

October 9, 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:

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

Excused Absence:

City Attorney Siegler

**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 September 11, 2017–A motion was made by Avol to approve the September 1, 2017, second by McGrath. 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 –**

- Discussion and Action on Resolution 17-006 Supporting the National Park System and Apostle Islands National Lakeshore – No discussion took place. A motion was made by Oswald to approve Resolution 17-006 Supporting the National Park System and Apostle Islands National Lakeshore, second by McGrath. Motion carried unanimously.
- Discussion and Action on Resolution 17-007 Proclaiming Indigenous Peoples’ Day – No discussion took place. A motion was made by Gary to approve Resolution 17-007 Proclaiming Indigenous Peoples’ Day, second by Arquette. Motion carried unanimously.
- Potential Appointments to Harbor Commission, Plan Commission, Housing Authority – No discussion took place. The Mayor nominated Roy M. Halverson for the Housing Authority Board. A motion was made by McGrath to appoint Roy M. Halverson to the Housing Authority Board, second by Nowakowski. Motion carried unanimously.

**Public Hearing, Discussion, and Action on Resolution 17-005 for Request of Vacation of Alleys in Block 3 in Residence Park Addition to Washburn – Chris Bandy and Stephanie Hogan, Petitioners** – A motion was made by Nowakowski to open the floor for the public hearing, second by McGrath. Motion carried unanimously. No discussion took place. No one spoke at the public hearing. A motion was made by Avol to close the floor and public hearing, second by Nowakowski. Motion carried unanimously. A motion was made by Avol to approve Resolution 17-005 for request of vacation of alleys in Block 3 in Residence Park Addition to Washburn, second by McGrath. Motion carried unanimously.

**Discussion and Action on Recommendation to Approve a Conditional Use Permit for a Home Occupation to Operate a Counseling Service out of the Residence Located at 208 W. 3<sup>rd</sup> Street - Tammy Weinke, Petitioner** – No discussion took place. A motion was made by McGrath to approve the Conditional Use Permit for a Home Occupation to operate a counseling service out of the residence located at 208 W. 3rd Street based on the reasons and recommendation of the Plan Commission, second by Arquette. Motion carried unanimously.

**Discussion and Action on Recommendation to Approve a Conditional Use Permit for a Tattoo Establishment Located at 331 W. Bayfield Street – Keith Peterson, Petitioner** – Nowakowski asked petitioner Peterson if he was going to have anything displayed in the front window. Mr. Peterson responded, no. A discussion took place on what he would do if the building was sold. Mr. Peterson responded, he would look for a new place. A motion was made by McGrath to approve the Conditional Use Permit for a tattoo establishment located at 331 W. Bayfield Street based on the reasons and recommendation of the Plan Commission, second by Gary. Motion carried unanimously.

**Discussion and Action on Proposed Layout of Lots 50 and 27 on the City’s Property Inventory List (Tax IDs 32609, 37075) for Proposed Eventual Sale to Washburn Development LLC** – The Mayor and Kluver gave an overview. They stated that this is an approval of the layout of the parking lot with the expressed intention to sell the property to Washburn

Development LLC. Jeff Moberg from Washburn Development LLC spoke. He gave an update as to the upcoming events of Harbor View, the current parking situation and needs, and discussed the map provided to council showing the layout. A discussion took place on low/wetlands areas on those parcels. Moberg stated they don't intend build on low/wetland areas at this time. A discussion took place on storm water mitigation and the new zoning regulations on storm water. Moberg stated that is something they have been thinking about, and have land engineers looking at that. A discussion on getting a certified survey map took place. Kluver stated the city needs to maintain utility right of way. A motion was made by Avol to approve the layout of the parking lot on lots 50 & 27 as presented, request that the CSM be paid for by Washburn Development LLC, and the City of Washburn retain utility right of way to the property, second by McGrath. 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** – The Mayor discussed the meeting that took place between the city and county about moving the county garage to the city industrial park property. He stated that that was no longer a possibility at this time. Taylor Pearson of the Washburn Iron Works spoke on their expansion plan and the use of the property in question. Avol spoke in favor of the plans and sale of the property to the Iron Works. A discussion took place the ability of the Iron Works receiving grants to assist in the costs to relocate the water main. A discussion took place on what has to happen next to move forward. Kluver stated that a memo of understanding between the city and the Iron Works as to each other intentions would be done. Taylor stated that the Iron Works needs an actual sale for them to move forward with any further planning. No motion was made. It was decided to continue the conversation in closed session.

