

**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 FINANCE COMMITTEE MEETING** Monday, January 10, 2022 City Hall 4:30PM  
▪ Committee Review-Monthly Expenditures

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**NOTICE OF CITY COUNCIL MEETING**

Monday, January 10, 2022 Washburn City Hall 5:30 PM **AMENDED at 10:00 AM on December 29, 2021**

This meeting may have members participating via tele or web conferencing. Public participants can listen to the proceedings by utilizing a computer or smart phone and using the link <https://us02web.zoom.us/j/83522272315?pwd=NnZyVm12WmFpM2JjRHRjM2lIRUZ6QT09> by calling 1-888-788-0099 (Toll Free) and entering Webinar ID: 835 2227 2315 with passcode 011022 as opposed to being present for the meeting. 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/Pledge of Allegiance
- Approval of Minutes – City Council Meeting – December 13, 2021
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments **TAB 1**
  - Presentation of Service Awards
  - Appointment to Plan Commission
- Discussion & Action on Conditional Use Permit Application for Accessory Dwelling Unit at 705 Evergreen Ct., Property Zoned R-2, Orrion Oreskovich, Petitioner **TAB 2**
- Discussion & Action on Selection of Engineering Firm for Creation of Thompson’s West End Park Campground Expansion Plans **TAB 3**
- Discussion & Action on Payment/Reimbursement Options Related to City Services that May Be Provided for 2023 and Beyond Book Across the Bay Events **TAB 4**
- Discussion & Action on Special Event Request for Bike Across the Bay on February 20, 2022 – North Coast Cycling Association, Petitioner **TAB 5**
- Discussion & Action on Revised State/Municipal Financial Agreement with WisDOT for Phase 1 of the Bayfield Street Project **TAB 6**
- Discussion & Action on Resolution #22-001 Combining Wards to a Single Polling Place **TAB 7**
- Adjourn

**December 13, 2021**

**CITY OF WASHBURN COMMON COUNCIL MEETING**

5:30PM

Washburn City Hall & Remote Call-In

City Council Members:

Present, in-person:

Karen Spears-Novachek, Laura Tulowitzky, Tom Neimes,  
Carl Broberg, Mary McGrath, Dave Anderson

Present, remote:

Jennifer Maziasz

Municipal Personnel:

Present in-person:

Mayor Mary D. Motiff, City Administrator Scott J. Kluver,  
Assistant City Administrator Tony Janisch, City Attorney Max  
Lindsey, Director of Public Works Gerry Schuette, Interim  
Director of Ambulance Service Jeff Bellile

Present, remote:

none

Absent:

none

**Call to Order** - Meeting called to order at 5:32PM by Mayor Motiff. 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 of November 8, 2021** - A motion was made by Novachek to approve the November 8, 2021 minutes of the City Council, second by Neimes. Motion carried unanimously.

**Approval of Expenditures** - A motion was made by Novachek to approve the monthly expenditures as reviewed, second by McGrath. Motion carried unanimously.

**Public Comment** – There was no public comment.

**Mayoral Announcements, Proclamations, Appointments-** The Mayor began by thanking everyone for keeping things moving this past year. The Mayor next nominated Adeline Swiston, Cheryl Follis, Pauline Jimenez, Sherri Swiston, Lu Ann Opperman, Michelle McCumber, Florence Hagstrom, Valerie Dandeneau, Caroline Nelson, Donald Niles Eilertsen, Sharon Hacker, Eugene Dandenau, Richard Avol, Elsa Brown, Ariadna Chediack, Joseph LeBouton to the Election Board. A motion was made by McGrath to appoint the named individuals to the Election Board for a two-year term expiring 12/31/2023, second by Tulowitzky. Motion passed unanimously.

**Discussion & Action on Special Event Request for Book Across the Bay on February 18 and 19, 2022 – Ben Thoen, Petitioner** – The Mayor stated the in review of minutes from 2019, there was discussion and feeling for a path for the City to get reimbursed for expenses incurred from this event. Anderson moved to approve the requests for Book Across the Bay 2022 of noise ordinance waiver, temporary Class “B” retailer’s license, parking & driving restrictions, including no alcohol outside of designated areas and without additional fees, second by Novachek. Dalt Collins, 501 W 5th St., board member of Book Across the Bay, acknowledged the expenses to the City and further explained the community support from the proceeds of the event. He further explained that the volunteer labor groups use this event as fundraisers to support the school athletic clubs and music programs. Mr. Collins further stated that after the 2020 event, \$8,200 were paid out to these type of Washburn groups. He added that because the Book did not occur last year, and because of fixed costs, the organization is at a deficit. He concluded that if the City wants to be paid for expenses, then the Book Across the Bay probably would not happen then and asked to suspend any payment to cover City expenses.

Discussion ensued. McGrath stated that discussion of the City seeking reimbursement began with the past mayor. She is fine with no additional fees this year and added that, as a member of the Finance Committee, budgets are tight, and efforts need to be made for the City to recuperate costs. Tulowitzky added that in the past there has been property damage, staff overtime occurring because of lack of clean-up efforts, the Board needs to be accountable for the oversight of their event. Broberg noted that the information provided stated that medical staff are contracted and having worked the event as part of the Washburn EMS crew that this staging appeared to be more of an “above & beyond” service. Broberg recommended, taking Ashland EMS’s lead,

and discontinuing rescue services onsite and be available as a 911 call if needed. Jeff Bellile, Ambulance Service Interim Director, stated that there are currently on 10 EMTs active at this time, and the concern being that if all these staff are servicing the Book, and a call comes in for an emergency, would they be able to respond to it. Bellile added that at one time they approached the Book for a donation to the ambulance service and were told they were too late and needed to apply the next year. He concluded that the ambulance service is seen as an expectation at the event, but that service needs to be available to the service area, the City and surrounding Towns.

Maziasz stated support in reducing the burden to the City and meeting in future to discuss ways of covering costs. She also stated support with not charging additional fees this year but find ways to reduce the City's costs. Anderson suggested looking to local ski patrols to provide transport on the ice to elevate the EMS and stated support with continuing as before through this year and reducing cost for the City. Maziasz further asked about the City of Ashland's contribution to the Event. Janisch answered that Ashland has asked for reimbursement of costs in the past and has received none, and that they have reduced ambulance service to be "on-call" to reduce costs. The Mayor asked if there are any examples elsewhere where communities support private events like this. Collins stated that the City of Hayward did cover the costs of the Birkebeiner, but then a fee was charged per participant to cover city costs.

Melissa Martinez, Washburn Chamber of Commerce Director, stated that for Brownstone Days very little city resources are used. The Fire Department and the EMS are on-call for the fireworks display, but the City is part of this event. The Fire Department is also involved with the water fight, and a donation was given to them this year. Martinez further stated that the Chamber does promote and advertise the event, and when she started as director she met with City and Book representatives to discuss forms of compensation. The Chamber was promised that the participant email list would be shared, but it was not. Martinez concluded that if other communities are receiving compensation of costs for events like this, then why shouldn't Washburn; and that the Book Board has known for several years about paying for expenses, it should not be continually pushed off to the next year.

