

**July 10, 2017**

**CITY OF WASHBURN COMMON COUNCIL MEETING**

5:30PM Washburn City Hall

Present: City Council Members:

Mary McGrath, Richard Avol, Jeremy Oswald (late 5:35), John Gary, Robert Arquette, Mary Nowakowski, Jennifer Maziasz

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 six (6) of seven (7) members of the Common Council in attendance. Quorum of the Council recognized.

**Approval of Minutes – City Council Meeting June 12, 2017** – A motion was made by McGrath to approve the June 12, 2017 minutes second by Nowakowski. 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 six (6) councilors in attendance.

**Public Comment** – None

**Mayoral Announcements, Proclamations, Appointments** – The Mayor discussed his recent announcement that he would not be running for Mayor in the next election. The Mayor stated he is recommending Dave Anderson for Appointment to Plan Commission. However, because he is currently a WDA member, and that committee is on the agenda to be dissolved, the appointment would be contingent on the outcome of that later agenda item. A motion was made by Nowakowski to approve the appointment of Dave Anderson contingent on the dissolution of the WDA, second by Avol. Motion carried unanimously. The Mayor stated that the Historic Preservation Committee has several vacancies.

**Open Floor for Public Hearing**– A motion was made by Avol to open the floor, second by Nowakowski. Motion carried unanimously. No comments made.

**Close Floor for Public Hearing**– A motion was made by McGrath to close the floor, second by Nowakowski. Motion carried unanimously.

**Public Hearing, Discussion and Action on Recommendation by Plan Commission to Add Property at 204/206 West Bayfield Street to the “For Sale” List** – No discussion took place. A motion was made by McGrath to Add Property at 204/206 West Bayfield Street to the “For Sale” List as recommended by Plan Commission, second by Maziasz. Motion carried unanimously.

**Discussion and Action on Recommendation to Approve Conditional Use Permit for Home Occupation at 302 W. 3<sup>rd</sup> Street – Keith Opperman/North York Carpentry, LLC Petitioner** – McGrath stated that she had some concerns regarding the type of business and how much of a disturbance it might cause neighbors. Arquette stated he would like to know more about the type of operations that will go on there. Petitioner Keith Opperman spoke. Mr. Opperman stated that the garage would be used primarily to store tools and used on occasion as a workshop. He stated that he intends to insulate the garage so it can be heated in the winter as well as for noise dampening. He stated the car port will be used to store scaffolding, ladders, and the on occasion timber. The sign is primarily for advertisement purposes, and will only see clients by appointment. He stated that the property would always be neat and clean. A motion was made by Avol to approve the conditional use permit for home occupation at 302 W. 3<sup>rd</sup> Street – Keith Opperman/North York Carpentry, LLC, based on the Plan Commissions recommendation, second by Oswald. Motion carried unanimously.

**Discussion and Action on Approving Draft Certified Survey Map for Block 19 of Original Townsite – Terri Dolan, Petitioner** - No discussion took place. A motion was made by Nowakowski to approve the Draft Certified Survey Map for block 19 of original Townsite, second by McGrath. Motion carried unanimously.

**Discussion and Action on Ordinance 17-009 terminating the City’s Redevelopment Authority** – The Mayor stated that this topic was discussed at the last Council meeting, and the WDA members recommended an ordinance for terminating the authority. A motion was made by McGrath to open the floor, second by Avol. Motion carried unanimously. Gale Nemeč, 709 W. Third St. spoke. Mr. Nemeč asked what the job of the WDA was. Kluver responded by explaining the duties of a development authority, and stated that the WDA doesn’t have the capacity to perform those duties. A motion was made by Oswald to approve Ordinance 17-009 terminating the City’s Redevelopment Authority, and assign the duties of the façade loan program to the Plan Commission, second by McGrath. Motion carried unanimously.

**Discussion and Action on Establishment of Procurement Ordinance Whereby the City Administrator is Authorized to Enter into Contracts as Long as they are Within Budgeted Amounts** – Kluver explained the reason was to increase time efficiency for contracts of projects that had already been budgeted for and were within that amount. A discussion took place. Arquette stated that he was a little uncomfortable with idea because it’s Councils job to provide oversight and make sure due diligence was done. Avol stated that because of the limited building season, he would like to see the process be made as easy as possible. Avol stated that perhaps contracts within \$25,000 can stay with staff. Oswald stated that at budget time, Council could decide then which projects that would require a contract would stay with staff and which ones would go to Council. Council directed Attorney Siegler to draft and ordinance giving the administrator authorization to enter into contracts without Council’s approval for projects that have already been approved and are less than \$25,000. Approval of the ordinance will take place at the next meeting. No motion was made.

**Discussion and Action on Process for Park Event Approvals** – It was discussed that certain events that would require more than minimal city resources should have Council approval. It was also stated that for events that do not need Council approval, that Council is at least informed of the event. Council directed Kluver to draft policy that set forth certain parameters that would decide whether or not an event held at a municipal park needed Council approval. No motion was made.

**Alcohol Licensing Matters Bartender License Applications - #19 – 36** – No discussion took place. A motion was made by Avol to approve Bartender License Applications - #19 – 36, second by Arquette. Motion carried unanimously.

**Discussion and Action on Offer to Purchase North ½ of Lot 31 on the City’s Property Inventory List (Tax ID 36799)– Washburn Iron Works, Petitioner. Discussion and Action on Offer to Purchase South ½ of Lot 31 on the City’s Property Inventory List (Tax ID 36799) – Fishnote Properties, LLC, Petitioner** – Avol stated he would like to discuss the topic in closed session. Nowakowski stated she has questions but would like to discuss in closed session. No motion was made.

**Closed Session** – A motion was made by Avol to go into closed session at 6:11pm to discuss both the Negotiation on Offer to Purchase North ½ of Lot 31 on the City’s Property Inventory List (Tax ID 36799) – Washburn Iron Works, Petitioner, and the Negotiation on Offer to Purchase South ½ of Lot 31 on the City’s Property Inventory List (Tax ID 36799) – Fishnote Properties, LLC, Petitioner, pursuant to Wisconsin State Statute §19.85(1) (e) for the purpose of potentially selling public property for which competitive and bargaining reasons require a closed session; following which the Council may reconvene in open session to take any action that may be necessary on the closed session items, second by Arquette. Motion carried unanimously via roll call vote.

**Adjourn** – A motion was made by Avol to adjourn at 7:15pm, 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.