

**CITY OF WASHBURN**  
**119 Washington Avenue**  
**P.O. Box 638**  
**Washburn, WI 54891**



**715-373-6160**  
**715-373-6161**  
**FAX 715-373-6148**

## **NOTICE OF PARKS COMMITTEE MEETING**

**DATE:** May 18, 2021

**TIME:** 5:00 p.m.

**PLACE:** Washburn City Hall

This meeting may have members participating via tele or web conferencing. Public participants can listen to the proceedings on-line at this link:

<https://us02web.zoom.us/j/85086857555?pwd=WGFoQnpraTlzeHBZUjJ2elhrV1o5QT09> or by calling 888-788-0099 (Toll-free) and entering Mtg ID: 850 8685 7555 and Passcode: 051821. Limited seating will be available at the meeting and guests are asked to keep a six-foot distance from one another.

### **Agenda:**

- Call to Order/Roll Call
- Approval of the April 27, 2021 Meeting Minutes
- Updates from Public Works Department
- Update on Implementation of the Walking Trail Land Management Plan
- Discussion of Deliverables for Wisconsin Coastal Management Grant
- Discussion & Action of Property Donation/Easement – Roger Aiken, North Coast Cycling Association
- Discussion 2022 Budget Preparation Timeline
- Adjournment

It is possible that members of, and possibly a quorum of, other governmental bodies including the Common Council of the City of Washburn are in attendance at the above meeting. No action will be taken by any governmental body other than the Parks Committee.

April 27, 2021

## CITY OF WASHBURN PARKS COMMITTEE MEETING

5:00 PM

Lakeshore Walking Trail

Members Present: Jamie Cook, Angel Croll, Jennifer Maziasz (Council rep)

Municipal Personnel: Assistant City Administrator Tony Janisch, Public Works Director Gerry Schuette

Absent: Erika Lang, Kyleleen Bartnick

### **Call to Order**

Meeting was called to order at 5:08 pm by Maziasz. Three (3) of five (5) members present; quorum met.

### **Approval of the March 16, 2021 Parks Committee Meeting Minutes**

A motion was made by Cook to approve March 16, 2021 minutes of the Parks Committee, second by Maziasz. Motion carried unanimously.

### **Updates from Public Works Department**

Public Works Director Schuette and Asst. City Administrator Janisch gave the following updates:

- Schuette stated that Public Works has been working on opening both campgrounds. West End is in operation, and a water line to the bathhouse was recently repaired. Memorial is in the process of being opened and two bridges across the ravine are being replaced. Schuette added that all picnic tables, throughout the City, will be repaired.
- Janisch added that the West End boat launch is now open again and has been very busy since the docks went in. He gave an update on the resurfacing of the Rec. Trail. Janisch further added that the City is currently searching for a Campground Attendant & Campground Hosts at Memorial Park. He concluded with a discussion about users at the ballfields and mentioned meeting with and touring City parks with Jason Laumann & Eric Howell, North West Regional Planning Commission, for the development of the outdoor recreation plan.

### **Update on Implementation of the Walking Trail Land Management Plan**

Contracted work for the removal and control of invasive plants (targeting buckthorn and honeysuckle) along Walking Trail has begun and is nearly completed. The Committee toured the progress made along the trail and discussed next steps and future improvements. The committee also discussed the interpretive signage along the Trail and the need for a common theme.

### **Progress and Discussion of Deliverables for Wisconsin Coastal Management Grant**

Janisch gave a brief status update of deliverable met and needing completion for the WI Coastal Management Grant. The Committee chose to have discussion regarding the interpretive signage deliverable at the later day, and when more members are present.

### **Discussion & Action of Inventorying City Parks and Check List Walkthrough**

The Committee determined not to inventory another City park, given the length of this meeting.

### **Adjournment**

Maziasz adjourned the meeting at 6:34 pm.