Neimes asked how much work/time does Public Works do for the event. Kluver responded that the current public works director has not experienced Book Across the Bay yet, and that this varies each year depended on the amount of snow on the ground and clearing needed. It was noted that costs were \$3,014 in 2020 for Public Works. Janisch added the amount of time was 42 hrs. between 3 employees. Neimes added that these expenses must be figured out moving on. Discussion continued.

Janisch added that according to Book Across the Bay's 990 tax information, which is available on-line for non-profits. Janisch noted that in 2019 one of the identified expenses was \$21,000 to Casual Labor Groups, the assumption that these are the donations given to their volunteer groups. It was the same amount in 2018. Janisch concluded that the Book is making a profit, a profit at the expense of the City. The Mayor asked if it was an break even event, or do they carry over a balance. Janisch answered that according to the 990's assets are carried over.

Broberg suggested amending the motion to include that eliminated standby EMS coverage. This amendment was accepted by Anderson and Novachek. The moved to approve the requests for Book Across the Bay 2022 of noise ordinance waiver, temporary Class "B" retailer's license, parking & driving restrictions, including no alcohol outside of designated areas and without additional fees or standby EMS coverage, second by Novachek. Motion carried unanimously.

**Discussion & Action on Proposed Amendment to Contract with Republic Services for Refuse Collection Dates** – Neimes moved to approve the Contract Amendment with Republic Services for Refuse Collection Dates, second by Novachek. Discussion occurred regarding how utility customers would be notified. Janisch stated this would occur with the January billing. Jane Matthias, Republic Services, stated that they would also contact customers to notify of the change. Motion carried unanimously.

**Discussion & Action on 2022 Pay Schedule** – Novachek moved to approve the 2022 Pay Schedule, seconded by McGrath. Motion carried unanimously.

**Discussion & Action on Proposed 2022 TID #2 and TID #3 Budgets** – The Mayor asked for clarification is action needed to be taken tonight. Kluver responded that the budgets would need approval, but the decision to extend TID #2 would need to be made before July. McGrath moved to approve the 2022 TID #2 & TID #3 Budgets, seconded by Novachek. Novachek encouraged Council to think carefully about a TID #2 extension to be able fund future housing projects. Kluver added that this was a once in 20 years opportunity that State Law allows, this could generate \$225,000 to be used for housing. Discussion ensued. Motion carried unanimously.

**Discussion & Action on Resolution #21-012 Adopting All 2022 Budgets and Expenditures** – Moved by McGrath to approve Resolution #21-012 adopting all 2022 Budgets and Expenditures, seconded by Novachek. Motion carried unanimously.

**Discussion & Action on Writing-Off Certain Outstanding Ambulance Bills/Utility Bills** – Moved by McGrath to approve the write-off of presented Outstanding Ambulance and Utility bills, seconded by Maziasz. Motion carried unanimously.

**Discussion & Action on Writing-Off Certain Uncashed Checks** – Moved by McGrath to approve the write-off of presented Uncashed Checks, seconded by Tulowitzky. Motion carried unanimously.

**Discussion & Action on 2022 Meeting, Election, and Holiday Calendar** – Discussion occurred. Moved by McGrath to approve the 2022 Meeting, Election, and Holiday Calendar with amended Council Meetings dates of February 7<sup>th</sup>, instead of the 14<sup>th</sup>; and August 1<sup>st</sup>, instead of the 8<sup>th</sup>, seconded by Neimes. Motion carried unanimously.

**Adjourn** – Mayor Motiff adjourned the meeting at 6:57PM.

Tony Janisch, Assistant City Administrator

#### **FINANCE COMMITTEE MEETING 4:30pm**

Committee Members Karen Spears Novachek, Mary McGrath & Laura Tulowitzky reviewed monthly expenditure vouchers.

1

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**To:** Honorable Mayor and City Council Members  
**From:** Scott J. Kluver, <sup>SK</sup>Administrator  
**Re:** Mayoral Appointment – Plan Commission  
**Date:** December 20, 2021

Recently, Britt Serrine resigned from the Plan Commission.

The Mayor is nominating Michael Malcheski to fill this spot. This term would expire at the end of April in 2024.

Enclosed you will find his application form. Please let me know if you have any questions.

CITIZEN PROFILE

APPLICATION FOR CITY OF WASHBURN  
COMMITTEE, BOARD, or COMMISSION SEAT

Please use this form to express your interest in serving on a committee, board, or commission of the City of Washburn. Return to the City Clerk's office at City Hall, 119 Washington Avenue, P.O. Box 638, Washburn, Wisconsin 54891. You may submit any additional material to support your application if you desire. Information on vacancies can be obtained by calling the Clerks office.

Most committee, board or commission appointments are mayoral appointments confirmed by the Council.

Name of City Committee, Board, or Commission: PLANNING Commission

Name of Applicant: Michael MALCHESKI

Home Address: 310 E 6th ST

Home Phone: 920-664-2200 Business Phone: \_\_\_\_\_ Email m/malcheski2016@gmail.com

Occupation: Professional planner, 25 years Economic Development local, state, federal and tribal

Are you currently serving on a City Committee, board or commission? Yes \_\_\_\_\_ No X

If yes, please list: \_\_\_\_\_

Please describe the background and experience you can bring to work of the board you seek.

I have Coorselad Communities and organizations state wide on Community development methods, procedures, and projects. 25 years on Ashwaubenon Village Board, elected 4 times. Chair of Public Works and Safety, Bicycle + Pedestrians, and on other committees

Are you able to attend its meetings regularly? Yes X No \_\_\_\_\_

Signature: Michael Malcheski

Date: 10/26/2021

**Michael J. Malcheski**  
**310 East 6<sup>th</sup> Street**  
**Washburn, WI. 54891**  
**1-920-664-2700**

**Elected to Ashwaubenon Village Trustee position April 2012.** Served eight and one half years on the Board including Chair of Public Works and Protection, Parks and Recreation, Bicycle and Pedestrian, Planning, and Brown County Planning Commission, Board of Review, and Community Development Authority.

**Work Experience:**

**Partnership Specialist.** U.S. Department of Commerce, Bureau of the Census July to December 2009. Government liaison to 240 units of local government covering ten north east Wisconsin counties. Responsible for creation and training of local volunteer marketing and outreach committees.

**Executive Director.** Shawano County Economic Progress, Inc. November 2007 to April 2008.  
Employer: Shawano County Economic Progress, Inc., 1263 South Main Street, Shawano, WI. 54416

**Executive Director.** Pierce County Economic Development Corporation  
January 2006 to January 2007.  
Employer: Pierce County Economic Development Corporation, 410 S. Third RDI Building, UW River Falls, River Falls WI. 54022.

