

November 9, 2015

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members: Linda S. Barnes, Kristy M. Jensch, Christine M. Kelly, 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: Mary McGrath

**Call to Order** - Meeting called to order at 5:30PM by Mayor Griffiths. Roll call attendance depicted six (6) of seven (7) members of the Common Council in attendance. Quorum of the Council recognized.

**Approval of Minutes – City Council Meeting October 12, 2015-** Jensch moves to approve the minutes of October 12, 2015, second by Barnes. Motion carried unanimously.

**Approval of Expenditures-** A motion to approve the monthly expenditure vouchers made by Nowakowski, second by Barnes. Motion carried unanimously on roll call vote of all six (6) councilors in attendance, McGrath absent.

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

**Mayoral Announcements, Appointments, or Proclamations-** Mayor Griffiths announced the WDA is seeking someone to serve on the committee. The Mayor discussed the WDA project taking place at the property on Omaha St. Mayor Griffiths took time to thank City Council Members for their service.

**Public Hearing, Discussion & Action- 2015 (payable 2016) Municipal Tax Levy-** Prior to the public hearing, City Administrator Kluver introduced the Municipal Tax Levy to the City Council. Motion to open the floor for public comment on 2015 municipal tax levy/2016 budget so moved by Jensch, second by Maziasz. Motion carried unanimously. No public comment was made. Mayor Griffiths explains that they budgeted to keep the tax levy the same, so unless the tax payer had a major assessment change, the property tax bill should be similar to the previous year. An incorrect motion was made to approve the General Fund, Debt Services & Capital 2016 Budgets issues. Kluver informed them that they didn't need to make a motion on that budget because it has not been finalized. That the motion was retracted.

**Discussion on the General Fund, Debt Services & Capital 2016 Budgets issues-** Council Member Jensch asked about what plans the city has to address the unsustainability of spending from the city's fund balance, to balance the general fund budget, and what the city is doing to bring more housing to the area? Kluver responded saying that the city had larger capital budgets than previous years, but are still maintaining a fund balance that is 25% of the operating budget. If the city has a bad year, to maintain that 25% fund balance, future large capital budget projects, and some city services may have to be cut back. A discussion was had on the increase in the ambulance budget. Kluver and the Mayor explained that the extra dollars are to increase the EMT rate as an incentive for on call EMT workers. More discussion was had on ways to increase ambulance service revenues. Council member Kelly asked if the projects we are planning for have any funding yet. Kluver responded that no, those projects do not have current funding. The new Tax Increment Financing (TIF) District, is intended to provide funds for new projects in future years, assuming that taxable development occurs in the city.

**Action on Resolution #15-011-County Library Levy Exemption-** Motion to approve Resolution 15-011 made by Barnes, second by Jensch. Motion carried unanimously. No discussion had.

**Action on Resolution #15-012- Adopting the 2015 Tax Levy-** Motion to approve Resolution 15-012 made by Nowakowski, second by Kelly. Motion carried unanimously. No discussion had.

**Public Hearing, Discussion & Action on Ordinance 15-014 Amending Title 13 of the City of Washburn Municipal Zoning Code-** Discussion on zoning code draft. Jensch discussed her concern with the proposed zoning code limiting the colors and types of building materials used on businesses in the downtown area. Council member Kelly suggested that because council has a lot of questions, that they move to public comment first.

**Public Hearing on Ordinance 15-014 Amending Title 13 of the City of Washburn Municipal Zoning Code-**

Randy Daigle- Owner of CR Treasures- Raised his concern that his property under the new proposed zoning code, will take away his chance for a future option of building a mini storage complex on his property. A discussion was had on possibly using a conditional use permit for the future mini storage complex if the proposed zoning code is accepted.

Donald Jenicek- President of Western Engraving- asked Council to not change their zoning from light industrial to waterfront residential. Discussion was had on the options for Western Engraving if zoning code changes.

Richard Avol- Discussed 14-2 number 8 of the new proposed zoning code dealing with building materials. This proposed zoning change will impact his plans of going forth with an addition to his building.

Motion to recess the zoning code public hearing made by Nowakowski, second by Kelly. Motion carried unanimously.

