

December 11, 2017

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members: Mary McGrath, Richard Avol, Jeremy Oswald, John Gary, Jennifer Maziasz

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

Excused Absence: Robert Arquette. Vacant at large member

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

Approval of Minutes – City Council Meeting October 9, 2017 & November 13, 2017– Oswald stated that while the minutes noted that he arrived late for the November 13 meeting, it did not indicate the time he arrived and would like that indicated A motion was made by Avol to approve the October 9, 2017 & November 13, 2017 with the change noted, second by McGrath. Motion carried unanimously.

Approval of Expenditures- A motion to approve the monthly expenditure vouchers made by Maziasz, second by McGrath. Motion carried unanimously on roll call vote of all five (5) councilors in attendance.

Public Comment – None

Mayoral Announcements, Proclamations, Appointments-

- Appointment to Harbor Commission- No discussion took place. A motion was made by Avol to appoint Roger Reiswig to the Harbor Commission, second by McGrath. Motion carried unanimously.
- Personnel/Finance Committee – The Mayor asked the Council if anyone would be interested in being on the Personnel & Finance Committee. Avol expressed interest. A motion was made by Oswald to appoint Richard Avol to the Personnel & Finance Committee, second by Avol. Motion carried unanimously.
- Council Appointment to Harbor Commission- A discussion took place on when and how often the commission meets. McGrath indicated she would be interested if no one else is. It was stated that the appointment would take place at the next meeting when all council members are present. No motion was made.
- Election Board Appointments – No discussion took place. A motion was made by McGrath to approve the appointments as recommended to the election board, second by Avol. Motion carried unanimously.
- Election of Council President – The Mayor discussed the role of the Council President. McGrath nominated Maziasz. A motion was made by McGrath to elect Maziasz as the Common Council President, second by Avol. Motion carried unanimously.

Discussion and Action on Appointment Process for Vacant Councilor At-Large Seat – The Mayor gave an overview of the options for the seat. Avol stated that he is in favor of filling seat by appointment until the spring election. Oswald concurred. A discussion took place on the requirements for appointing someone as well the requirements of running for the seat in the spring election. A motion was made by Avol to advertise the vacant Councilor At-Large Seat and accept applications for appointment, second by Oswald. Motion carried unanimously.

Discussion and Action on Draft Certified Survey Map for Harbor View Event Center/Marina Area – Kluver gave an overview and discussed the need for flexibility in the city easement relating to a utility line. He explained that in the survey map it only indicates a line is somewhere on the property, but once located, the official deed will state the location and easement. A motion was made by McGrath to approve the certified survey map for Harbor View Event Center/Marina area, with the flexibility of where the city moves the utility line/easement, second by Gary. Motion carried unanimously.

Discussion & Action on Location and Process for Installing Solar Panels at City Facilities – The Mayor gave an overview of the design build and the locations to be included. A discussion on the potential sites and placement of solar panels. It was stated that Memorial Park should be left out due to the location of the panels infringing on the view and overall appearance of the park potentially having an adverse impact on camping revenues. It was stated that more than one location for the placement of the panels at the pumphouse site should be included in the bid document. It was stated that the preference for the city garage is for panels to be placed on the roof. A motion was made by Maziasz to have the administration move forward with an invitation to bid document that includes all recommended locations except for Memorial Park, with preference of panels be located on the roof of the city garage, and have an alternate location for panels placement at the pumphouse location, and the bid document does not need Councils approval to be released, second by McGrath. Motion carried unanimously.

Review of West End Park Expansion Plan, Discussion on Park Designated Fund, and Discussion and Action on Potential Park Projects – The mayor gave an overview. A discussion took place on the West End Park expansion plan and the park designated fund. A discussion took place on what improvements to the park should be the priority. It was stated that the administration should move forward on a plan for a yurt in a location within the current West End Park plan, and implement it. It was also stated that smaller improvements to the park be looked into such as improving the entrance to the park and maintenance. No motion was made.

Discussion & Action on Washburn Professional Police Association Local 201 Contract for 2018-2020 – The Mayor stated that the contract was a good step in the right direction to keep our officers on parity with neighboring departments. A discussion was had on the vacation section. It was stated that the vacation is in line with the current personnel manual with the exception of years worked to receive maximum vacation. The reason for that change was due to the average years an officer typically works. A motion was made by Avol to approve the Washburn Professional Police Association Local 201 Contract for 2018-2020 as presented, second by McGrath. Motion carried unanimously.

Discussion & Action on 2018 Pay Schedule – Oswald asked about the administrative assistant pay. Kluver stated that it is a position that exists but the city has no plans to hire one. A motion was made by McGrath to approve the 2018 pay schedule, second by Oswald. Motion carried unanimously.

Discussion & Action on Proposed 2018 TID #2 Budget – No discussion took place. A motion was made by Avol to approve the proposed 2018 TID #2 budget, second by Maziasz. Motion carried unanimously.

Discussion & Action on Resolution #17-011 Adopting All 2018 Budgets and Expenditures – No discussion took place. A motion was made by McGrath to approve resolution #17-011, adopting all 2018 budgets and expenditures, second by Maziasz. Motion carried unanimously.

Discussion & Action on Release of City Attorney Request for Proposals – The Mayor stated that the administration sent out an updated version of the RFP that reflected the changes recommended by City Attorney Siegler. A discussion took place on the process of reviewing of applicants. A motion was made by Avol to approve the release of the RFP with the changes suggested by Siegler, and have the first review of candidates conducted by the Personnel and Finance Committee to then be recommended to Council, second by Maziasz. Motion carried unanimously.

Discussion & Action on Writing-Off Certain Outstanding Ambulance Bills/Utility Bills – No discussion took place. A motion was made by McGrath to approve the writing-off certain outstanding ambulance bills/utility bills, second by Avol. Motion carried unanimously.

Discussion & Action on 2018 Meeting, Election, and Holiday Calendar – No discussion took place. A motion was made by Avol to approve the 2018 meeting, election, and holiday calendar with the recommendations of the administration, second by McGrath. Motion carried unanimously.

Discussion & Action on CDBG RLF Housing Administration Contract with Northwest Regional Planning Commission – No discussion took place. A motion was made by McGrath to approve the CDBG RLF Housing Administration Contract with Northwest Regional Planning Commission, second by Gary. Motion carried unanimously.

Alcohol Licensing Matters - Discussion & Action on Issuance of a Corporation Class “A” Fermented Malt Beverage and Cigarette License to Lyndale Terminal LLC., dba Holiday Station store #227, Eugene Rich, Agent, 606 West Bayfield Street – no discussion took place. A motion was made by Avol to approve the issuance of a Corporation Class “A” Fermented Malt Beverage and Cigarette License to Lyndale Terminal LLC., dba Holiday Station store #227, Eugene Rich, Agent, 606 West Bayfield Street, second by McGrath. Motion carried unanimously.

Adjourn – A motion was made by Avol to adjourn at 6:49pm, second by McGrath. Motion carried unanimously.

Dan Stoltman
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30PM

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