

July 13, 2015

CITY OF WASHBURN COMMON COUNCIL MEETING

Present: City Council Members: Linda S. Barnes, Kristy M. Jensch, Christine M. Kelly, Mary McGrath, Jennifer Maziasz, Mary C. Nowakowski, Jeremy P. Oswald

Municipal Personnel: Mayor Scott A. Griffiths, City Administrator Scott J. Kluver, Treasurer Tammy DeMars, City Attorney David Siegler

Excused Absence:

Call to Order - Meeting called to order at 5:30PM Mayor Griffiths. Roll call attendance depicted all seven-members of the Common Council in attendance. Quorum of the Council recognized. **Pledge of Allegiance.**

Approval of Minutes – City Council Meeting June 8, 2015 and Board of Review June 29, 2015 - Jensch ask to correct minutes to reflect that she was not present at either meeting. A motion to approve Record of Official Proceedings of the June 8, 2015 City Council Meeting and June 29, 2015 Board of Review with corrections made by Nowakowski, and seconded by Barnes. Motion was unanimously carried.

Approval of Expenditures – a motion to approve the monthly expenditure vouchers made by Finance Committee Member McGrath, and seconded by Finance Committee Member Nowakowski. Motion unanimously carried on roll call vote of all seven Councilors in attendance.

Public Comment – None

Mayoral Announcements, Appointments, or Proclamations – Griffiths announced his recommendation to appoint John Baregi to the Harbor Commission. Moved by Nowakowski, to confirm the appointment of John Baregi to Harbor Commission, second by McGrath. Motion carried six to one with Jensch opposed.

Griffiths, ask if anyone would like to volunteer for the Personnel/Finance Committee. Maziasz is willing to sit on the Committee and would be able to adjust her work schedule in most cases for the day time meetings. Motion by Barnes to appoint Jennifer Maziasz to the Personnel/Finance Committee, second by McGrath. Motion carried unanimously.

Griffiths also announced the vacancy on City Housing Authority Board after the resignation of Dianne M. Heapy; any person wishing to be appointed should submit an application.

Discussion & Action on Site Plan Review for 112 Harbor View Drive – Dr. Barry Jacobs, Petitioner – Plan Commission has recommended approval with a 26' driveway as required by ordinance, Griffiths spoke with the Fire Chief he has no objection for a smaller drive way as long as the overall clearing is 26'. If Council decides to change the 26' requirement, it would have to go back to the Plan Commission for approval. Nowakowski moves to open floor, second by Jensch. Motion carried. Mr. Jacobs, states they are prepared and willing to put the 26' driveway in. Moved by Kelly to approve the site plan for 112, Harbor View Drive, with the driveway requirement of 26" wide instead of 14', second by McGrath. Motion carried unanimously. Oswald moves to close floor, second by Nowakowski. Motion carried.

Discussion & Action on Plans for Thompson's West End Park Storm Water Improvements – Phase 2, and Authorization to Release for Bid - Jensch moves to open floor, second by Kelly. Motion carries. Jason Lietha with Ruckert-Mielke in attendance to address any concerns or changes. Discussion held including required maintenance needed removal of trees, fencing and education. Maintenance such as mowing and cutting may be needed after the initial plantings are established, the plan calls for five (5) trees to be removed one (1) is a Willow and the other four (4) are Ash. Leitha doesn't believe the Willow tree is healthy, the Ash trees are subject to the Emerald ash borer; they will replace these with five (5) maple trees. Griffiths will have an arborist look at the Willow tree, if the tree is healthy Leitha feels they can leave it and work around it. Fencing needs to be changed to something more pleasing than the old orange plastic fencing, such as wire fencing. Using signage before and after as an educational tool was discussed and the City will look into this, we wouldn't want to add this to the construction plan, we may be able to get some help from other sources. McGrath moves to approve the Plans for the Phase 2 storm water improvements at Thompson's West End Park and release for bids, with changes on fences as discussed, second by Kelly. Motion carries

Discussion & Referral to Plan Commission of CUP Request for Communications Tower on City Property, Bayfield County, Petitioner - Moved by McGrath to refer request for Conditional Use Permit for a Communication Tower on City Property to Plan Commission and advertise for Public Hearing, second by Nowakowski. Motion carried unanimously. Shane Begley and Jan Victorson were present to answer any questions. The old tower would stay up until the new one is complete, down time if any would only be about 15 minutes. There would be no lights needed since the tower is less than 200', some trees will be removed but they will keep it to the minimum.

Discussion & Action on Resolution #15-006 Approving the 2014 Compliance Maintenance Annual Report for the Sewer Utility – Kluver points out that overall we are doing well, the only place we are failing is the financial health and this will continue to be a problem until we can get more users on the system. Motion by McGrath to adopt resolution #15-006 approving the 2014 Compliance Maintenance Annual Report for the Sewer Utility, second by Jensch. Motion carried

Discussion and Action on Ordinance #15-010 Permitting Use of Bicycles on ATV Routes and Trails - Barnes moves to adopt Ordinance No- 15-010 permitting the use of bicycles on the ATV Routes and Trails, second by McGrath. Adding other uses such as skiing and walking were discussed, it was decided those issues could be discussed at another time. Motion carried unanimously.

Discussion and Action on Approval and Release of Refuse and Recycling Services RFP – City Intern Savanna Richter drafted a proposed RFP for these services. Discussions held including how recyclable overflows are handled and were these items go. Moved by McGrath to release the RFP for refuse and recycling services in the City of Washburn after adding the requirement of how overflow volume of recyclables are handled, second by Maziasz. Motion carried.

July 13, 2015 City Council Minutes Continued

Discussion & Action on Acceptance of Bids and Approval of Contract for City Hall Roof Replacement Project – Moved by Jensch to accept the bid of Gary's Roofing & Construction for the replacement of the City Hall Roof with the base bid and alternate #2 only, second by Barnes. Motion carried

Discussion & Action on Recommendation to Disallow Claim of Damage to Property – Robert Mattson, Petitioner – Moved by Nowakowski to disallow claim submitted by State Farm Insurance for their insured, Robert Mattson, second by Jensch. Motion carried unanimously.

Discussion & Action on Recommendation from Personnel/Finance Committee on Personnel Policies to Enact for Future New Hires Related to Vacation and Longevity Benefits - Moved by Maziasz 2nd by Nowakowski approve the recommendation from Personnel/Finance Committee on policies to enact for future new hires related to vacation and longevity benefits with the changes to the phrasing as suggested by Attorney Siegler. Motion carried unanimously. Once the whole policy is completed it will be brought forward to Council and further discussion will be held.

Discussion & Action on Water & Sewer Lead Person Job Description and Authorization to Fill Position – Moved by Nowakowski to approve the Water & Sewer Operator in Charge job description and authorization to hire for the position, second by Jensch. Motion carried unanimously.

Alcohol Licensing Matters - Bartender License Applications – #30-17 through #35-17 – McGrath moves to approve Bartender Applications #30-17 through 35-17, second by Barnes. Motion carried unanimously.

Adjourn – Council adjourned 7:20PM on motion of McGrath, seconded by Kelly. The motion unanimously carried.

Tammy L. DeMars
Administrative Assistant

FINANCE COMMITTEE MEETING 4:30PM

Committee Members Mary McGrath and Mary Nowakowski reviewed monthly expenditure vouchers.