**Discussion & Action on Report of North Coast Community Sailing Activities at Thompson's West End Park and Request to Continue Activities in 2016-** Discussion was had with North Coast Community Sailing on the group's activities over the summer. North Coast Community Sailing had requests/suggestions to simplify the ability of group's instructors to provide the programming they do. The group requested the possibility of keeping their safety boats in the water during the week and pulling them out on the weekends, opposed to loading and unloading them every day. A discussion was had on the group's ability to lease the space from the city. Comments were made by Council Members as to the benefit the group provides the community. Kelly discussed ways for the city to help fund the group, and having a formal agreement between the group and city. Nowakowski discussed the possibility of the Washburn Harbor Commission assisting the group in finding more funding through local donations. Motion was made was made to accept the North Coast Community report by Oswald, amended by Kelly to prepare a no fee lease for future approval.

accepted by Oswald, second by Barnes. Motion carried unanimously.

**Continued discussion on Ordinance 15-014 Amending Title 13 of the City of Washburn Municipal Zoning Code-** A discussion was had on the best way to proceed with the zoning code process moving forward. Suggestion that Council Members put their questions/concerns in writing to help define aspects of the zoning code. Discussion on how to read the zoning code book and if the Council needs a special meeting to go through the zoning code book. Discussion was had on the insight code viewer on the city website. Council Member Oswald gave a walkthrough of the zoning map and how to read the matrix. A special meeting was set for December 12, 2015.

**Introduction, Discussion, & Action on 2016 Harbor Commission Budgets-** Oswald asked for clarification on a 300% increase in the budget. Kluver indicated the increase was to pay off a Harbor Commission loan early. Motion to tentatively approve the 2016 Harbor Commission Budget made by Kelly, second by Barnes. Motion carried unanimously.

**Introduction, Discussion, & Action on 2016 Stormwater Utility Budget-** No discussion was had. Motion made to approve the 2016 stormwater budget made by Kelly, second by Maziasz. Motion carried unanimously.

**Discussion & Action on Request for Proposals for Design and Engineering Services for Thompson's West End Park & Bulkhead Wall-** Discussion on how we are going about evaluating each firm. Kelly requested the RFP have more clearly defined evaluation criteria acknowledging the parks master plan. Motion to approve the RFP to be distributed to the selected firms made by Barnes, second by Nowakowski. Motion carried 5-1 with Nowakowski opposed.

**Discussion & Action on Special Event Campground Reservation/Community Service Request, Top-O-Wisconsin Good Sam Chapter, May 23 – 26, 2016-** No discussion was had. Motion to approve Special Event Campground Reservation/Community Service Request made by Barnes, second by Jensch. Motion carried unanimously.

**Alcohol Licensing Matters- Bartender License Applications – 48 through 50-17-** No discussion was had. Motion to approve Bartender License Applications – 48 through 50-17 made by Barnes, second by Jensch. Motion carried unanimously.

**Discussion & Action on Lease Agreement with Bayfield County for Placement of Communications Tower on City Property-** Mayor Griffiths informed City Council that what Bayfield County negotiated back to the City of Washburn is outside the scope of what Council had previously approved, and the Council needs to be updated on those changes, and approved by them (council). A motion to go into closed session to discuss the negotiations and terms of the lease agreement with Bayfield County was made by Oswald, second by Jensch. Roll call vote carried unanimously, McGrath absent.

**Closed Session- 8:44 PM**

**Open session** -Motion to reconvene in open session at 9:20 PM made by Oswald, second by Jensch. Roll call was taken, all members present except McGrath.

**Discussion & Action on Lease Agreement with Bayfield County for Placement of Communications Tower on City Property-** Motion to approve lease agreement with Bayfield County for Placement of Communications Tower on City Property made by Jensch, second by Kelly. Motion carried 5-1, with Barnes opposed.

**Adjourn-** Motion to adjourn 9:23 PM made by Oswald, second by Nowakowski. Motion carried unanimously.

**Dan Stoltman**  
**Assistant City Administrator**

**FINANCE COMMITTEE MEETING 4:30PM**

Committee Members Mary Nowakowski and Jennifer Maziasz reviewed monthly expenditure vouchers.