the provided camp site was discussed, and suggested to remove the last sentence of section three letter (h). A motion was made by Jensch to approve the agreement with Ashland cares with an amendment to section three letter (h), removing the last sentence, second by Maziasz. Motion carried unanimously.

**Discussion & Action on Selection of Firm for Design and Engineering Services for Thompson's West End Park & Bulkhead Wall** – A discussion was had on the three responses to the RFQ. Mayor Griffiths suggested contracting with SmithGroup JJR. A motion was made by Nowakowski to contract with SmithGroup JJR for Design and Engineering Services for Thompson's West End Park & Bulkhead Wall, second by McGrath. Motion carried with Kelly abstaining.

**Discussion & Action on Acceptance of Proposal from Bizy Does It for Website Design Services** – A discussion was had on why the decision was made to approach Bizy Does It for the website design. It was stated that the city wanted to stay local with whom they contracted with, the Mayor liked the ease of the platform Bizy Does It uses, as well as having the developer close by during development. A discussion was had on the preliminary cost of the proposal from Busy Does It, and it was explained to council that the city should anticipate additional costs. It was stated by Kluver that council could include a “to not exceed amount”. Council was asked to submit to the mayor and staff by January 9<sup>th</sup> 2016, any features they would like to see on the new site, as well as examples of other sites they would like to model after. Council would like to see and vote on the final product before it goes live. A discussion was had on modifying the warranty in the proposal as well as the dispute resolution clause. A motion was made by Oswald to contract with Bizy Does It for the design of a new city website with an amended six thousand dollar not to exceed clause, and pending renegotiations of the Bizy Does It warranty hold harmless and dispute resolution clauses to the satisfaction of the City attorney, second by Jensch. Motion carried unanimously.

**Discussion & Action on Proposed 2016 TID #2 Budget** – No discussion was had. A motion to approve the 2016 TID #2 Budget was made by McGrath, second by Jensch. Motion carried unanimously.

**Discussion & Action on 2016 Pay Schedule** – Administrator Kluver suggested that in the future the city should consider doing a wage study, and use a dollar amount for wage increases instead of a standard percentage increase. A discussion was had on the pay for elected officials. Council Member Kelly would like to see a wage study be done for elected officials and in particular for the mayor's salary, be on the next Council Meeting agenda. A motion was made to approve the proposed 2016 pay schedule and task the personnel and finance committee to do a wage study, by Oswald, second by Kelly. Motion carried unanimously.

**Discussion & Action on Resolution #15-013 Adopting All 2016 Budgets and Expenditures** – An explanation of line adjustments to the Fire Department. A motion to approve resolution #15-013 made by Nowakowski, second by Maziasz. Motion carried unanimously.

**Discussion & Action on Writing-Off Certain Outstanding Ambulance Bills** – Clarification on a write off from the Ashland Fire Department was given. A motion was made to write off certain outstanding ambulance bills by McGrath, second by Oswald. Motion carried unanimously.

**Discussion & Action on Writing-Off Certain Outstanding Utility Bills Due to Bankruptcy** – An explanation was given by the City Attorney as to why we don't go into litigation over past due utility bills in these situations, was because these are typically zero asset bankruptcies. A motion to write off certain outstanding utility bills due to bankruptcy made by McGrath, second by Nowakowski. Motion carried unanimously.

**Discussion & Action on Consolidation of Certain Designated Accounts/Funds** – A discussion was had on maintaining the intent of the dollars in each fund, because some of the money may have been donated by individuals who intended it to be spent on a specific project. Administrator Kluver indicated was in the Councils authority to repurpose the funds based on changing times and priorities. A motion was made by Kelly to consolidate certain designated accounts/funds as laid out in the memo, second by Maziasz. Motion carried unanimously.

**Discussion & Action on 2016 Meeting, Election, and Holiday Calendar** – A motion to approve the 2016 meeting, election, and holiday calendar was made by McGrath, second by Jensch. Motion carried unanimously.

**Alcohol Licensing Matters** – A motion to approve Bartender License Applications – 51 and 52 -17 was made by McGrath, second by Nowakowski. Motion carried unanimously.

**Close the floor-** A motion was made to close the floor by Oswald, second by Kelly. Motion carried unanimously.

**Adjourn** – A motion to adjourn at 7:52pm was made by McGrath, second by Maziasz. Motion carried unanimously.

**Dan Stoltman**  
Assistant City Administrator