Tony Janisch  
Assistant City Administrator

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## Signage Thoughts:

Another deliverable of the Wisconsin Coastal Management Program grant is to create and install a large welcome/interpretive sign for the main entrance of the walking trail. Parks Committee members need to determine an appropriate size and structure, and Erika Lang and Jamie Cook will take the lead in asking other groups (including the Washburn Heritage Association) for their feedback and will work on content. It should also be noted that there are multiple signs and structures currently in this location including: the sailing club's equipment; the exercise equipment; a small sign at the native plant garden; a rock with a commemorative plaque; and a historical sign in a metal frame that sits at waist level. Further along the trail, there is the first large historical wooden sign which needs some maintenance. One location that could be used for the signage is near the rock with the commemorative plaque.

There are multiple examples of welcome signage to draw from. Here are photos of just a few examples:



Free standing sign with metal frame.



Sign mounted to kiosk. Could use back too. Could also install bench as part of kiosk.



Free standing with wooden frame.



More elaborate - could use a Brownstone base?



Simple, wouldn't draw as much attention

<b>1. Type of Project (check one):</b>	<input checked="" type="checkbox"/> Coastal Wetland Protection and Habitat Restoration <input type="checkbox"/> Nonpoint Source Pollution Control <input type="checkbox"/> Coastal Resources and Community Planning <input type="checkbox"/> Great Lakes Education <input type="checkbox"/> Public Access and Historic Preservation
<b>2. Project Title (max. 15 words):</b> Restoring Habitat Along Washburn's Lakeshore	
<b>3. Organization applying:</b> City of Washburn	<b>5. Organization nine-digit DUNS Number:</b> 092780055
<b>4. Contact Person and Address (include full, nine-digit zip code):</b>  Tony Janisch _____ P.O. Box 638 _____ Washburn, WI 54891-1164 _____ <b>Phone:</b> 715-373-6160 <b>Email:</b> <a href="mailto:asstadmin@cityofwashburn.org">asstadmin@cityofwashburn.org</a>	<b>6. Primary County where project is located:</b> Bayfield
	<b>7. Other Counties where project is located:</b>
	<b>8. Congressional District #:</b> 7
	<b>9. State Senate District #:</b> 25
<b>10. State Assembly District #:</b> 74	
<b>11. Total Project Cost: \$ 31,750</b>	
<b>12. WCMP Share: \$ 15,750</b>	<b>14. WCMP Percent: 49%</b>
<b>13. Applicant Share: \$ 16,000</b>	<b>15. Applicant Percent: 51%</b>
<p><b>16. Brief Summary of the Project (300 word maximum).</b> Include (a) Project Description (1-2 paragraphs) and (b) Tasks/Deliverables (title and 1-2 sentence description for each task/deliverable). The project should have at least one task: add more as applicable. Consider completing this portion of the application last to summarize your proposal.</p> <p>a. <b>Project Description:</b>          The City of Washburn and local partners will improve native habitat along the City's lakeshore by removing and controlling invasive plants, planting native plants, and improving trail infrastructure to enhance visitor experience. The majority of work will occur in the 30-acre area of Washburn's Lakeshore Parkway, a unique natural area that includes ravines, wetlands, and low elevation forests. The area provides habitat for wildlife including migratory birds and nearby fisheries; shoreline protection services; and recreational and educational opportunities. A trail traverses the land offering scenic lake views.</p> <p>While native plants exist throughout the area, invasive plants are becoming more established, leading to a decline in native species and biodiversity, degrading wildlife habitat, compromising recreation opportunities and visitor experience, and providing a seed source to spread to other areas. Additionally, past man-made and natural disturbances have left some areas devoid of vegetation and vulnerable to erosion, as well as compromised some trail infrastructure. By taking action, the City will restore these areas which will improve the quality of nearshore native habitats of Lake Superior, minimize erosion through bank stabilization, protect Lake Superior's water quality, and enhance public safety. To increase the public's awareness of the ecological and historical significance of this area and how they can be good stewards, the City will create educational signage in key locations.</p> <p>b. <b>Tasks/Deliverables</b>          Invasive plant removal and control: A final report and map of locations treated will be created, as well as a maintenance plan.          Native plantings: A species list, planting plan, and layout will be created for key areas.          Trail infrastructure and public outreach: At minimum, a bridge across the trail will be replaced increasing visitor safety and protecting natural resources. Interpretive signage will be installed at the main trail entrance. Volunteer events will be coordinated to assist with invasive removal and native plantings.</p>	