**Community Resource Development Specialist.** U.S. Department of Agriculture, Rural Development.  
September 2001 to October 2003. Loan Specialist Multi Family Housing program, October 2003 to November 2004.  
Employer: US Department of Agriculture, Rural Development.  
4949 Kirschling Court Stevens Point, WI. 54481

**Economic Development Director.** North Central Wisconsin Regional Planning Commission  
March 1999 to September 2001  
Employer: North Central Wisconsin Regional Planning Commission  
210 McClellan Street, Suite 210, Wausau, WI. 54403



**Community Services Specialist 2.** Wisconsin Department of  
Commerce.

June 1989 to March 1999

Employer: Wisconsin Department of Commerce

Box 7970

201 West Washington Avenue, Madison, WI. 53707

**Economic Development Planner.** Great Lakes Intertribal  
Council, Inc.

September 1983 to May 1989.

Employer: Great Lakes Intertribal Council, Box 9, Lac Du  
Flambeau, WI.

**Assistant Zoning Administrator**

Bayfield County, Wisconsin

1972 to 1977

**EDUCATION:**

**Highest Level Completed:** Bachelor of Science

**High School:** Washburn High School, Washburn, WI.  
Graduated June 2, 1967

**Colleges attended:**

College: University of Wisconsin Superior  
Superior, WI.54880  
Business Administration Major  
Graduated August, 1983

University of Wisconsin Eau Claire  
Eau Claire, WI.54701  
Business Administration Major  
Geology Minor

**Other Qualifications:**

I have attended over sixty-five (65) professional development seminars; this is a representative list only.

**Certified Business Retention and Expansion Consultant**  
Business Retention and Expansion International  
University of Minnesota Extension  
December 2002

**Cornell University CaRDI**  
**Community and Rural Development Institute**  
Professional Community Developers Training  
July 2002

**United States Department of Agriculture**  
**Revolving Loan Fund Management**  
ST. Paul, MN.  
May 25, 1999

**National Development Council**  
**Revolving Loan Fund Operation**  
Madison, WI.  
June 1996

**National Development Council**  
Covington, KY.  
**Certified Economic Development Professional**  
Certified November 1990

2

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To: Honorable Mayor and City Council Members

From: Scott J. Kluver, Administrator <sup>SK</sup>

Re: Oreskovich CUP – Accessory Dwelling Unit in R-2 Single Family Residential District

Date: December 21, 2021

Enclosed you will find the application materials from Orrion Oreskovich for a Conditional Use Permit (CUP) to construct an accessory dwelling unit on his property located at 705 Evergreen Ct. The Plan Commission held the public hearing and heard comments related to the request. One condition was added to the draft CUP document to make sure that equipment existing on the property is stored appropriately and that temporary storage containers are removed, along with any other code provisions, prior to occupancy being granted.

The location will be on the upper floor of a detached garage that meets the setback requirements. It will have black steel siding. As for the area, the accessory dwelling unit would be under the 700 square feet of gross interior floor area limit and the 65 percent of the primary structure size. The lot area is of adequate size. The property owner will reside on the property. An unobstructed walkway will be constructed from the street to the accessory dwelling unit. The construction will need to meet building codes, and the structure will have a separate connection to municipal sewer (property has a private well).

There would also be adequate space for the one additional off-street parking space required.

The Plan Commission recommended approval based on the criteria in the ordinance. Please let me know if you have any questions on this application.

December 16, 2021

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall & Remote Video Conferencing

COMMISSION MEMBERS: Dave Anderson, Felix Kalinowski (late), Leo Ketchum-Fish, Mary Motiff, Matt Simoneau, Nicolas Suminski

ABSENT: Vacancy

MUNICIPAL PERSONNEL: Scott Kluver City Administrator, Tammy DeMars City Treasurer/Deputy Clerk

Meeting called to order at 5:30pm by Motiff attendance as recorded above with Kalinowski arriving at 5:36pm.

**Approval of Minutes – November 16, 2021, Minutes – Motion by Suminski to approve the minutes of November 16, 2021, second by Anderson. Motion carried 5-0.**

**Public Hearing – Moved by Ketchum-Fish to open floor for public hearing, 2<sup>nd</sup> by Anderson. Motion carried 5-0**

**Conditional Use Permit Application Request for Accessory Dwelling Unit – To construct and utilize an accessory dwelling unit within the provisions of the zoning code at the property located at 705 Evergreen CT., zoned R-2, - Orrion Oreskovich, Petitioner – Ryan Rusch, 847 County Hwy C, although he isn't apposed to the accessory dwelling, he would like to see conditions placed on the UP that requires him to follow city code and zoning ordinance in regards to cleaning up the property and keeping equipment inside. Dale Brevak, property owner across from Oreskovich, supports the accessory dwelling unit and feels Orrion Oreskovich is a good respectful neighbor and has the property screened well so it is hardly visible from the road. Orrion Oreskovich-petitioner states he has a permit and is in the process of building the garage for the purpose of storing his equipment.**

**Moved by Anderson to close the floor for the public hearing, second by Suminski. Motion carried 6-0.**

**Discussion and Recommendation on Conditional Use Permit Application for Accessory Dwelling Unit at 705 Evergreen Ct., Property Zoned R-2, Orrion Oreskovich, Petitioner – Ketchum-Fish moves to recommend approval of conditional use permit for accessory dwelling unit at 705 Evergreen Ct., with some conditions to be determined, second by Suminski. Basis of decision Section 7-55 Article 7 reviewed; 1) Parcel size is adequate; 2) Use is compatible with current residential use; 3) Location is acceptable; 4) No effects known; 5) Proposed use is suitable; 6) No know effects on the natural environment; 7) N/A; 8) Residential use has no effect; 9) No other factors. Ketchum-Fish amends his motion to include the conditions that applicant must adhere to all applicable codes and ordinances related to his property prior to occupancy permit, Suminski accepts amendment. Motion carried 6-0**

**Discussion and Action of Façade Loan Application, 901 West Bayfield Street, Santa Leyenda Inmueble, LLC, Applicant – Greta Blancarte present via zoom. Motion by Ketchum-Fish to approve the façade loan application for Santa Leyenda Inmueble, LLC in the amount of \$10,000.00, second by Suminski. Applicant appears to have meet all requirements of loan. Motion carries 6-0**

**Discussion and Action on Architectural Review-Façade Changes in C-2 Zoning District, 406 W. Bayfield Street, Artist Square Gallery, John & Susan Lince, and Bradley Lemire Applicants – John and Susan Lince-Hopkins present via zoom. Motion by Anderson to approve façade changes at 406 W. Bayfield Street, for framing shop, second by Ketchum-Fish. Applicants are changing existing garage into frame shop, the two overhead doors will be removed replaced by single entry door, and double swinging door. Architectural Standards review; 1) Siding will be wood -T-111, similar to the main structure; 2) N/A; 3) Entrance does face Bayfield St.; 4) N/A; 5) Entrances are clearly recognizable 6) There is no Rooftop equipment; 7) No fencing; 8) Material on rest of structure is also wood; 9) Overhead doors are being removed; 10) No HVAC equipment proposed, but if added would need to be screened; 11) Complies. Original motion carries 6-0.**

