

June 12, 2017

CITY OF WASHBURN BOARD OF REVIEW

5:30PM Washburn City Hall

Present: Board of Review Members:

Mary McGrath, Richard Avol, Jeremy Oswald, John Gary, Robert Arquette, Mary Nowakowski, Jennifer Maziasz, City Clerk Scott J. Kluver

Municipal Personnel:

City Attorney Siegler, City Treasurer Tammy DeMars

Absence:

Mayor Scott A. Griffiths

Call to Order - Meeting called to order at 5:30PM by Council President Mary Nowakowski. Roll call attendance depicted eight (8) members of the (9) nine-member Board of Review present. Quorum recognized

Review of Schedule for Open Book Sessions and Board of Review – Schedule for Open Book Sessions with the assessor present will take place at 10:00am until Noon on July 10, 2017 and Board of Review will be July 17, 2017 starting at 5:30pm. Moved by McGrath to accept the schedule for Open Book and Board of Review, second by Arquette. Motion carried unanimously

Action to Adjourn Board of Review Until Scheduled Date and Time – A motion to adjourn the Board of Review until July 17, 2017 at 5:30pm made by Avol, second by Oswald. Motion carried unanimously.

Tammy L. DeMars
City Treasurer

June 12, 2017

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members:

Mary McGrath, Richard Avol, Jeremy Oswald, John Gary, Robert Arquette, Mary Nowakowski, Jennifer Maziasz

Municipal Personnel:

City Administrator Scott J. Kluver, City Attorney Siegler, City Treasurer Tammy DeMars

Excused Absence:

Mayor Scott A. Griffiths

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

Nowakowski announces that since the Mayor is out of town she will be presiding over tonight's meeting as acting Mayor in accordance with City Ordinance, but will be a voting member.

Approval of Minutes – City Council Meeting May 8, 2017 – A motion was made by McGrath to approve the May 8, 2017 minutes second by Arquette. Oswald notes there is a spelling error in the motion on identifying sites for photo voltaic/microgrid, the motion should read “sites as stated” not “sated”. Avol moves to approve minutes with correction, second by Oswald. 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 – None.

Mayoral Announcements, Proclamations, Appointments – Nowakowski announced we are still in need of potential members for Plan Commission, Historic Preservation and Zoning Board of Appeals. We also need a citizen member for the Joint Review Board.

Discussion and Action on Request to Close 3rd Avenue West Between W. 5th Street and North to the Alley on June 25, 2017 between 7:00 a.m. and 1:00 p.m. for Outdoor Worship and Chicken Dinner – Messiah Lutheran Church, Petitioner – Moved by McGrath to approve the request of Messiah Lutheran Church to close 3rd Ave. W. between W. 5th St north to the Alley on June 25, 2017 from 7am to 1pm, second by Arquette. Motion carried unanimously.

Discussion and Action on Request to Place Little Libraries at Jackie's Field – Playground Moms, Petitioner – McGrath moves to open floor, second by Maziasz. Motion carried unanimously. Jim Pedersen from the Thrivent Financial Council Board addressed the Council, they sponsor the little library's and feel that the Jackie's Field is a great location. Motion by Oswald to approve the construction permit to place 2 little free libraries at Jackie's Field, second by Maziasz. Motion carried unanimously. Oswald moves to close floor, second by McGrath. Motion carries unanimously.

Discussion and Action on Washburn Development Authority Role in Brokedown Palace Project and Other Projects – Lengthy discussion held. Council is very appreciative of the members of Washburn Development Authority Board. But, are not sure if there are any projects that would be fitting or if the City need to continue having a WDA Council would like to see the members of the WDA be placed on other Committees within the City. Moved by McGrath to disband the WDA and put an effort into moving the members into other committees, second by Avol. Oswald ask to amend motion to read the intent of the City Council is to disband the WDA and direct the City Attorney to draft ordinance to do so, unless the members of the WDA comes back with a proposal to continue, McGrath and Avol accepts the amendment. Amended motion carries unanimously.

Discussion and Action on Charter Ordinance 17-001 To Abolish Fixed Two-Year Terms for the City Treasurer, City Attorney, Chief of Police, Fire Chief, Director of Public Works, and the Fixed One-Year Term for the Weed Commissioner and to Provide for the Termination of Tenure for such Officers and Weed Commissioner by the same Standards and Procedures as are Applicable to City Employees – Moved by Avol to approve Charter Ordinance 17-001 To Abolish Fixed Two-Year Terms for the City Treasurer, City Attorney, Chief of Police, Fire Chief, Director of Public Works, and the Fixed One-Year Term for the Weed Commissioner and to Provide for the Termination of Tenure for such Officers and Weed Commissioner by the same Standards and Procedures as are Applicable to City Employees, second by McGrath. Motion carries 7 to 0 on Roll Call Vote.

Discussion and Action on Ordinance 17-008 Clarifying the Confidentiality of Certain Information Provided to the City Assessor – McGrath moves to approve Ordinance #17-008 Clarifying the Confidentiality of Certain Information Provided to the City Assessor, second by Avol. Motion carried unanimously.

Discussion and Action Acceptance of Bid and Award of Contract for I&I Basin By-Pass Project at the Wastewater Treatment Plant – Kluver reports one bid was received on this project from KBK Services, Inc. of Ashland. The base bid was \$35,200.00. Plus, two alternates; #1 for a meter the DNR is currently mandating be installed would be an additional \$10,300.00. Alternate #2 for painting would be \$4,950.00. Kluver does not feel we need to hire out the painting, this could be done in house. The engineer is going to talk with the DNR about the additional meter, but if they require it we will have no option but to add it. Even with the additional cost of the meter, the project can be done. Moved by McGrath to accept the bid and contract with KBK Services, Inc. with alternate #1 if required by the DNR, second by Oswald. Motion carried unanimously.

