**March 13, 2017 CITY OF WASHBURN COMMON COUNCIL MEETING**

5:30PM Washburn City Hall

Present: City Council Members: Mary McGrath, Kristy M. Jensch, 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: Jennifer Maziasz

**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 February 13, 2017 –** Mayor Griffiths pointed out the spelling error of “inforce” to be replaced as “enforce” under the Bayfield Street snow removal agenda item. A motion was made by Oswald to approve the February 13, 2017 minutes second by Jensch. Motion carried unanimously.

**Approval of Expenditures-** A motion to approve the monthly expenditure vouchers made by Nowakowski, second by McGrath. Motion carried unanimously on roll call vote of all six (6) councilors in attendance.

**Public Comment –** None.

**Mayoral Announcements, Proclamations, Appointments –** The Mayor gave an overview of what took place at the first meeting of the sidewalk taskforce.

**Public Hearing, Discussion, and Action on Ordinance 17-003 Amending Title 13 of the City of Washburn Municipal Code and Making other Revisions to other Parts of the Municipal Code in Conflict with or Related to Title 13 as Herein Amended** – A motion was made by McGrath to open the floor for the public hearing, second by Jensch. Motion carried unanimously. No discussion was had. A motion was made by McGrath to close the public hearing, second by Nowakowski. Motion carried unanimously. A motion was made by Oswald to approve Ordinance 17-003 Amending Title 13 of the City of Washburn Municipal Code and Making other Revisions to other Parts of the Municipal Code in Conflict with or Related to Title 13 as Herein Amended, second by Jensch. Motion carried unanimously.

**Discussion & Action on Request of Fire Department to Purchase a New Water Tanker –** Nowakowski stated that the Finance Committee spent a lot of time researching water tankers, and looking for a used truck before deciding buying new was the way to go. Dick Olson stated that if the city pays for the new truck in full, and within 10 days of the signing the contract, the city will receive a $7,982.00 savings, bring the total to $223,214.00. Kluver stated that he would prefer the city pay for the truck in full. Mr. Jenicek, representing the Town of Bayview, stated that he would like to request that the towns be allowed to pay their portions of the total cost in three year installments. Kluver stated that he had no objection to that request. Two separate motions were made: A motion was made by Barnes to approve the purchase of new water tanker as presented, second by McGrath. Motion carried unanimously via roll call vote. A motion was made by Nowakowski to allow the towns to make payments over a three year period between 2018 – 2020, second by Barnes. Motion carried unanimously.

**Discussion and Action on Omaha Street Project Development Proposals and Development Options –** The Mayor gave an overview of what the current situation is with the Omaha Street property. Redevelopment Resources was discussed, and was stated that they would like to see the city commission a new housing market analysis before they go any further. The Movin’ Out option was discussed. The Mayor discussed a possible third option of Big Top Chautauqua occupying the space, if they can’t come to a new agreement with Mt. Ashwabay. A motion was made by McGrath to open the floor, second by Nowakowski. Motion carried unanimously. Oswald asked how interested Redevelopment Resources seemed. The Mayor stated, that he felt the three who came up for a visit, left the meeting very interested, but others from the firm are unsure at this point, and a lot would depend on the outcome of the market report. The scope of a possible housing market analysis was discussed. The Mayor stated that after discussing a possible study with Cedar Corp., it is unclear if there is enough data around to deliver the kind of report requested by Redevelopment Recourses. A discussion was had if Big Top would taxed if they are a nonprofit organization. Siegler stated that just because they are a nonprofit, doesn’t mean they can’t be taxed. Attorney John Carlson stated that any structure built by Big Top, that is intended to produce profit, would be subject to property taxes. Nowakowski stated that she would still like to see some of the questions that Redevelopment Resources is looking for through a market study, but doesn’t want the city to pay for it all. A discussion was had on housing still being a need and continue looking for alternate properties for Movin’ Out. Oswald stated that another good reason to hold off on making a decision on how to move forward, is that the Council will see some member turn over after next month’s meeting, and is getting the feeling the rest of Council wants to hold off on making a decision at this time. Council stated that they are interested in the Big Top idea, and would like to wait and see if that concept can develop further. Dalton Collins spoke on the topic. Mr. Collins stated that he would like to see the property used for single family residential. A motion was made by Oswald to close the floor, second by McGrath. Motion carried unanimously. No other motions were made.