**Discussion on Conceptual Regulations of Outdoor Kitchen/Living Space – Ketchum-Fish moves to open floor, second by Suminski. Motion carries 6-0. Kluver explains that we have had an inquiry about regulations on these outdoor kitchen/living spaces and is asking the Commission to give some guidance. Zack Yepma, 101 Thompson Rd, addressed the Commission as he has recently moved to town and is a stone mason. He has built a few of these and knows this is becoming a trend and would like to eventually put one in his yard. Discussion on if permit should be need, should it be considered part of the primary structure or considered an accessory structure, what set back should be followed. Kluver will ask Zoning consultant to help him draft regulations based on the discussion and bring it back for review.**

**Continued Discussion and Action on Comprehensive Plan Re-Write Project – Review of Land Use Maps and Policies – Kluver reminding the Commission that we need to look at things overall to see the whole picture and what it is you want, to do this you need to make land use decisions and policies to help maintain these things. Our zoning ordinance is cumbersome it went from 80 some pages**

## CITY OF WASHBURN CONDITIONAL USE PERMIT

A Conditional Use Permit is hereby granted, pursuant to Title 13, Chapter 1, Article 7, Division 3 of the City of Washburn Zoning Ordinance to Orrion Oreskovich (hereinafter User), in respect to property currently zoned R-2 Single Family Residential District, herein referred to as Subject Property, described as:

**Street Address:** 705 Evergreen Court

**Legal Description:** RUSCHS BALSAM ACRES LOT 6 & LOTS 11 & 12 LESS E 16.5' OF LOT 12 & LOT 13

**Tax ID:** 37983      **PIN:** 04-291-2-49-04-31-4 00-271-14200

This Conditional Use Permit is granted for the purpose of permitting the User, and only the User, to engage in the permitted use set forth immediately below:

1. To construct an accessory dwelling unit in accordance with Section 13-1-8-521 of the City of Washburn Zoning Code.

This Conditional Use Permit is subject to the following special conditions:

1. This Conditional Use Permit is issued exclusively to the User, does not run with the land for which it is issued, and may not be sold, conveyed, assigned or otherwise transferred to any other person or entity. This permit will be effective once all conditions are complied with as specified in ordinance.
2. Issuance of a Conditional Use Permit does not indicate that the City of Washburn has certified the above referenced dwelling nor has it inspected the building, nor does it ensure that it meets local, state, federal, or professional requirements or standards related to the subject use.
3. The dwelling shall be constructed on the upper floor of a detached garage that is located in the rear yard and complies with all of the setback requirements for the zoning district.
4. Any exterior changes or additions for the dwelling shall be constructed of similar materials and shall be architecturally compatible with the principle dwelling unit.
5. The floor area of the dwelling shall not be more than 65 percent of the total floor area of the principle dwelling unit up to a maximum of 700 square feet.
6. The property owner shall reside in either the principal structure or the accessory dwelling unit.



7. There shall be an unobstructed walkway leading from the public street to the accessory dwelling unit.
8. Prior to construction, a UDC permit for construction shall be obtained.
9. The dwelling unit shall be connected to the sanitary sewer as a new connection.
10. One off-street parking space for the dwelling unit shall be provided.
11. All other applicable codes and ordinances must be adhered to prior to an occupancy permit being issued.
12. All conditional uses referred to above may be carried out upon the Subject Property twenty-four (24) hours per day, seven (7) days a week.
13. The Common Council for the City of Washburn may at some future date require regular review and renewal of Conditional Use Permits or otherwise change the Conditional Use Permit Ordinances. The holder of the permit may be subject to permit termination and/or renewal at the discretion of the Common Council or its designee. Holder of the permit may be subject to additional ordinance requirements and expense in that event.

Statement on the nature of the approval:

In approving this Conditional Use Permit, the Plan Commission confirmed the size of the parcel was not an issue, the use is compatible, the location of the use on the property is not a concern, traffic safety should not be a problem, it is a suitable additional use, there are no negative impacts on the environment known of, concerns with impacts on the neighbors were discussed and it would not impede the normal development. The Common Council adopts these findings.

Appeal rights for applicant and other aggrieved persons:

Within 30 days of the decision date, a written appeal, including the reasons for the appeal, must be received by the City Clerk. The appeal process will follow the procedure outlined in 13-1-7-23 of the zoning ordinance.

\_\_\_\_\_  
Orrion Oreskovich

\_\_\_\_\_  
Date

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2022, the above-named Orrion Oreskovich, to me known to be the person who executed for the foregoing instrument and acknowledge the same.

Notary Public, Bayfield County, Wisconsin

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Mary D. Motiff, Mayor  
City of Washburn

\_\_\_\_\_  
Date

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2022, the above-named Mary D. Motiff, known to be the person who executed for the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public, Bayfield County, Wisconsin

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Scott J. Kluver, Zoning Administrator  
City of Washburn

\_\_\_\_\_  
Date

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2022, the above-named Scott J. Kluver, known to be the person who executed for the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public, Bayfield County, Wisconsin

My commission expires: \_\_\_\_\_





**From:** washburnadmin@cityofwashburn.org  
**Subject:** Conditional Use Permit Review  
**Date:** November 19, 2021 at 9:07 AM  
**To:** orriono@gmail.com



Orrion,

I have reviewed your conditional use permit application and have a couple things that I need before I can continue.:

1. The fee of \$150 is due.
2. Can you please tell me the exterior dimensions of your existing house?
3. Am I correct that the living space of your accessory dwelling unit is 30' x 32'?
4. Can you please indicate where the walkway would be from the accessory dwelling unit to the cul-de-sac?
5. Can you please tell me about the siding and roof of the accessory dwelling unit – what materials will it be made from?
6. Do you have/will you have a separate water and sewer connection for this structure?

ATTACHED

YES

ATTACHED

BLACK STEEL

SEPARATE  
SEWER

GOING TO  
CONNECT TO  
MY WELL

Once I get answers to this I can complete my review and proceed with advertising for your public hearing.