- a. Timeline
- Summer 2020:
- Conduct survey of invasive plant locations to prioritize removal/control activities
  - Retain skilled, experienced and licensed contractor for fall invasive plant removal/control actions
  - Assess areas that need native plants. Develop planting plan(s) for areas.
  - Mow garden valerian before it goes to seed (once or twice depending on growing season)
  - Clip, bag, and safely dispose of purple loosestrife flowers
- Fall 2020:
- Recruit volunteers by scheduling workday(s)
  - Create temporary educational signs for volunteer workdays
  - Remove/control buckthorn and honeysuckle species
  - Replace/repair trail infrastructure
- Winter 2020-21:
- Burn piled and dead foliage from invasive removal activities
  - Create content for interpretive sign(s) and develop design. Order sign(s) and sign infrastructure.
  - Order native plants for spring 2021
- Late Spring 2021/Early Summer:
- Plant native plants using contractor and volunteers. Bareroot plants and/or small plugs will be used as they are easy to transport, handle, and establish.
  - Conduct additional removal/control activities on invasive plant species depending their response to removal efforts in the fall.
  - Install interpretive signage
  - Create a summary of work as well as a map of the location of activities
- b. Deliverables will include:
- Minimum of 2 volunteer workdays
  - A final report and map of invasive plant locations treated
  - A maintenance plan to help the City continue any re-establishment of invasive plants in the area
  - A native planting plan which will include a species list, planting plan, layout, and source locations
- c. As mentioned above, we will use a variety of outreach materials to engage the public. Residents will receive information directly and be invited to attend workday through the City’s Facebook page. Through educational efforts, we hope we can raise awareness among additional City residents to encourage them to take action on their own properties resulting in restoration/enhancement of additional native coastal habitat. This project is also an opportunity to bring community partners together.
- d. While this is not a Public Access project, establishing deep rooted vegetation on the steep slopes and restoring the wetlands with native vegetation will help these coastal areas be more prepared for changing lake levels and a changing climate.

**5. Project Budget**

- a. Provide a breakdown of the proposed project budget using **Table 1**. WCMP Grant projects with a total budget of \$60,000 or less require a 50% match (that is, 1 to 1). Projects with a total budget larger than \$60,000 require a 60% match (that is, 1 to 1.5). Applicants requesting more than \$100,000 should contact the WCMP while they develop their applications.
- b. Contractual costs must be itemized (if known) using Table 2. Applicant may also provide further budget details using additional categories/sub-categories in the Table 3 or in another format, if necessary.
- c. Each table must show proposed *total* cost in each category rounded to the **nearest** dollar.

Table 1: Budget (Required)

<b>Activity</b> <i>(do not change categories)</i>	<b>WCMP Request</b>	<b>Match</b>	<b>Total</b>
Personnel <i>(names required, if known)</i>	\$	\$	\$
Fringe Benefits <i>(provide rate)</i>			
Equipment			
Travel			
Supplies	\$9,000	\$9,000	\$18,000
Contractual <i>(complete Table 2)</i>	\$6,750	\$7,000	\$13,750
Construction			
Other			
Indirect Charges <i>(requested indirect should not exceed 15% of total requested amount)</i>			
<b>Totals</b>	<b>\$15,750</b>	<b>\$16,000</b>	<b>\$31,750</b>

