

November 13, 2017

**HPC & CITY OF WASHBURN COMMON COUNCIL MEETING**

5:30PM Washburn City Hall

Present: City Council Members:

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

Municipal Personnel:

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

Excused Absence:

Historic Preservation Commission

**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 Historic Preservation Committee. Quorum of the Council recognized.

**Appointment of Member to Legacy Consortium** – Mayor Griffiths asked the committee if anyone would like to volunteer to be the member to the Legacy Consortium. Avol asked what day they meet. Nowakowski stated that they do not have a set day or time, that it is as needed. Avol stated that he would be willing to serve. A motion was made by McGrath to appoint Richard Avol to the Legacy Consortium, second by Nowakowski. Motion carried unanimously.

**Adjourn-** A motion was made by McGrath to adjourn at 5:32pm, second by Avol. Motion carried unanimously.

Common Council Meeting

**Call to Order** - Meeting called to order at 5:33PM 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 October 9, 2017– It was discovered that the wrong minutes were in the Council packet and it was decided that the October 9, 2017 minutes would be approved at the December meeting.

**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 seven (7) councilors in attendance.

**Public Comment** – None

**Mayoral Announcements, Proclamations, Appointments** –

Nowakowski informed the Council that effective December 1, 2017, she would be resigning from City Council. Nowakowski stated the decision was made so she and her husband could be spend the winters in a warmer climate. Mayor Griffiths stated that a special election can be held in the spring of 2018 to fill the open seat for the remainder of the term which ends in 2019, and the Council could appoint someone to seat until April.

City Attorney Siegler informed the City Council that he would be retiring in the spring of 2018.

Mayor Griffiths stated that Jon Wheeler applied for Plan Commission. A motion was made by Arquette to appoint Jon Wheeler to Plan Commission, second by Avol. Motion carried unanimously.

**Discussion and Action on Request to Allow for an Additional Principal Structure on a Commercial Lot at 1100 E. Bayfield Street – Brad Dryer Petitioner** – No discussion took place. A motion was made by Avol to approve an additional principal structure on a commercial lot at 1100 E. Bayfield Street – Brad Dryer Petitioner, second by McGrath. Motion carried unanimously.

**Discussion and Action on Request to Allow for an Additional Principal Structure on a Commercial Lot at 119 W. Bayfield Street – Nate Swiston, Petitioner** – Kluver stated that Mr. Swiston removed himself from the agenda. No motion was made.

**Discussion and Action of Offer to Purchase South ½ of Lot 31 on the City’s Property Inventory List (Tax ID 36799) – Jeff Pipgras, Petitioner** – Mr. Pipgras spoke. He stated that he would like to move his business to Washburn because that is where he lives. Arquette asked if the building would have a store front. Mr. Pipgras stated that he doesn’t plan on it at this time,

but possibly on the future. Nowakowski asked what type of structure it would be. Mr. Pipgras stated that it would be a wood structure, could possibly have a metal exterior, or something else that is appealing to the eye. Mayor Griffiths asked if there would be any outside storage. Mr. Pipgras stated that everything would be kept inside except for the occasion when material is kept outside in preparation to be moved to the job site. Avol stated that Mr. Pipgras is an excellent business man and would be a benefit to the community. No motion was made. It was decided to discuss further in closed session.

**Discussion and Action on Budget Amendment #1 Resolution 17-008 Adjusting the Allocation to the Library for the Purpose of Elevator Repairs** – No discussion took place. A motion was made by McGrath to approve Budget Amendment #1 Resolution 17-008 adjusting the allocation to the Library for the purpose of elevator repairs, second by Avol. Motion carried unanimously.

**Presentation, Discussion, and Action on Chequamegon Bay Renewables Feasibility Report of the City of Washburn and Next Steps In Application of Solar Energy at City Facilities** – Bill Baily spoke and gave a presentation on the viability of different potential sites in Washburn. Mr. Baily stated that he suggests the city move forward on its solar projects and not wait for a collaboration with the surrounding communities, county, and school district. Oswald asked if individual homeowners can participate. Mr. Baily stated that homeowners can participate on their own, through a community group buy, or by buying “recs” from the city if the city has a solar program. McGrath asked about the weight of the solar panels and can the roofs of city buildings support them. Mr. Baily stated that the engineer would assess each building for that. Avol asked about financing through a proposed community fund. Mr. Baily stated that the idea is for the community members to put money into a fund that would then be loaned out or given as grants for specific solar projects, but would not be practical for the city. Attorney Siegler asked about outside investors for financing, which was discussed as a possibility during the last solar presentation. Mr. Baily stated the investors wanted too much and therefore wasn’t viable. He also stated that if outside investors are used, then grant dollars cannot be used. Arquette asked if other projects such as this have reached a 20-25 year mark and are they successful. Mr. Baily stated that no, there hasn’t, but solar panels have been around for longer than that and still function well. He also stated that the panels require little maintenance because they have no moving parts. Kluver stated that if the Council is interested in this project, the next step would be for Council to visit the sites and then discuss if the suggested sites and placement for each is acceptable or not. Then once the sites are decided upon, the next step would be to discuss financing the projects. A discussion took place on the bidding process and separating the engineering from the installation. It was suggested that the city put out an RFP for the engineering of the sites. Kluver stated that first the city would need to secure the funds for the engineering because the funds would not be coming from a loan. If this was a bid for both engineering and installation, a loan would cover both costs. Kluver stated that because of that, he would prefer the design build process. Kluver stated that council should decide which sites they want or don’t want and where they feels the panels should be placed, and have that information for the next meeting. No motion was made.