**Discussion and Action on Recommendation to Approve Ordinance 17-011 Making Council Members the Members of the Historic Preservation Commission** – No discussion took place. A motion was made by Nowakowski to approve Ordinance 17-011 making council members the members of the Historic Preservation Commission, second by Avol. Motion carried unanimously.

**Discussion and Action on Recommendation to Approve Ordinance 17-014 Allowing Safe Land Uses Within a Wellhead Protection Zone** – The Mayor gave an overview of the ordinance. Arquette stated he was not certain that having industrial or manufacturing businesses in the wellhead area is good. The Mayor stated that if the ordinance doesn't change then the city's industrial park becomes useless, and believes it was an oversight during the zoning rewrite. A motion was made by Avol to approve ordinance 17-014, second by Oswald. Motion carried unanimously.

**Discussion and Action on Ordinance 17-013 Allowing Smaller Single Family Residences and Making Regulations Consistent with the Zoning Code** – No discussion took place. A motion was made by Arquette to approve Ordinance 17-013, second by Nowakowski. Motion carried unanimously.

**Discussion and Action on Recommendations/Updates Related to the 2018 General Fund, Capital, and Debt Service Budgets** – The Mayor gave an overview. Kluver gave an update on the highway aid and stated it will be about four thousand less than the previous year. Oswald asked about the Historic Preservation line item. Kluver stated that even though Council is now the HPC, the HPC will still meet and have possible expenses, therefore leaving some dollars in the budget for those possible expenses. A discussion was had on park improvements. Kluver stated that a separate discussion on park improvements and park funds will be had at an upcoming Council meeting, and Council should review the park plan. Avol asked about the Chamber of Commerce request of hiring a Director. It was stated that that discussion would happen at a later meeting. Avol asked what the miscellaneous revenue line item was. Kluver stated that it was fees for property sales within the city. A discussion was had on the line item for intern. Kluver stated that the dollars were taken out of the budget this year in effort to balance the budget and focus on other priorities, but could be brought back in the future. Discussion on the \$70,000 for "conservation" in the capital budget. Kluver stated that \$50,000 is for remediation of the brokedown, and \$20,000 for property demolition. A motion was made by Nowakowski to approve the 2018 General Fund, Capital, and Debt Service Budgets, second by Maziasz. Motion carried unanimously.

**Discussion and Action on 2018 Fee Schedule, 2018 Stormwater Utility Budget, and 2018 Harbor Commission Budget** – Kluver gave an overview. No discussion took place. A motion was made by McGrath to approve the 2018 Fee Schedule, 2018 Stormwater Utility Budget, and 2018 Harbor Commission Budget, second by Nowakowski. Motion carried unanimously.

**Discussion and Action on Disposal of Surplus Property** – No discussion took place. A motion was made by McGrath to approve the disposal of surplus ambulance service property as the city staff sees fit, second by Avol. Motion carried unanimously.

**Discussion and Action on Request to Close a Portion of Washington Avenue on October 28, 2017 between 1:00 p.m. and 2:30 p.m. for Boo-gie Up the Hill Sprint & Obstacle Course and Parade for Zombie Days – Washburn Chamber of Commerce, Petitioner** – No discussion took place. A motion was made by Nowakowski to approve the request to close a portion of Washington Avenue on October 28, 2017 between 1:00 p.m. and 2:30 p.m. for Boo-gie Up the Hill Sprint & Obstacle Course and Parade for Zombie Days, second by Avol. Motion carried unanimously.

**Alcohol Licensing Matters - Bartender License Applications – #19 – 39 through 40** – No discussion took place. A motion was made by Avol to approve bartender license applications – #19 – 39 through 40, second by McGrath. Motion carried unanimously.

**Closed Session** – A motion was made by Avol to go to closed session at 7:15 pm 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.

**Adjourn** – A motion was made by Avol to Adjourn at 8:15 pm, second by Maziasz. 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