Table 2: Contractual (Required if there is “Contractual” funding in Table 1)

Activity – Contractual Costs	WCMP Request	Match	Total
Personnel - invasive removal/control	\$4,250	\$4,500	\$8,750
Personnel - restoration planning	\$2,500	\$2,500	\$5,000
Fringe Benefits ( <i>provide rate</i> )			
Equipment			
Travel			
Supplies			
Contractual			
Construction			
Other			
Indirect Charges ( <i>requested indirect should not exceed 15% of total requested amount</i> )			
<b>Totals</b>	<b>\$6,750</b>	<b>\$7,000</b>	<b>\$13,750</b>

**DETAILED BUDGET TABLE**

Project Component	WCMP Request	Match	Total
Invasive removal and control (contractual and volunteer) - initial	\$3,500	\$3,750 (City of Washburn \$1,750 cash; City of Washburn \$1,000 in-kind; Volunteers \$1,000 in-kind)	\$7,250
Invasive removal - follow-up treatment	\$750	\$750 (City of Washburn \$750 cash)	\$1,500
Restoration planning	\$2,500	\$2,500 (City of Washburn \$2,500 in-kind)	\$5,000
Interpretive signage	\$2,500	\$2,500 (City of Washburn \$1,500 cash; Organizations \$1,000 cash)	\$5,000
Native plant supplies and planting	\$2,000	\$2,000 (City of Washburn \$1,000 cash; Volunteers and nurseries \$1,000 in-kind)	\$4,000
Infrastructure improvements	\$4,500	\$4,500 (City of Washburn equipment in-kind and staff in-kind labor)	\$9,000
<b>Totals</b>	<b>\$15,750</b>	<b>\$16,000</b>	<b>\$31,750</b>

**6. Budget Description**

- a. Describe the composition and source of the matching funds. Indicate whether nonfederal matching funds have been secured or committed.
- b. Describe efforts to fully explore other grant funding sources, to establish the project’s need for WCMP funding.
- c. Describe how the project will leverage additional funding, separate from the WCMP grant and match amounts.
- d. Describe any past WCMP-projects that are directly related to this project, if applicable. (For example, if WCMP provided past funding for site planning at a proposed public access project.)

a. City of Washburn – The City will provide \$5,000 cash match for invasive removal activities (both initial and follow-up), informational signage, and native plant supplies/planting. The City will also provide \$3,500 in in-kind match to assist with removal/control of invasive plants and restoration planning. For infrastructure improvements, the City will provide \$4,500 in equipment in-kind and staff in-kind labor. Funding has been secured.

Volunteers or services from multiple organizations (including such organizations as the City of Washburn’s Parks Committee, Northland College, Chequamegon Audubon Society, Northwoods Cooperative Weed Management Area, Washburn High School Ecology Club and

students, and local native nurseries) will contribute \$2,000 in-kind match to assist with invasive plant removal/control activities and provide supplies. Funding has been secured.

The Wisconsin Heritage Association, as well as local businesses, will contribute \$1,000 match to help purchase interpretive sign materials. Funding is pending.

b. The City of Washburn has not previously sought funding for this type of project work along the lakeshore's parkway due to limited resources and capacity. Other funding sources are more limited in their scope to work in specific habitat types and with specific invasive species, making funding from Wisconsin Coastal Management a great fit for this project.

c. The City of Washburn, with help from the City's Parks Committee, will continue to explore grant options to leverage Wisconsin Coastal Management grant funds. If the walking trail receives designation as a state historic place, there will likely be other funding opportunities to enhance this area along Washburn's lakeshore.

d. While the City of Washburn has previously applied for and received a grant from Wisconsin Coastal Management Program, it has not been for invasive plant and native plant efforts.

