

April 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, Jeremy Oswald, Linda S. Barnes, Mary Nowakowski

Municipal Personnel:

Mayor Scott A. Griffiths, City Administrator Scott J. Kluver, 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 February 27, March 12 & 14 2016- Nowakowski moves to approve the minutes of February 27, March 12 & 14 2016, second by Barnes. Motion carried unanimously.

Approval of Expenditures- A motion to approve the monthly expenditure vouchers made by McGrath, second by Maziasz. Motion carried unanimously on roll call vote of all seven (7) councilors in attendance.

Public Comment- Mark Lusche spoke on his concerns with the proposed Draft Ordinance #16-003 for the Purpose of Protecting Landmark Trees. Mr. Lusche stated that the re-draft of the ordinance looked better. Mr. Lusche had questions and concern about the impact of the “critical root base” component. Mr. Lusche stated he felt this was an ordinance the city doesn’t need. **Sharon Hacker** spoke on the proposed improvements to Wikdal Park. Ms. Hacker stated that she wanted to go on record in support of the proposed improvements.

Mayoral Announcements, Proclamations, Appointments- The City will have committee vacancies in the Harbor Commission, Historic Preservation Commission, and Elections Board at the reorganizational meeting. The public is welcome to join the Historic Preservation Commission on Saturday April 30th, 2016 from 9:00am to 11:00am to clean up the kitchen building and grounds at Memorial Park.

Discussion & Action on Request by Washburn Beautification Foundation for Landscaping Improvements at Wikdal Park – A discussion was had on the plans to improve the park. Councilor Nowakowski stated that the park needs the improvements and gave the reason as to why. Councilor Nowakowski stated that the Washburn Beautification Foundation would be funding the project. The Mayor suggested that the City could possibly fund a new sign for the park. A motion was made by Jensch to approve the Request by Washburn Beautification Foundation for Landscaping Improvements at Wikdal Park, second by Nowakowski. Motion carried unanimously.

Open the floor for public comment- A motion was made by Nowakowski to open the floor, second by Jensch. Motion carried unanimously. Mary Hudson spoke on the Request by Washburn Beautification Foundation for Landscaping Improvements at Wikdal Park, and thanked Council for approving the request.

Discussion & Referral of Request to Amend Conditional Use Permit Site-Plan Issued for Mini-Storage Units in the C-2 District in the 700 Block of W. Omaha Street - Ross Lightner, Petitioner- No discussion took place. A motion was made by McGrath to approve the referral to Plan Commission and advertise for public hearing Request to Amend Conditional Use Permit Site-Plan Issued for Mini-Storage Units in the C-2 District in the 700 Block of W. Omaha Street, second by Oswald. Motion carried unanimously.

Discussion & Action on Special Event Request 5K Pet Run, May 21, 2016 – Chequamegon Humane Society, Petitioner – Councilor Jensch requested that “poop bags” be available at the event. A motion was made by Jensch to approve the Special Event Request 5K Pet Run, May 21, 2016 – Chequamegon Humane Society, Petitioner, second by Barnes. Motion carried unanimously.

Report and Discussion on Public Works Activities - Gayla Salmi, Presenter – DPW Director Gayla Salmi gave a report on DPW operations.

Report and Discussion on Library Activities – Darrell Pendergrass, Presenter – Library Director Darrell Pendergrass gave a report on Library operations.

Report and Discussion on Scenic-By-Ways Activities – Mary Nowakowski, Presenter – Mary Nowakowski gave a report on the Scenic-By-Ways Activities.

Discussion & Action on Draft Ordinance #16-003 for the Purpose of Protecting Landmark Trees – A discussion was had on the changes to the tree protection ordinance #16-003. Councilor Jensch stated that in Sec. 3-5-4 (b) designations (1), at the end of the second sentence, the word “may” should be changed to “shall”. The process by which a designated tree needs to be cut down was discussed. It was stated that an owner of a landmark tree would have to petition Council to have the tree cut down. It was stated that both privately owned, and City owned landmark trees should be recorded. It was stated that the ordinance needs to establish the critical root zone of each type of tree. It was stated that the ordinance needs an “emergency clause” that allows a landmark tree to be cut down in an emergency situation without having to Council for permission. Councilors McGrath and Nowakowski voiced their opinion in opposition of the ordinance, as did City Administrator Kluver. A straw poll was taken whether to vote on the current draft or have City Attorney Siegler re-draft it. The decision was made to send the ordinance back for a re-draft before Council votes on it. No motion was made.

Discussion & Action on Various Alternative Goose Control Methods at Thompson’s West End Park – A discussion was had on different options for goose control. It was stated that mowing the grass less may help keep the goose population away. It was stated to direct the city DPW to mow sections of grass leaving strips of taller grass. It was stated to allow Councilor Oswald to move forward on gathering more information on goose control. No motion was made.

Discussion & Action on Draft Ordinance #16-010 Board of Review Alternate Forms of Testimony – No discussion was had. A motion was made by McGrath to approve ordinance #16-010, second by Barnes. Motion carried unanimously.

Discussion & Action on Amending the Garbage Fees Retroactive to April 1, 2016 for the Balance of 2016 – No discussion was had. A motion was made by Nowakowski to approve Amending the Garbage Fees Retroactive to April 1, 2016 for the Balance of 2016, second by Barnes. Motion carried unanimously.

Discussion & Action on Police Officer Job Description and Recruitment for Vacancy – A question was asked if the City wanted to add into the job description that the applicant needs to be a certified EMT. Mr. Kluver stated it can be added as a preferred qualification. A motion was made by Barnes to approve Police Officer Job Description and Recruitment for Vacancy, second by McGrath. Motion carried unanimously.

Discussion & Action on Window Replacement Project at City Hall – A discussion was had on the window options to replace the City Hall windows. A motion was made by Jensch to direct staff to utilize funds budgeted for any exterior improvements and half of the funds budgeted for the website project to be allocated to the City Hall window project with the possibility of coming back to Council for a budget amendment if more funds are needed, and procuring the windows from Olson Building Materials, and to further research window warranties looking for a twenty year warranty in commercial use as well as researching the type(s) of window materials for longer lifespan, second by Barnes. Motion carried unanimously.

Discussion & Action on City Hall Hours Open to the Public – A discussion was had on changing City Hall operating hours for the public. A motion was made by McGrath to change City Hall office hours open to the public starting on May 2, 2016 to four days a week open to the public from 10:00am – 4:30pm, with one day a week (to be

decided by the administration) open to the public from 7:30am to 4:30pm from here on out without having a trial period, second by Jensch. Motion carried unanimously.

Discussion & Action on Disposal of Surplus Property – No discussion was had. A motion was made by Nowakowski to approve the Disposal of Surplus Property (police car and tires), second by Barnes. Motion carried unanimously.

Alcohol Licensing Matters – No discussion was had. A motion was made by Barnes to approve Bartender License Applications – #59-17, second by Jensch. Motion carried unanimously.

Adjourn- A motion was made to adjourn at 7:50pm by McGrath, second by Kelly. 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.