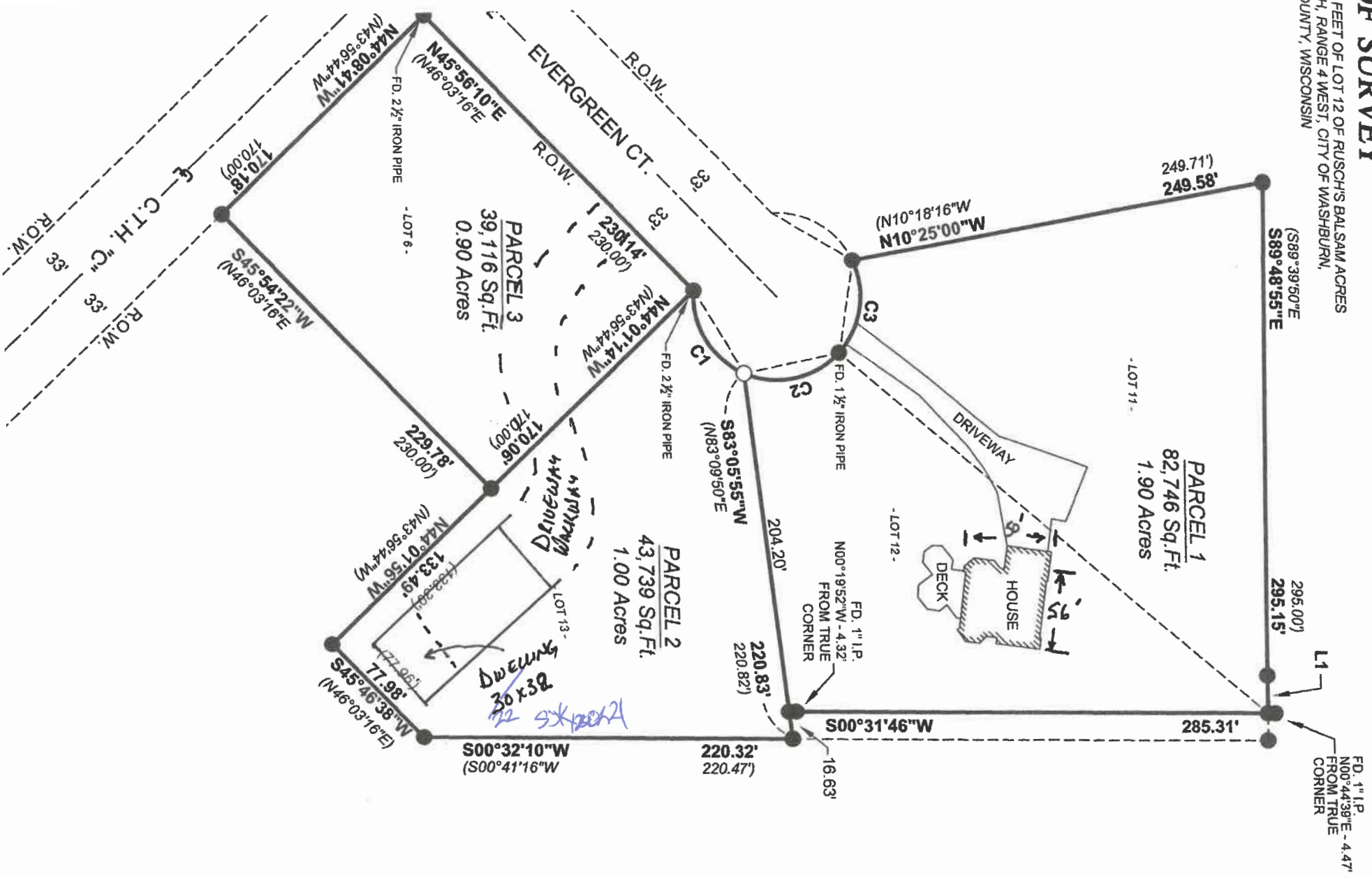
Scott J. Kluver, Administrator  
City of Washburn  
P.O. Box 638  
119 Washington Ave.  
Washburn, WI 54891  
Phone – 715-373-6160 Ext. 4  
Fax – 715-373-6148

<http://www.cityofwashburn.org/>

The City of Washburn is an equal opportunity provider, employer, and lender.

# DE SURVEY

FEET OF LOT 12 OF RUSCH'S BALSAM ACRES  
 T4N, R4W, SEC. 31, CITY OF WASHBURN,  
 WISCONSIN



DATE	REV. NO.	BY:	REVISION DESCRIPTION

Drawn by: P.MCKUEN  
 Approved by: P.MCKUEN

Filed With:  
 BAYFIELD COUNTY  
 Field work complete!



**Pine Ridge**  
**Land Surveying, LLC.**  
 Professional Land Surveying Services

**PATRICK A. MCKUEN, PLS**  
 1424 1/2 LAKE SHORE DR. W.  
 ASHLAND, WI 54806  
 PH. 715-682-2969  
 WWW.PINERIDGESURVEYING.COM

## ORESKOVICH PLAT OF SURVEY

LOTS 6, 11, 12 & 13 LESS THE E. 16 1/2 FEET  
 OF LOT 12 OF RUSCH'S BALSAM ACRES,  
 SEC. 31, T49N, R4W,  
 CITY OF WASHBURN, BAYFIELD COUNTY.

PROJECT NUMBER:  
 ORESKOVICH2021-19-4  
 FIGURE/SHEET NO  
 1

**washburnadmin@cityofwashburn.org**

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**From:** washburnadmin@cityofwashburn.org  
**Sent:** Thursday, December 2, 2021 12:24 PM  
**To:** 'Orrion Oreskovich'  
**Subject:** RE: CUP

Orrion,

That is set.

Scott Kluver  
City of Washburn

**From:** Orrion Oreskovich <orriono@gmail.com>  
**Sent:** Thursday, December 2, 2021 11:50 AM  
**To:** washburnadmin@cityofwashburn.org  
**Subject:** Re: CUP

OK. And is there any possibility of a variance on that sizing or is that pretty much set in stone?

**Orrion Oreskovich**

715.373.2787

Sent from my iPhone

On Dec 2, 2021, at 11:27 AM, [washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org) wrote:

Orrion,

In this case, the measurement would be based on the total interior floor area. As such, the measurement would be from the interior of an exterior wall to the interior of an exterior wall. Given that, your measurement below would likely work. When you get your building plans, as it would require a UDC building permit, it would need to show that. If you are good with that, that is how I will explain it for right now.

Scott Kluver  
City of Washburn

**From:** Orrion Oreskovich <[orriono@gmail.com](mailto:orriono@gmail.com)>  
**Sent:** Thursday, December 2, 2021 11:01 AM  
**To:** [washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org)  
**Subject:** Re: CUP

Ok. How is this figured? Interior dimensions? If I take 8' off it would be 32'x22' = 704 sqft. But with studs and everything would be considerably less...

**Orrion Oreskovich**

715.373.2787  
Sent from my iPhone

On Dec 2, 2021, at 10:48 AM, [washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org) wrote:

Orrion,

Per you map, your accessory dwelling unit is 30 by 32 equaling 960 square feet. The limit is 700 square feet. This would mean the size needs to be reduced.

**Scott J. Kluver, Administrator**

City of Washburn

P.O. Box 638

119 Washington Ave.

Washburn, WI 54891

Phone – 715-373-6160 Ext. 4

Fax – 715-373-6148

<http://www.cityofwashburn.org/>

The City of Washburn is an equal opportunity provider, employer, and lender.