**7. Bonus objectives.** Address all of the issues listed below as they relate to your project.

- a. Build partnership alliances with other organizations or agencies (describe their roles).
- b. Develop exceptional marketing, outreach or education strategies.
- c. Encourage coast-wide projects or solutions.
- d. Engage underrepresented communities.

a. By engaging volunteers and organizations that care about the City of Washburn's lakeshore area, we will help build partnership alliances that will continue to help the City into the future. Volunteers from multiple organizations will be recruited. Students from Northland College, Washburn High School, and members of the Chequamegon Audubon Society will help remove invasive plants and plant native plants. Members of the Washburn Heritage Association will help the City develop interpretive signage at the main entrance to the trail and perhaps in other areas if funding allows.

b. We will utilize posters around town, partner Facebook pages, the City's website and Facebook page, as well as word of mouth to engage volunteers. Many residents know about the proposed project and are eager to help.

c. This project will serve as a model that can be applied to other communities in our area of Northwest Wisconsin, including the City of Bayfield and the City of Ashland where similar invasive plant communities exist and threaten coastal resources.

d. This project will seek to engage students, both high school and college aged. This project will offer an excellent opportunity for high school students to earn their community service hours.



Site Plan: Restoring Habitat Along Washburn's Lakeshore  
 Project Proposal to Wisconsin Coastal Management Program 2019  
 Applicant: City of Washburn



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To: Parks Committee  
From: Tony Janisch, Assistant City Administrator  
Re: Donation/Easement of Property to the City  
Date: May 11, 2021

For the past few month, I have been in discussions with Roger Aiken, North Coast Cycling Association, regarding the potential donation/easement of the railroad grade (trail) in front of Memorial Park that is privately owned. Roger has been in discussions with the property owner, Don Ekstrom, and has investigated transfer of ownership, and or easement, to the City. The purpose being to extend the recreation trail as public property or right-of-way within the City.



wners: DONALD C EKSTROM  
1000 SUPERIOR AVE  
WASHBURN WI 54891  
1000 SUPERIOR AVE  
910 SUPERIOR AVE  
920 SUPERIOR AVE

**IN:** 04-291-2-49-04-33-1 05-002-40000  
**ax ID:** 32587 0.000 Ac.  
33-T49N-R04W  
JOVT LOT 2

wners: DONALD C EKSTROM  
1000 SUPERIOR AVE  
WASHBURN WI 54891

**IN:** 04-004-2-45-09-19-1 01-000-50000  
**ax ID:** 2590 11.000 Ac.  
IENE S19-T45N-R09W

wners: ERIK J & ROSEANN M EKSTROM  
2614 IRVING AVE S  
MINNEAPOLIS MN 55408  
1895 EKSTROM RD

**IN:** 04-004-2-45-09-20-2 05-002-41000  
**ax ID:** 36592 0.000 Ac.  
20-T45N-R09W  
JOVT LOT 2

wners: ERIK J & ROSEANN M EKSTROM  
2614 IRVING AVE S  
MINNEAPOLIS MN 55408  
1945 EKSTROM RD

**IN:** 04-004-2-45-09-19-1 01-000-10000  
**ax ID:** 2597 4.000 Ac.  
IENE S19-T45N-R09W

wners: INGEMAR & JEANNE M EKSTROM

Real Estate - Bayfield County Property Listing  
Today's Date: 4/28/2021

Property Status: Private (2021)  
Created On: 3/15/2006 1:16:11 PM

**Description** Updated: 6/5/2018  
**Tax ID:** 32587  
**PIN:** 04-291-2-49-04-33-1 05-002-40000  
**Legacy PIN:** 291101205991  
**Map ID:**  
**Municipality:** (291) CITY OF WASHBURN  
**STR:** S33 T49N R04W  
**Description:** STRIP OF LAND 100' WIDE EXT OVER & ACROSS GOVT LOT 1,2, 3 & 4 & THE NW NE, SE NW & NW SW IN V.337 P.438 & LESS PAR IN V.486 P.92;V.477 P.328 & LESS V.854 P.200 & LESS V.854 P.201 (TOG WITH EASE IN V.854 P.202)  
**Recorded Acres:** 0.000  
**Calculated Acres:** 7.488  
**Lottery Claims:** 0  
**First Dollar:** No  
**ESN:** 102