Discussion and Action on Authorization to Enter into a Contract of the Lowest Bid on the Polymer Scrub Seal Project on Certain City Streets – Bids for this will be opened on June 13, 2017 @ 2pm. Kluver request authorization to have the Mayor enter into the contract if bids are within the budget limit. Moved by McGrath to authorize the Mayor to accept the most responsible lowest bidder within the budget limit and enter into a contract with that firm, second by Avol. Motion carried unanimously.

Discussion and Action on Resolution #17-004 Approving the 2016 Compliance Maintenance Annual Report for the Sewer Utility – Moved by Avol to adopt Resolution #17-004 Approving the 2016 Compliance Maintenance Annual Report for the Sewer Utility, second by Oswald. Motion carried unanimously.

Discussion and Action on Adding Step Increase Option for Water & Sewer Operator In-Charge Position with Advanced Certifications in Wastewater – Kluver requested the Council consider a step increase for the Water and Sewer Operator Position. This would allow us to offer more money to an individual who has advance certification. The last advertisement we did for this position only gave us one qualified individual who turned down the position initially because of the wage. Kluver would like to re-open the application process and be able to give more incentive to qualified candidates. Moved by Avol to do a salary range up to \$25.00 per hour for advance certification and leave it up to the administration/hiring committee as to what the actual pay would be based on the individual qualifications, second by Oswald. Motion carried unanimously.

Discussion and Action on Use of Memorial Park (Pavilion) for a Rest Stop for a Cycling Event on Thursday, July 13, 2017 – Wil Kelly & Robert Layton, Petitioners – Moved by Oswald to approve the special event application for Wil Kelly & Robert Layton, second by Maziasz. Motion carried unanimously.

Discussion and Action on Use of Thompson’s West End Park (Pavilion) for a Church Fundraiser/Picnic on Saturday, August 19, 2017 – Washburn United Methodist Church, Petitioner – Moved by Avol, second by Arquette to approve special event application for Washburn United Methodist Church. Motion carried unanimously.

Alcohol Licensing Matters - Approval of Annual Alcohol and Beer Garden License Renewal Applications; Cigarette License Renewal Applications -Establishments applying; Uncle Walleyes LLC, Barbara K. Engelhard Agent, dba Patsy’s Bar, Corporation Class “B” Fermented Malt Beverage & “Class B” Intoxicating Liquor, 328 West Bayfield Street, Dauson, Inc., Harlan Guske, Agent, dba Firehouse, Corporation Class “B” Fermented Malt Beverage & “Class B” Intoxicating Liquor, 10 West Bayfield Street, Washburn Development Property LLC, dba Harbor View, Jeffery Moberg agent, Corporation Class “B” Fermented Malt Beverage & “Class B” Liquor, Bitzer’s Inc., Jeffrey P. Anderson, Agent, dba Washburn IGA, Corporation Class “A” Fermented Malt Beverage & “Class A” Intoxicating Liquor, 226 West Bayfield Street, David P. Nickels, dba A Nickel’s Worth Bar-n-Grill, Individual Class “B” Fermented Malt Beverage & “Class B” Intoxicating Liquor, 800 West Bayfield Street, Lyndale Terminal Co., dba Holiday Station store #227, Eugene Rich, Agent, Corporation Class “A” Fermented Malt Beverage, 606 West Bayfield Street, Leino’s Gas & Goods, Inc., Susan M. Tibbits, Agent, Corporation Class “A” Fermented Malt Beverage, 137 West Bayfield Street, Kevin Stifter Inc, dba Washburn Table, Kevin Stifter agent, Corporation Class “B” Fermented Malt Beverage License, “Class C” Wine, 905 W. Bayfield Street, StageNorth, LLC, Bob Adams Agent, dba Stage Door Bar, Corporation Class “B” Fermented Malt Beverage & “Class B” Intoxicating Liquor, 123 West Omaha Street, DaLou’s Bistro, Inc., Dale Hanson, Agent, dba DaLou’s Bistro, Corporation Class “B” Fermented Malt Beverage & “Class C” Wine, 310 West Bayfield Street, The Snug, LLC, dba The Snug, Kristi M. Doman, Agent, Corporation Class “B” Fermented Malt Beverage & “Class B” Intoxicating Liquor, 308 West Bayfield Street, Naturally Superior, Inc., Dale A. Brevak, Agent, dba Lake Superior View Golf, Corporation Class “B” Fermented Malt Beverage, 950 County Hwy C, Outdoor Allure LLC, Heidi Hegstrom agent, dba Outdoor Allure, Corporation Class “A” Fermented Malt Beverage, 1819 W. Bayfield St. Moved by McGrath to approve the renewal Alcohol, Beer Garden and Cigarette License if all pending bills are taken care of, second by Arquette. Motion carried unanimously.

Bartender License Applications - #19 – 18 through 35 –Applicants being; Jamie J. Forman, Irene Carcoba-Defoe, Roberta L. Sundquist, Rose M. Lawyer, Vanessa M. Pierce, Amanda L. Bresette, Jane E. Brevak, Mary J. Weaver, Dana I Hudson, Sarah K. May, John D. Beagan, Louise A. Vernon, Charlene K. Swanson, Wendy C. Reese, Kenneth G. Eder, Lisa M. Verville, Elizabeth L. Woodworth, Robert L. Stadler. Moved by Avol to approve Bartender License Applications #19-18 through 25, second by Gary. Motion carried unanimously.

Adjourn – A motion was made by Avol to adjourn at 7:05pm, second by Maziasz. Motion carried unanimously.

Tammy DeMars
City Treasurer/Deputy Clerk

FINANCE COMMITTEE MEETING 4:30PM

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