**8-494 to 8-520 Reserved**

**DIVISION 12  
SPECIFIC STANDARDS FOR ACCESSORY LAND USES  
(Series 17 in Land-Use Matrix)**

**Sections**

8-521	Accessory dwelling unit	8-538	Household livestock
8-522	Adult family home	8-539	Kennel, hobby
8-523	Amateur radio and/or citizens band antenna	8-540	Light industrial use incidental to sales/service
8-524	Bed and breakfast	8-541	Outdoor food and beverage service
8-525	Boat dock	8-542	Play structure
8-526	Boathouse	8-543	Pond
8-527	Exterior communication device	8-544	Rural accessory building
8-528	Family day care home	8-545	Sales incidental to light industrial use
8-529	Farm building for non-farm storage	8-546	Service window, drive-up
8-530	Fence	8-547	Service window, walk-up
8-531	Firewood storage	8-548	Solar energy system, building-mounted
8-532	Foster home and treatment foster home	8-549	Solar energy system, free-standing
8-533	Garage, nonresidential	8-550	Storage container
8-534	Garage, residential	8-551	Swimming pool
8-535	Greenhouse	8-552	Utility cabinet
8-536	Home occupation, major	8-553	Work/live dwelling unit
8-537	Home occupation, minor	8-554	Yard shed

**8-521 Accessory dwelling unit**

(a) **Legislative intent.** Accessory dwelling units represents a way to increase the housing stock in the City and promote housing choice and affordability. Accessory dwelling units must be compatible with the surrounding area and must be clearly subordinate to the principal dwelling unit.

(b) **Location.** An accessory dwelling unit shall only be located on the upper floor of a detached garage that is located in the rear yard and complies with all setback requirements for the zoning district in which the subject property is located. If a variance is granted allowing construction of the garage closer to a property boundary line than what is otherwise allowed in the zoning district, such garage is not eligible to also include an accessory dwelling unit.

(c) **Character of building.** Any exterior changes or additions for an accessory dwelling unit shall be constructed of similar materials and shall be architecturally compatible with the principal dwelling unit.

(d) **Size limitation.** The floor area of the accessory dwelling unit shall not be more than 65 percent of the total floor area of the principal dwelling unit up to a maximum of 700 square feet.

(e) **Number.** There shall be no more than one accessory dwelling unit on the subject property.

(f) **Lot area.** The lot containing an accessory dwelling unit shall be at least 2,500 square feet greater than the minimum lot area for the zoning district in which the lot is located.

(g) **Owner occupancy required.** The property owner shall occupy either the principal dwelling unit or the accessory dwelling unit.

(h) **Walkway.** There shall be an unobstructed walkway leading from the public street to the accessory dwelling unit.

(i) **Compliance with building codes.** Prior to establishment of an accessory dwelling unit, the building inspector shall certify that the garage meets all applicable building codes. In addition, an accessory dwelling unit shall comply with all applicable building codes.

(j) **Compliance with sanitation requirements.** If the subject property is not served by municipal sewer, the Bayfield County Health Environmental Resource Department shall certify that the existing on-site sewage disposal system can accommodate the proposed use in accordance with county sanitation requirements.

#### 8-522 Adult family home

(a) **License.** Prior to the establishment of an adult family home, the operator shall obtain a license from the state as required by state law and maintain such license for the life of the use or until the state no longer requires such license.

(b) **Signage.** Signage for an adult family home shall comply with all applicable standards set forth in Article 18.

#### 8-523 Amateur radio and/or citizens band antenna

(a) **Legislative findings.** The Common Council makes the following legislative findings regarding amateur radio and/or citizens band antennas:

(1) The placement of amateur radio antennas and support structure of unregulated height and type could have a negative impact on surrounding properties and especially on the smallest of lots allowed in the city.

(2) Pursuant to s. 59.69(4f), Wis. Stats., the regulations in this section constitute the least restrictive measures needed to promote community aesthetics, public health, and safety while allowing amateur radio communications.

(b) **Number.** Antennas shall be placed on no more than 2 support structures, such as a tower or on top of a building.

(c) **Type of tower.** An antenna may be placed on a monopole or lattice tower.

(d) **Anti-climbing measures required.** If a tower is used to support the antenna, the tower shall have anti-climbing measures to prevent unauthorized climbing.

(e) **Placement.** An antenna shall not be located in a front yard.

(f) **Setback requirements.** The center of the antenna shall be no closer than 110 percent of the total height of the antenna to a lot line and overhead electric lines.

#### 8-524 Bed and breakfast

(a) **State permit.** Prior to the establishment of a bed and breakfast, the operator shall obtain a permit from the Wisconsin Department of Health Services, or the department's authorized agent, and maintain such license for the life of the use or until the department no longer requires such permit.<sup>34</sup>

(b) **Display of permit.** The operator shall display the current bed and breakfast permit in a conspicuous location inside the bed and breakfast.

(c) **Accommodations tax.** Prior to the establishment of a bed and breakfast, the operator shall obtain a permit issued pursuant to s. 3-4-2(c) of the municipal code for the purpose of collecting any accommodations tax as may be adopted by the City.

(d) **Registry.** The operator of the bed and breakfast shall keep an accurate register showing the names of all guests. This registry shall be kept on file for a period of one year and shall be available for inspection by city officials at any time upon request.

(e) **Compliance with applicable building codes.** Prior to the establishment of a bed and breakfast or the expansion of an existing bed and breakfast, the building inspector shall certify that the dwelling meets all applicable building code requirements.<sup>35</sup>

<sup>34</sup> Commentary: See subch. VII of ch. 254, Wis. Stats., and ch. DHS 197, Wis. Admin. Code

<sup>35</sup> Commentary: Bed and breakfasts must comply with the residential building code requirements; the commercial building code does not apply because the dwelling is the operator's residence and the operator is residing in the residence when guests are present.

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



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

### APPLICATION FOR CONDITIONAL USE PERMIT

(Zoning Code 13-7-51 through 62)

Name: ORRION ORESKOVICH Initial Application  Amendment/Renewal   
Physical and Mailing Address of Applicant: 705 EVERGREEN CT WASHBURN WI 54891  
Telephone Number: 715 373 2787 E-mail: ORRIONO@GMAIL.COM  
Address/Description of Permit Property: 705 EVERGREEN CT  
Requested Conditional Use: GARAGE APARTMENT Zoning District: RZ

*Applicant shall submit a letter detailing the desired use, along with a scaled site plan of the property if new construction is involved.*

*It is the responsibility of the applicant to provide the name and address (both physical and mailing) of property owners within a 150 foot radius the permit property. Please use attachments for longer lists.*

1. PATRICIA & LINDA HICKMAN  
707 EVERGREEN CT WASHBURN WI 54891
2. TIMOTHY & ANDREA OTTO  
2327 185<sup>TH</sup> ST DEER PARK, WI 54007
3. NEIL HUNT  
815 N. 8<sup>TH</sup> AVE WEST WASHBURN WI 54891
4. PATRICIA & DANIEL COVINGS  
721 N 8<sup>TH</sup> AVE WEST WASHBURN WI 54891
5. RYAN PEDERSON  
703 N 8<sup>TH</sup> AVE WEST WASHBURN WI 54891