**Tax Districts** Updated: 3/15/2006  
1 STATE  
04 COUNTY  
291 CITY OF WASHBURN  
046027 SCHL-WASHBURN  
001700 TECHNICAL COLLEGE

**Recorded Documents** Updated: 3/15/2006  
**CONVERSION**  
Date Recorded: 337-438;638-392

**Ownership** Updated: 3/15/2006  
**DONALD C EKSTROM** WASHBURN WI

**Billing Address:** DONALD C & CATHERINE T EKSTROM  
1000 SUPERIOR AVE  
WASHBURN WI 54891  
**Mailing Address:** DONALD C EKSTROM  
1000 SUPERIOR AVE  
WASHBURN WI 54891

**Site Address** \* indicates Private Road  
N/A

**Property Assessment** Updated: 10/12/2006

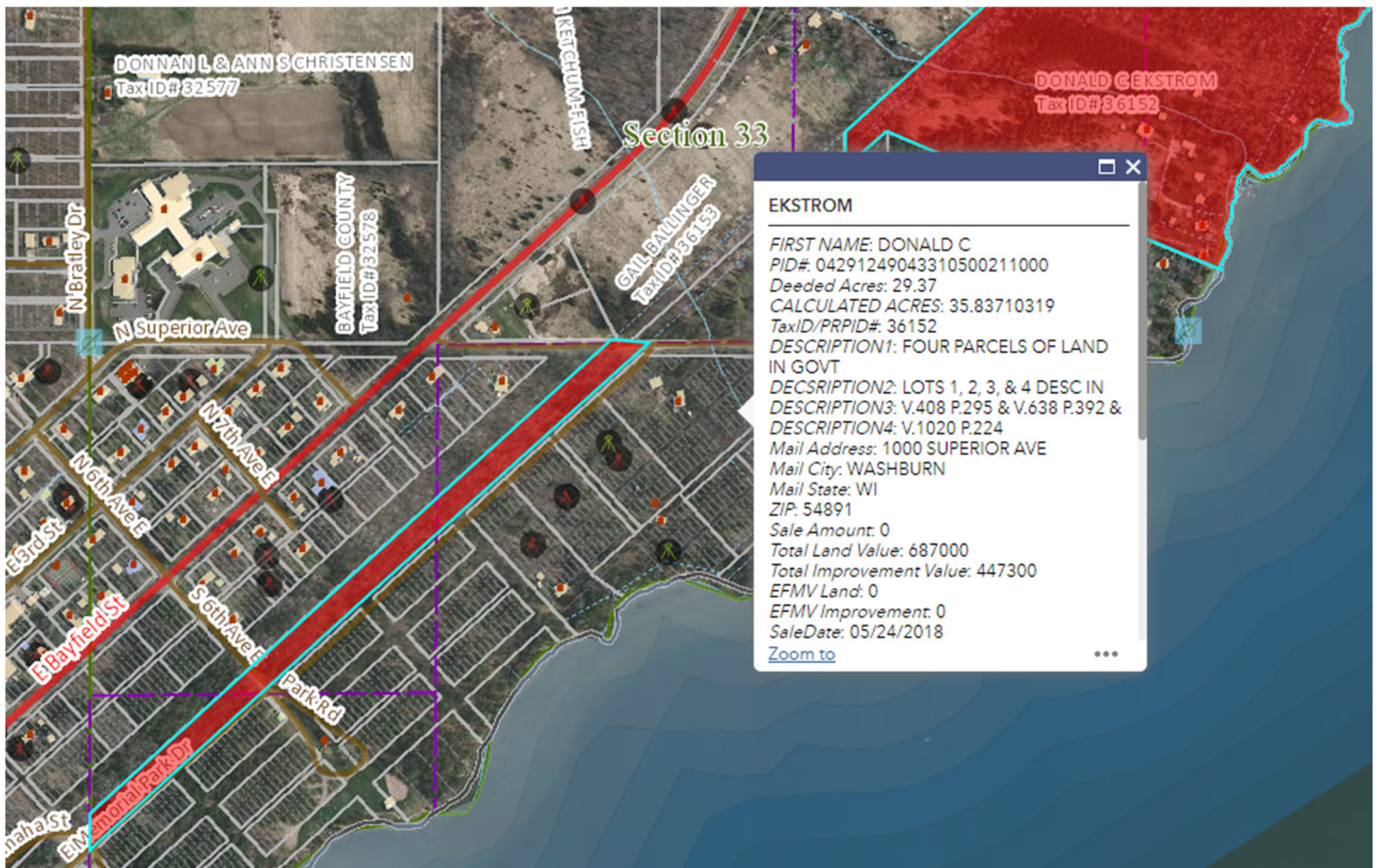
**2011 Assessment Detail**

Code	Acres	Land	Imp.
G1-RESIDENTIAL	1.200	3,000	0

**2-Year Comparison**

Land:	2010	2011	Change
Improved:	0	0	0.0%
<b>Total:</b>	<b>3,000</b>	<b>3,000</b>	<b>0.0%</b>

**Property History**  
**Child Properties** Tax ID  
[04-291-2-49-04-33-1 05-002-11000](#) [36152](#)



## **IV. Qualified Organization**

### **A. Overview**

- (1) A taxpayer must transfer the conservation easement to an eligible donee to qualify for a contribution deduction. An eligible donee:
  - Is a qualified organization,
  - Must have the commitment to protect the conservation purpose(s) of the donation, and
  - Must have the resources to enforce the conservation restrictions.
- (2) See IRC § 170(h)(3); Treas. Reg. § 1.170A-14(c)(1).

### **B. Qualified Organization**

- (1) A qualified organization is one of the following:
  - A governmental unit, including the U.S. government, a U.S. possession, the District of Columbia, a state government, or any political subdivision of a state or U.S. possession so long as the contribution is made for exclusively public purposes.
  - A public charity described in IRC § 501(c)(3) that meets the public support test of IRC § 509(a)(2) or a public charity described in 170(b)(1)(A)(vi).
