

**December 12, 2016**

**CITY OF WASHBURN COMMON COUNCIL MEETING**

5:30PM Washburn City Hall

Present: City Council Members:

Mary McGrath, Kristy M. Jensch, Jennifer Maziasz, Jeremy Oswald, Linda S. Barnes, Mary Nowakowski, Robert Arquette

Municipal Personnel:

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

Excused Absence:

None

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

**Approval of Minutes – City Council Meeting November 12, 2016** –A motion was made by McGrath to approve the November 12, 2016 minutes, 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.

**Mayoral Announcements, Proclamations, Appointments** – BART Board opening, Plan Commission opening, Library Board opening, and Historic Preservation Committee opening where announced and restated.

**Open Floor-** A motion was made by McGrath to open the floor, second by Barnes. Motion carried unanimously.

**Discussion and Action on Business Revolving Loan Application for Washburn Table –Kevin Stifter, Petitioner** - Rick Geisen spoke on behalf of Bremer Bank, whom Mr. Stifter is seeking a loan from to help finance his business. Mr. Geisen gave an update as to where Mr. Stifter and Bremer Bank were in the application process. Arquette stated that he had concerns with the business plan that was presented and with the cash flow projections, and that he did not think they looked accurate. Arquette also stated he was concerned with the projected staff expenses, he wasn't sure if the data was for a year or month. Mr. Geisen stated that the bank would be going through all the numbers and projections in the business plan, and asked if the city would be willing to conditionally approve the loan based on the banks vetting of the business plan. Jensch stated that other restaurants have not been successful in Washburn, and wanted know where Mr. Stifter got his revenue projections from. Mr. Stifter stated that this was a theoretical plan and would continue to work with his business consultant on the plan. Attorney Siegler asked about the proposed repayment schedule. Mr. Geisen stated that the delayed payment schedule was so the business could have time to get established. Siegler stated that the city would have to decide what to do with the deferred interest. Nowakowski asked Mr. Stifter why he wanted to open this business. Mr. Stifter replied that he likes to cook, wants to set roots in Washburn, and become a part of the local business community. Other questions were asked of Mr. Stifter. Mr. Geisen stated that they would have more answers for Council after looking into the business plan further, and would then come back to Council. A motion was made by Nowakowski to table Action on Business Revolving Loan Application for Washburn Table –Kevin Stifter, Petitioner until the January Council meeting, second by Oswald. Motion carried unanimously.

**Discussion and Action on Lease with Washburn Development Property LLC for the “Steak Pit” Patio** – No discussion was had. A motion was made by McGrath to approve Lease with Washburn Development Property LLC for the “Steak Pit” Patio, hereafter “harborview”, as presented, second by Jensch. Motion carried unanimously.

**Alcohol Licensing Matters- Issuance of a Class “B” Beer and “Class B” Liquor License to Washburn Development Property, LLC; dba Harborview, at 125 Harborview Drive, Jeffery Moberg- Agent –** No discussion was had. A motion was made by McGrath to approve Issuance of a Class “B” Beer and “Class B” Liquor License to Washburn Development Property, LLC; dba Harborview, at 125 Harborview Drive, Jeffery Moberg- Agent contingent on obtaining a valid Wisconsin sellers permit number, second by Barnes. Motion carried unanimously.

**Discussion and Action on Request from Dorothy Meyers to Donate a Quarter Acre Property (Tax ID# 32637) to the City of Washburn –** No discussion was had. A motion was made by Barnes to approve the Request from Dorothy Meyers to Donate a Quarter Acre Property (Tax ID# 32637) to the City of Washburn, second by Jensch. Motion carried unanimously.

**Discussion and Action on Clarification of Draft Zoning Code Language, and Consideration of Potential Changes to the Draft Code Language Related to Uses in Commercial Districts –** Attorney Siegler spoke on the memo he sent to out. Siegler stated that the Council could add the type of businesses in question in the downtown core as permitted, or spot zone individual businesses as permitted uses. Either way a comp plan amendment would need to be done. A discussion on spot zoning was had. It was decided to pursue spot zoning for current businesses in the downtown core. A discussion took place on current residences in the C-2 district. It was agreed by unanimous consent that a C (conditional) should be added for residences in the C-2 district. No motion was made.

**Discussion and Action on Extension of Sewer Service for Undeveloped Properties on Harbor View Drive –** Kluver gave an overview of the situation, stating that the maps indicated sewer service in this area, but turned out the maps were wrong, and sewer service is not currently available at the location. A discussion took place about how the city should approach paying for the sewer line extension. Special assessment was discussed and different ways it could be done that wouldn’t adversely impact the sale of vacant property. Siegler suggested that the triangular lot be required to reimburse the individuals who buy the city lot a reasonable amount that wouldn’t make the lot unsaleable. This would mean that the costs of the sewer extension would be paid by the owner of the city lot, and when the private lot is sold and hooked up to the sewer, that owner would reimburse the owner of the city lot a portion of costs already paid. No motion was made, but was stated that Council would like to explore the suggestion by Attorney Siegler.

**Discussion & Action on Proposed 2017 TID #2 Budget –** No discussion was had. A motion was made by Barnes to approve Proposed 2017 TID #2 Budget, second by Nowakowski. Motion carried unanimously.

**Discussion & Action on 2017 Pay Schedule –** The pay for the Library Director was discussed. It was stated that the pay for the Library Director as indicated on the pay scale sheet was based on the Library Board Resolution from November 2016. It was stated that the Library Board increased the Director salary by 3% for 2017. A motion was made by McGrath to approve the 2017 Pay Schedule, second by Nowakowski. Motion carried unanimously.

**Discussion & Action on Resolution #16-013 Adopting All 2017 Budgets and Expenditures –** No discussion was had. A motion was made by Nowakowski to approve Resolution #16-013 Adopting All 2017 Budgets and Expenditures, second by McGrath. Motion carried unanimously.

**Discussion & Action on Writing-Off Certain Outstanding Ambulance Bills –** Oswald asked what happened that the Medicaid bill needed to be written off due to it being past the time limit. Kluver stated that he would look further into it and report it back to Council. A motion was made by McGrath to approve Writing-Off Certain Outstanding Ambulance Bills in the amount of \$2,959.11, second by Oswald. Motion carried unanimously.

**Discussion & Action on 2017 Meeting, Election, and Holiday Calendar –** No discussion was had. A motion was made by Oswald to approve the 2017 Meeting, Election, and Holiday Calendar as presented, second by Nowakowski. Motion carried unanimously.

**Discussion & Action on Special Event Campground Reservation/Community Service Request, Top-O-Wisconsin Good Sam Chapter, May 21 – 25, 2017** – Oswald asked if other groups could do something similar to this. Kluver stated that other groups could, but the city would have to have a project that needed to get done, rather than coming up with a project just for the sake of a group. The group would also have to be qualified to do the project and be fully insured. A motion was made by Barnes to approve the Special Event Campground Reservation/Community Service Request, Top-O-Wisconsin Good Sam Chapter, May 21 – 25, 2017, second by McGrath. Motion carried unanimously.

**Adjourn** – A motion was made by McGrath to adjourn at 7:21pm, second by Nowakowski. 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.