6. THOMAS & MARY ANN SARVER  
603 WEST 8<sup>TH</sup> AVE WASHBURN WI 54891

7. NICHOLAS SUMINSKI  
845 CTY HWY C WASHBURN WI 54891

8. RYAN RUSCH  
847 CTY HWY C WASHBURN WI 54891



Madonna Francois

915 Coffey C  
Washburn

Brooks

Breck Trust  
7405 Madonna Rd.  
Washburn

715.234.7008  
2600 College Drive  
Rice Lake, WI 54868  
[www.cooperengineering.net](http://www.cooperengineering.net)



**APPLICATION FOR CONDITIONAL USE PERMIT --- Page 2**

*I have read municipal code 13-7-52 through 62 as presented to me upon application and understand the process related to the issuance of a Conditional Use Permit. I also understand that I may be required to submit supplemental information as may be required elsewhere in the zoning code for my particular request.*

Application Signature:  Date: 11/09/2021

**Filing Fee:** *A \$150 filing fee is due at the time of submitting the application. A receipt of the fee payment shall be attached to this application form and shall serve as the application submission date.*

**OFFICE USE ONLY**

Date of Review Completed by Zoning Administrator: 2022

Date of Public Hearing: 12/16/21

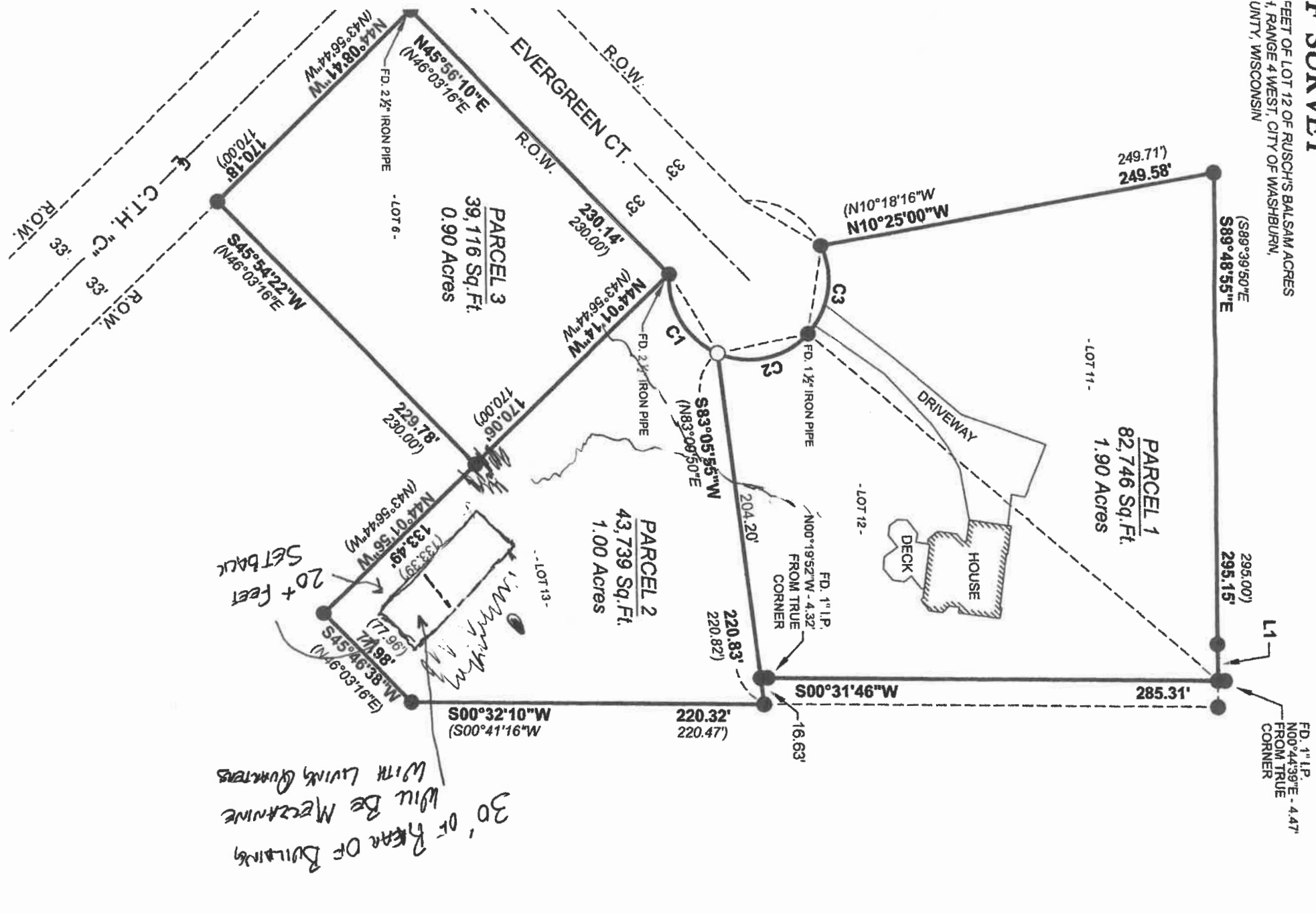
Dates of Publication/Mailing: 11/30/21 / 12/07/21 / 11/29/21

Recommendation of Plan Commission: \_\_\_\_\_

Approval by Council: \_\_\_\_\_

# F SURVEY

FEET OF LOT 12 OF RUSCH'S BALSAM ACRES  
 T49N R4W SEC 31, CITY OF WASHBURN,  
 COUNTY, WISCONSIN



30' OF REAR OF BUILDING  
 WILL BE MEASURED  
 WITH LIVING QUARTERS  
 SETBACK

20+ FEET  
 SETBACK

PROJECT NUMBER: ORESKOVICH20-31-48-4 FIGURE/SHEET NO 1 OF 1	<b>ORES KOVICH                  PLAT OF SURVEY</b>		DATE REV. NO. BY:		REVISION DESCRIPTION	
	LOTS 6, 11, 12 & 13 LESS THE E. 16 1/2 FEET OF LOT 12 OF RUSCH'S BALSAM ACRES, SEC. 31, T49N, R4W, CITY OF WASHBURN, BAYFIELD COUNTY,		Drawn by: P.MCKUEN Approved by: P.MCKUEN		Filed With: BAYFIELD COUNTY Field work completed:	

**Pine Ridge  
 Land Surveying, LLC.**  
 Professional Land Surveying Services  
*Value & Quality is a Timely Matter*

**PATRICK A. MCKUEN, PLS**  
 1424 1/2 LAKE SHORE DR. W.  
 ASHLAND, WI 54806  
 PH. 715-682-2969  
 WWW.PINERIDGESURVEYING.COM

**8-494 to 8-520 Reserved**

**DIVISION 12  
SPECIFIC STANDARDS FOR ACCESSORY LAND USES  
(Series 17 in Land-Use Matrix)**

**Sections**

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8-537	Home occupation, minor	8-554	Yard shed

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(b) **Location.** An accessory dwelling unit shall only be located on the upper floor of a detached garage that is located in the rear yard and complies with all setback requirements for the zoning district in which the subject property is located. If a variance is granted allowing construction of the garage closer to a property boundary line than what is otherwise allowed in the zoning district, such garage is not eligible to also include an accessory dwelling unit.