  - A public charity described in IRC § 501(c)(3) that meets the requirements of IRC § 509(a)(3) and is controlled by one of the organizations described above. Treas. Reg. § 1.170A-14(c)(1).

### **C. Commitment and Resources**

- (1) The qualified organization must have the commitment to protect the conservation purpose(s) of the donation Treas. Reg. § 1.170A-14(c)(1). An entity organized or operated for one of the conservation purposes in IRC § 170(h)(4)(A) is considered to have the commitment required to protect the conservation purposes of the donation. Treas. Reg. § 1.170A-14(c)(1).
- (2) Qualified organizations that accept easement contributions and are committed to conservation will generally have an established monitoring program, such as annual property inspections to ensure compliance with the conservation easement terms and to protect the easement in perpetuity. The terms of the



- (4) Any required access to the land by the general public depends on the conservation purpose of the conservation easement. If the claimed conservation purpose is for the preservation of open space under IRC § 170(h)(4)(A)(iii), the contribution must yield a significant public benefit which is usually by visual access from a public highway. Treas. Reg. § 1.170A-14(d)(4)(ii)(B).
- (5) The deed of conservation easement must prohibit inconsistent use of the property that could permit destruction of a significant conservation interest, even if the easement accomplishes an enumerated conservation purpose. Treas. Reg. § 1.170A-14(e)(2).
- (6) A baseline study is used to identify the conservation attributes and to establish the condition of the property at the time of the conservation easement donation. Treas. Reg. § 1.170A-14(g)(5).