**Discussion and Action on Proposed Contract with C2AE Engineering for Outflow Line and Pump Work at the Wastewater Treatment Plant** – **Discussion & Action on Proposed Contract with C2AE Engineering for Studying Septage Receiving at the Wastewater Treatment Plant** - The Mayor gave a brief overview. The Mayor asked Council to combine the two stated agenda items, Council agreed. No other discussion took place. A motion was made by McGrath to approve the proposed contract with C2AE Engineering for Outflow Line and Pump Work at the Wastewater Treatment Plant, and approve the proposed contract with C2AE Engineering for Studying Septage Receiving at the Wastewater Treatment Plant, second by Barnes. Motion carried unanimously.

**Discussion & Action on Contract Template for Providing Services to Other Public Agencies –** The Mayor gave a brief overview. No discussion was had. A motion was made by McGrath to approve the Contract Template for Providing Services to Other Public Agencies, second by Barnes. Motion carried unanimously.

**Discussion & Action on Ordinance 17-002 Amending the Building Code to Achieve Better Compliance with Building Code Permit Requirements** – Jensch asked how contractors would be informed of the change. Kluver stated that the city would have to do some public education. Siegler gave an explanation of how the fine structure would work. Kluver stated that holding the contractors accountable for not getting a permit is becoming more common. A motion was made by Oswald, second by Arquette. Motion carried unanimously.

**Discussion & Action on Request Amend the Closing Date for the Purchase of the Brokedown Palace –** Nowakowski stated that she was not interested in extending the closing date. Matt Schwantes spoke. He cited some setbacks in getting his new home ready as the reason for asking to have the closing date extended to the end of May. A motion was made by Oswald to amend the closing date to May 31, 2017, second by Barnes. Motion failed 2-4 with Barnes and Arquette voting in the affirmative.

**Discussion & Action on Chamber of Commerce Use of Thompson’s West End Park, Wikdahl Park, and the City Hall Plaza, along with the Coal Dock for Brownstone Summerfest Activities July 28 through July 30, 2017 &**

**Discussion & Action on Chamber of Commerce Use of Thompson’s West End Park for Board Across the Bay Activities July 21 through July 22, 2017 –** No discussion was had. A motion was made by Nowakowski to approve both Chamber of Commerce Use of Thompson’s West End Park, Wikdahl Park, and the City Hall Plaza, along with the Coal Dock for Brownstone Summerfest Activities July 28 through July 30, 2017 & the Chamber of Commerce Use of Thompson’s West End Park for Board Across the Bay Activities July 21 through July 22, 2017, second by Barnes. Motion carried unanimously.

**Discussion & Action on Chamber of Commerce Use of Thompson’s West End Park for Superior Vista’s Bike Tour** – No discussion took place. A motion was made by McGrath to approve the Chamber of Commerce Use of Thompson’s West End Park for Superior Vista’s Bike Tour, second by Nowakowski. Motion carried unanimously.

**Alcohol Licensing Matters - Bartender License Applications - #63-**18 – No discussion was had. A motion was made by Barnes to approve Bartender License Applications - #63-18, second by Nowakowski. Motion carried unanimously.

**Discussion and Action on Administration Goals and Objectives for** **2017** – A discussion took place on the goals and objectives as presented, as well as others that should be added to the list. A motion was made by Oswald to approve the Administration Goals and Objectives for 2017 as presented, and add Police contracts, Coal Dock bulkhead wall, tying in the West End Park expansion plan, and looking for a location for Movin’ Out, second by Jensch. Motion carried unanimously.

**Closed Session Items –** A motion was made by Nowakowski to go into closed session at 7:18pm, pursuant to Wisconsin State Statute §19.85(1) (c), for personnel matters; and (g) for the purpose of conferring with legal counsel on matters which may lead to litigation; following which the Council may reconvene in open session to take any action that may be necessary on the closed session items, second by Oswald. Motion carried unanimously via roll call vote. When we reconvened in closed session, the Council discussed three current delinquent personal property tax accounts. Based on the dollar amount owed, the Council decided to have the Mayor to make personal contact with each of the accounts before taking further action. The Council also conducted a review of the City Administrator. Comments were received and will be placed on file.

**Adjourn** - Barnes moved and Jensch seconded to adjourn. Motion carried unanimously at 8:14 p.m.

Dan Stoltman

Assistant City Administrator

**FINANCE COMMITTEE MEETING 4:30PM**

Committee Members Mary McGrath and Mary Nowakowski reviewed monthly expenditure vouchers.