**Public Hearing, Discussion & Action – 2017 (payable 2018) Municipal Tax Levy - General Fund, Debt Service & Capital 2018 Budget Matters & Line-Item Adjustments - Action on Resolution #17-009 - County Library Levy Exemption - Action on Resolution #17-010 - Adopting the 2017 Tax Levy** – A motion was made by Nowakowski to open the public hearing, second by Arquette. Motion carried unanimously. No comments were made during the public hearing. A motion was made by Avol to close the public hearing, second by Maziasz. Motion carried unanimously. McGrath discussed the process that the Finance committee went through to come up with the current proposed budget. Kluver discussed the budget and explained the condition of the operating budget. Kluver explained that the tax levy will begin to decrease over the next few years as the city pays off its debt. Kluver stated that the proposed budget is designed with that in mind and made to meet the expenditure restraint requirements in order to receive more dollars from the state in 2019. This means that budget amendments will be limited during the 2018 budget. A motion was made by Avol to approve County Library Levy Exemption - Action on Resolution #17-010, second by Nowakowski. Motion carried unanimously. A motion was made by Nowakowski to approve Resolution #17-010 - Adopting the 2017 Tax Levy, second by McGrath. Motion carried unanimously.

**Discussion and Action on 2018 Water and Sewer Utility Budgets - Action on Sewer Rates** – No discussion was had on the water and sewer budgets. A motion was made by Nowakowski to approve the 2018 water and sewer utility budgets, second by McGrath. Motion carried unanimously. A discussion took place on the sewer rates. It was stated that the increase on fixed rates over usage rates was because fixed rates are more guaranteed. It was stated that the incremental increases are preferred over large single increases. A motion was made McGrath to approve the 5% increase on the fixed sewer rates for 2018, second by Arquette. Motion carried unanimously.

**Discussion and Action on Special Event Request for Book Across the Bay, February 17, 2018, West End Park** – A discussion took place on the event and what was approved in previous years. A motion was made by McGrath to approve A

waiver of the city's noise ordinance for Thompson's West End Park on Saturday, February 17<sup>th</sup> from noon until 1:00am on Sunday, February 18th, 2018, A temporary Class B retailer's license for the sale of beer in the finish tent but no alcohol outside of the finish tent, and Parking and driving restrictions to alleviate congestion around West End Park, second by Gary. Motion passed unanimously. Council did not approve any contribution to the fireworks display.

**Alcohol Licensing Matters - Bartender License Applications – #19 – 41 through 42** – No discussion took place. A motion was made by Avol to approve bartender license applications – #19 – 41 through 42, second by McGrath. Motion carried unanimously.

**Discussion, and Action on Resolution 17-011 Revising a Previous Resolution for the Vacation of Alleys in Block 3 in Residence Park Addition to Washburn – Chris Bandy and Stephanie Hogan, Petitioners** – Kluver explained that this item was on last month's agenda and was approved, but because of a minor technical change that had to be made, it is back on the agenda for approval. No discussion took place. A motion was made by Avol to approve Resolution 17-011 revising a previous resolution for the vacation of alleys in block 3 in Residence Park Addition to Washburn – Chris Bandy and Stephanie Hogan, Petitioners, second by Nowakowski. Motion carried unanimously.

**Closed Session** – A motion was made by Avol to go into closed session at 7:40pm pursuant to Wisconsin State Statute §19.85(1)(c) to discuss a personnel matter, (e) for the purpose of potentially selling public property, for which competitive and bargaining reasons require a closed session, and (g) to confer with legal counsel; following which the Council may reconvene in open session to take any action that may be necessary on the closed session items, second by Nowakowski. Motion carried unanimously via roll call vote.

**Adjourn** – A motion was made by Avol to adjourn at 9:30pm, second by McGrath. 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