## B. Land for Outdoor Recreation or Education

- (1) This category includes the donation of a qualified real property interest to preserve land for outdoor recreation by, or for the education of, the general public. IRC § 170(h)(4)(A)(i).
- (2) Substantial and regular physical access by the general public to the preserved land is required. Treas. Reg. § 1.170A-14(d)(2)(ii).
  - **Examples:** A donation to preserve a lake for use by the general public for boating or fishing, or to preserve land for a hiking trail.
- (3) See Treas. Reg. § 1.170A-14(d)(2) for additional guidance.
- (4) See also *PPBM-Rose Hill, Limited v. Commissioner*, 900 F.3d 193 (5th Cir. 2018). In denying the charitable contribution deduction because the taxpayer failed to comply with the extinguishment clause requirements in Treas. Reg. § 1.170A-14(g)(6)(ii), the Fifth Circuit Court of Appeals reversed the tax court on the issue of whether the conservation easement met the outdoor recreation conservation purpose. The court determined that the easement met the outdoor recreation conservation purpose because the terms of the deed stated that the property was being protected for outdoor recreation “for use by the general public.”

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To: City of Washburn Department Heads

Cc: Mayor Motiff  
Common Council  
Harbor Commission  
Plan Commission  
Park Committee

From: Scott J. Kluver, Administrator

Re: 2022 Budget Preparation Timeline

Date: May 11, 2021

Its that time of year again! As we begin to plan for 2022, as usual we have a number of unknowns with the state budget unsettled at this moment. We made it through last year alright, but do not expect any significant increases in revenues. Continue to plan for the worst, and hope for the best. Below is the timeline for budget submittals and process for preparing the next budget.

- General Fund operating budget and capital expense requests to Administrator by 8:00 a.m. on **July 23, 2021**. If I do not have your budget by then, you will have missed your opportunity to provide your recommendation and decisions will be made without your input.
- Administrator reviews budget proposals, prepares drafts, consults with Mayor and department heads July 23 through August 31.
- Mayor/Administrator present proposed 2022 General Fund, Capital and Debt Service budgets to Council on September 13, budget referred to Finance Committee.
- Finance Committee meetings between September 14 and October 8, report to Council with recommendations for October 11 Council Meeting. [Harbor Commission, Stormwater, Water, and Sewer budgets presented to Council in October and November (two each month).]



- 15-day public hearing notice submitted by October 19 for October 22 printing for public hearing on tax levy during November 8 Council meeting. Approval of tax levy at November 8, 2021 Council meeting following Public Hearing.
- List any special assessments and submit to County by November 15
- Statement of Tax to the County in December
- December 13, 2021 Council adopts final “department level” budget with proper notice, if there are changes as outlined in Wis. Statutes 65.90 (5); and TIF District Budgets are presented for approval
- Taxpayers should receive tax bills during third week of December

It is essential that the timeline be followed. Any deviation will affect meeting and publications dates. The schedule has been met and the process has been relatively smooth for the past 14 years thanks to your help. I am confident that it will happen again this year. Please note that this schedule does not call for any special meetings of the Council, but that may change. As expected, and as usual, it will be a tight fiscal year because the growth rate for new development has been abysmal. New development is essential to the City’s finances given the “box” the State of Wisconsin has put local governments in.

When preparing your budget, please give consideration to what your department can do to make Washburn a better place to live. What can be done to positively impact the community? What changes might increase revenue for the City? How can processes change to be more efficient and save money? Besides stagnant growth, we have to contend with levy limits and expenditure restraint penalties. It is necessary to think about the essential services we provide and what we can do without at this point.

Please provide an explanation for any significant deviations from your prior year’s budget and for capital requests. Also, please provide any justification and supporting documents you feel are important to convey. This will save time through the process.

If at any time you have any questions, please do not hesitate to contact me. As information such as employee benefit costs, changes from the State, or Council directives come through, I will keep you informed.