

January 11, 2016

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members:

Mary McGrath, Kristy M. Jensch, Christine M. Kelly, Jennifer Maziasz, Mary Nowakowski, Jeremy Oswald, Linda S. Barnes (late)

Municipal Personnel:

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

Excused Absence:

None

Call to Order - Meeting called to order at 5:30PM by Council President Oswald. 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 December 12, 2015 & December 14, 2015- McGrath moves to approve the minutes of December 12, 2015 & December 14, 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 seven (7) councilors in attendance.

Public Comment- No public comment made.

Public Hearing, Discussion & Action on CUP Application for Mini-Storage Units in the C-2 District in the 700 Block of W. Omaha Street - Ross Lightner, Petitioner- City Attorney Siegler spoke briefly to council on the proposed findings of fact, that if they approved the CUP, these findings of facts would have to be made. A discussion on the accessory use for the kayak business was had. It was stated that if Mr. Lightner was to operate the kayak business before the new zoning code was completed, it would be grandfathered in. It was stated that the response from neighbors has only been positive. A discussion was had on the tree size to be planted, and was started that the planning commission agreed with the Councils recommendation. A motion was made by McGrath to approve the CUP Application for Mini-Storage Units in the C-2 District in the 700 Block of W. Omaha Street with the adoption of the findings of fact, second by Jensch. Motion carried unanimously.

Mayoral Announcements, Proclamations, Appointments- Mayor Griffiths discussed the need for more volunteer EMT's. The Mayor also encouraged City Council members to read the agenda packet ahead of time, which is why they are given to them more than a week ahead of time. They are encouraged to ask questions prior to the council meeting so ample time is given for an accurate response or clarification.

Discussion & Action on Subordination Agreements with Chippewa Valley Bank and Northwest Business Development Corporation, and the Northwest Regional Planning Commission for Nixit Investments, LLC d/b/a CoCo Artisan Breads & Fine Pastries, Nike and Noreen Wills- A discussion was had on whether the City had been burned on these types of loans in the past. It was stated that the City has been burnt in the past, but these loans are inherently risky, and the City knows that going into it. The Mayor discussed the debate over the years whether or not the City should continue to administer its own revolving loan funds, or if they should get consolidated into a larger organization such as North West Regional Planning, and that may be something to look into in the future. Council member Kelly asked about the inter creditor agreement. The City attorney stated that he didn't think the city would be any more protected by doing so, and taking everything into consideration, believes it's a non-starting issue. The owners of CoCo's stated that they have exceeded the loan requirements for hiring and wage rates. A motion was made by Jensch to approve the subordination agreements, second by McGrath. Motion carried unanimously.

Discussion & Action on Revised Lease Agreement for Dump Truck- It was discussed that the stainless steel box would increase the life of the truck. No other discussion was had. A motion to approve the revised lease agreement for the dump truck was made by Jensch, second by McGrath. Motion carried unanimously.

Discussion & Action on Superior Vistas Bike Tour Use of West End Park, June 24-15, 2016- No discussion was had. A motion to approve Superior Vistas Bike Tour Use of West End Park, June 24-15, 2016 was made by Barnes, second by Maziasz. Motion carried unanimously.

Discussion & Action on Ordinance 16-001 Allowing the City to Enter Into Agreements Whereby Overnight Mooring at Thompson's West End Park May Be Allowed in Some Cases- The City attorney clarified the typing error on the original ordinance draft. Council member Oswald asked if this issue should have gone to the Harbor Commission before Council rules on it, and if they should table the item until the Harbor Commission reviews it. A motion was made by Oswald to table Ordinance 16-001 until it is reviewed by the Harbor Commission, second by Nowakowski. Motion carried unanimously.

Discussion & Action on Concept of Establishing an Ordinance Related to Establishing a Permit Process for Commercial Use of City Property- Discussion was had on how to approach a permitting process with potential vendors on all city owned property. It was discussed that the city could do a permitting process that has a set of guidelines and regulations for potential vendors and group activities, and or have the city send out RFP for specific services to be conducted on city property. Council member Oswald asked if each vendor wanting a permit would come to council for approval or would anyone be able to become a vendor or be able to conduct activities just by filling out a permit. It was stated by Stoltman that the regulations within the permitting process would be intended to not allow a free for all by simply filling out a permit. Nowakowski stated that the city should perhaps do a survey of campers to determine what kinds of services they may want at the camp grounds. Kelly stated that the city shouldn't just give away potential opportunities to make money on city property, and that the city should conduct an analysis and business plan of potential services to see if it's something the city wants to conduct ourselves. A discussion was had on the city's current ordinance regarding the selling of goods and services on city property. No motion was made.

Discussion & Action on Proposed Agreement with Maitland, Singler, & Van Vlack, S.C. for 2015 Audit Services- A discussion was had on whether the City should go through an RFP process next year for audit services. It was discussed that the administration contact other comparable municipalities to find out what they pay for auditing services to more easily determine if the city is paying a competitive rate. A motion was made by McGrath to approve the Proposed Agreement with Maitland, Singler, & Van Vlack, S.C. for 2015 Audit Services, second by Barnes. Motion carried unanimously.

Discussion & Action on Mayor and Council Pay Rates- Council member Kelly stated that she believes the Mayor salary should be raised (legal has indicated no increase until April of 2018). Council member Oswald stated that the Mayor salary hasn't changed in 15 years, and perhaps it's time to increase it. Kelly indicated that she was thinking of a \$2,000.00 increase in the yearly salary. Councilor McGrath stated she had no intention of increasing the Council or Mayor wages. Oswald discussed increasing the mayor salary and implementing an annual percentage increase. The City Attorney would be looking into if and how the City could do that. It was discussed tabling the agenda item until the City attorney comes back with answers on the annual increase. A motion to table Action on Mayor and Council Pay Rates was made by Oswald, second by Nowakowski. Motion carried 7-1 with Jensch opposed.

Discussion & Action on Equipment Operator Job Description and Authorization to Hire- A discussion was had on the job description. Kluver stated that the hiring process may be delayed until the grievance process is completed. A temporary hire may happen if the grievance process takes an extended period of time. Council member Oswald asked about the circumstances surrounding the open position. Kluver stated that because the council may be called upon to make a decision in the grievance process, that it is better for the council to know

less about the circumstances so to stay unbiased. A motion was made by Oswald to approve the Equipment Operator Job Description and Authorization to hire a temporary or permanent hire, second by McGrath. Motion carried unanimously.

Alcohol Licensing Matters Bartender License Applications #53-17- No discussion had. A motion to accept Bartender License Applications #53-17 made by Barnes, second by Nowakowski. Motion carried unanimously.

Closed Session Consideration to Purchase Property at Intersection of Holman Lakeview Drive and 8th Avenue West (Tax ID 32919)- A motion was made by Oswald to go into closed session at 7:26 pm to discuss purchasing Property at Intersection of Holman Lakeview Drive and 8th Avenue West (Tax ID 32919), second by Nowakowski. Motion carried unanimously by roll call vote.

Adjourn- A motion was made by Jensch to adjourn at 7:58 pm, second by Oswald. Motion carried unanimously.

Dan Stoltman
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30PM

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