

February 13, 2017

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, Robert Arquette, Mary Nowakowski

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 January 9 & 23, 2017 – A motion was made by Oswald to approve the January 13 & 23 (David Siegler version), 2017 minutes second by Jensch. Motion carried unanimously.

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

Public Comment – None.

Mayoral Announcements, Proclamations, Appointments - Appointment to Library Board, no discussion was had. A motion was made by Barnes to approve the appointment of Harvey A. Nelson to the Library Board, second by Arquette. Motion carried unanimously.

Public Hearing, Discussion, and Action on Ordinance 17-001 Amending Chapter 3 Land Use of the Comprehensive Plan Related to Acceptable Uses in the Highway Commercial/Residential Mix and Downtown Core Areas – A motion was made by Nowakowski to open the floor, second by Jensch. Motion carried unanimously. – No public comment. Kluver stated that a comma will be added in the description located in the third line up from the bottom right after “industrial uses”. A motion was made by Nowakowski to approve Ordinance 17-001 Amending Chapter 3 Land Use of the Comprehensive Plan Related to Acceptable Uses in the Highway Commercial/Residential Mix and Downtown Core Areas, second by McGrath. Motion carried unanimously. A Motion was made by McGrath to close the public hearing, second by Barnes. Motion carried unanimously.

Discussion on Response to Bayfield Street Snow Removal RFP and Action on Next Steps – Mayor Griffiths gave an overview of the process that took place. Stoltman stated that the city did not receive any responses to the RFP, and stated that the city has an ordinance on the books to address this issue. The staff preference is to enforce the current ordinance rather than contract for the entire service. A motion was made by Nowakowski to open the floor, second by Jensch. Motion carried unanimously. A discussion took place on what type of enforcement the city intends to do. Attorney Siegler stated the city needs to determine if it wants to issue a citation or fee to property owners who do not comply with the ordinance. It was stated that staff would prefer a fee based system that would be placed on the tax roll if not paid. Timeframe for clearing and the width that needs to be cleared was discussed. It was stated that both should stay as is in the current ordinance. A motion was made by McGrath to instruct administration to follow ordinance 6-2-7 Snow and Ice Removal as written and enforce subsections (e) and (f) with (g) as an option, second by Maziasz. Motion carried unanimously.

Discussion and Action on Potential Sidewalks/Pedestrian Improvements to 4th and 5th Avenues West – Oswald removed himself from discussing and voting on the agenda item due to a potential conflict of interest. Kluver gave an overview of the topic. A discussion took place on the three options presented to Council. It was stated that the city did not budget enough for any of the current options. Ron Leino of Washburn Public Works spoke on option three. He stated that he came up with that option for cost saving purposes. Al Krause, principal at Washburn Elementary School spoke on the topic. He stated that his position is that 5th Avenue is the problem more so than 4th Avenue, because of the amount of vehicle traffic on 5th Ave. Mayor Griffiths stated that the police have been counting kid traffic on 5th and 4th Avenues, and

have stated that very few kids travel down 5th Avenue, and the vast majority travel 4th avenue. Griffiths stated that perhaps it is better to focus on 4th Avenue, and change the behavior of those who travel on 5th Avenue. A discussion took place on various alternatives. It was decided to form a task force to come up with a solution by April 1, 2017. It was stated that the group would include Mayor Griffiths, Maziasz as Council Rep, Kluver as City Rep, Ron Lenio or Gayla Salmi as DPW Rep, Police Chief Johnson, Dr. Wiatr as School Rep, a parent TBD, A school Board member TBD, and a local citizen TBD. No motion was made.

Discussion and Action on Recommendation to Adopt Redrafted Personnel Policies – Jensch stated that the use of “HTLV-III” in sec. 2.8 is out of date and not used when referring to Acquired Immune Deficiency Syndrome and should be changed in the manual. Kluver stated that he had no objection to the change. A discussion was had on sec. 4.2, paid vacation. Jensch asked why employees were on two different vacation schedules. Kluver stated that the change was made by Council as an incentive and retention tool for new employees, and because new employees were not going to receive longevity. It was decided to change the vacation policy so all employees are on the new schedule, retroactive starting January 1, 2017. Sec. 6.4 was discussed. Barnes asked why the children of a deceased employee are not listed as a recipient of final compensation. Kluver stated that the change come from legal, but will look into it. The following additional changes were suggested: Sec. 2.4 (c) 3 add “email” to letter d. Sec. 3.6 (b) 3 was discussed, and it was decided that Personnel and Finance Committee should make the determination and not the Council. Ch. 3 Attachment A was discussed and decided to place a line for a printed name. Sec. 4.10 (a) was discussed. It was asked what is considered “acceptable” to the city? Kluver stated that it would be up to Council to decide on a case by case bases what is acceptable. Sec. 5.15 (2) A discussion on who decides the suspension from duty. Kluver stated that he makes the decision on hourly employees and consults with the Mayor on Department Heads. Sec. 5.16 (d), it was asked if the Administrator and Mayor disagree, who wins. Kluver stated that the Mayor has the final say. Sec. 4.5, it was stated that a typo was in the heading that needed to be corrected, “compensitory” to “compensatory”. A motion was made by Nowakowski to Adopt Redrafted Personnel Policies with the changes as presented, second by Arquette. Motion carried unanimously.

Discussion and Action on Providing Notice to Tenants at 204 W. Bayfield Street (Washburn Gallery) – The Mayor gave an overview of the topic. He stated that he spoke to the renters, and they asked if Council would consider a month to month lease through August 2017. It was stated that the lack of facilities and liability is a concern. A motion was made by Oswald to give a 28 day notice to Tenants at 204 W. Bayfield Street (Washburn Gallery) once the city takes possession of the property or as soon as legally possible, second by Jensch. Motion carried unanimously.

Alcohol Licensing Matters - Bartender License Applications - #61 through 62 – 18 – No discussion was had. A motion was made by Barnes to approve Bartender License Applications - #61 through 62 – 18, second by Oswald. Motion carried unanimously.

Adjourn – A motion was made by Oswald to adjourn at 8:10pm, second by Maziasz. Motion carried unanimously.

Dan Stoltman
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30PM

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