(c) **Character of building.** Any exterior changes or additions for an accessory dwelling unit shall be constructed of similar materials and shall be architecturally compatible with the principal dwelling unit.

(d) **Size limitation.** The floor area of the accessory dwelling unit shall not be more than 65 percent of the total floor area of the principal dwelling unit up to a maximum of 700 square feet.

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#### **8-522 Adult family home**

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(a) **Legislative findings.** The Common Council makes the following legislative findings regarding amateur radio and/or citizens band antennas:

(1) The placement of amateur radio antennas and support structure of unregulated height and type could have a negative impact on surrounding properties and especially on the smallest of lots allowed in the city.

(2) Pursuant to s. 59.69(4f), Wis. Stats., the regulations in this section constitute the least restrictive measures needed to promote community aesthetics, public health, and safety while allowing amateur radio communications.

(b) **Number.** Antennas shall be placed on no more than 2 support structures, such as a tower or on top of a building.

(c) **Type of tower.** An antenna may be placed on a monopole or lattice tower.

(d) **Anti-climbing measures required.** If a tower is used to support the antenna, the tower shall have anti-climbing measures to prevent unauthorized climbing.

(e) **Placement.** An antenna shall not be located in a front yard.

(f) **Setback requirements.** The center of the antenna shall be no closer than 110 percent of the total height of the antenna to a lot line and overhead electric lines.

#### **8-524 Bed and breakfast**

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(d) **Registry.** The operator of the bed and breakfast shall keep an accurate register showing the names of all guests. This registry shall be kept on file for a period of one year and shall be available for inspection by city officials at any time upon request.

(e) **Compliance with applicable building codes.** Prior to the establishment of a bed and breakfast or the expansion of an existing bed and breakfast, the building inspector shall certify that the dwelling meets all applicable building code requirements.<sup>35</sup>

<sup>34</sup> Commentary: See subch. VII of ch. 254, Wis. Stats., and ch. DHS 197, Wis. Admin. Code

<sup>35</sup> Commentary: Bed and breakfasts must comply with the residential building code requirements; the commercial building code does not apply because the dwelling is the operator's residence and the operator is residing in the residence when guests are present. .

shall only become effective when all required signatures have been obtained and the original signature copy is returned to the zoning administrator.

(18) **Public record copy.** A duplicate copy of the decision document shall be retained as a public record.

(19) **Recording of decision document.** If the property owner returns the decision document within the required time period with the required signatures, the zoning administrator shall record the decision document against the subject property in the office of the Bayfield County register of deeds.

(20) **Administrative steps.** If the conditional use is approved and the zoning administrator has created a map showing conditional uses, the zoning administrator shall add the conditional use to that map.

Amendment(s):

- 1. Ordinance 18-001, adopted April 9, 2018

**7-55 Basis of decision**

(a) **Generally.** When reviewing conditional uses other than nonconforming conditional uses, the Plan Commission in making its recommendation and the Common Council in making its decision shall consider the following factors:

- (1) the size of the parcel on which the proposed use will occur;
- (2) the presence of and compatibility with other uses on the subject property, if any;
- (3) the location of the proposed use on the subject property (e.g., proximity of the proposed use to other existing or potential land uses);
- (4) effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
- (5) the suitability of the subject property for the proposed use;
- (6) effects of the proposed use on the natural environment;
- (7) effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances;
- (8) effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts; and
- (9) any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law.

(b) **Nonconforming conditional uses.** When reviewing nonconforming conditional uses, the Plan Commission in making its recommendation and the Common Council in making its decision shall make the following determinations:

- (1) The nonconforming use will not be adverse to the public health, safety, or welfare.
- (2) The nonconforming use is in keeping with the spirit and intent of this chapter.
- (3) The nonconforming use would not be otherwise detrimental to the area and in particular the surrounding properties.

The Common Council shall grant approval for a nonconforming conditional use only if the council can make an affirmative finding for all of the criteria listed in this subsection.

(c) "Substantial evidence" as used in this Article means facts and information, other than mere personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

Amendment(s):

- 1. Ordinance 18-001, adopted April 9, 2018

**7-56 Imposition of conditions**

(a) **Generally.** The Plan Commission may recommend and the Common Council may impose one or more conditions of approval as may be necessary to grant approval. Such conditions and restrictions may relate to the establishment, location, construction, maintenance, operation of the use, off-site impacts, and any other aspect of the use that impacts the public health, safety, or general welfare. Conditions as to the permit's duration, transfer, or renewal may also be included. All conditions must be reasonable and, to the extent practicable, measurable. Any condition imposed must be related to the purpose of the evidence and be based on substantial evidence.

(b) **Condition may not lessen any requirement.** A condition of approval shall not lessen a development standard or other requirement contained in this chapter.

(c) **Special consideration for solar panels.** In those instances where a solar panel is classified as a conditional use, the reviewing authority may impose one or more conditions of approval, provided the condition satisfies one of the following:

- (1) The condition serves to preserve or protect the public health or safety.
- (2) The condition does not significantly increase the cost of the system or significantly decrease its efficiency.
- (3) The condition allows for an alternative system of comparable cost and efficiency.<sup>6</sup>

(d) **Effect on contracts with another party.** The Common Council shall not condition or withhold approval based upon the property owner entering into a contract or discontinuing, modifying, extending, or renewing any contract, with a third party under which the third party is engaging in a lawful use of the property.<sup>7</sup>

(e) **Special condition for business as property owner.** As a condition of approval of a conditional use, the property owner if it is a business entity, such as a limited liability company or a corporation, shall for the life of the conditional use continuously maintain a registered office and registered agent in the state of Wisconsin as evidenced by registration with the Wisconsin Department of Financial Institutions.

## Amendment(s):

1. Ordinance 18-001, adopted April 9, 2018

**7-57 Application form and content**

The application submittal shall include an application form as may be used by the City and a project map prepared at an appropriate scale depicting the information listed in Appendix A.

**7-58 Staff report content**

The staff report shall contain preliminary findings for the decision criteria listed in this division and other information deemed appropriate.

**7-59 Content of decision document**

(a) **Approval.** If the application for a conditional use is approved, the decision document shall include the following:

- (1) a statement that the application is approved,
- (2) a description of the conditional use,
- (3) a description of where the conditional use will occur on the property,
- (4) reasons for the decision based on the criteria listed in this division,
- (5) a list of conditions of approval that must be satisfied prior to the establishment of the conditional use or complied with during the life of the conditional use, or both,

<sup>6</sup> Commentary: See s. 66.0401(1m), Wis. Stats.

<sup>7</sup> Commentary: See s. 62.23(7)(gm), Wis. Stats. The City, for example, could not require an applicant to terminate an existing contract with another party that is engaged in a lawful use of the property.

**CITY OF WASHBURN**

PO BOX 638

WASHBURN, WI 54891

**Receipt Nbr:** 32026

**Date:** 11/24/2021

**Check**

**RECEIVED  
FROM**

ORRION ORESKOVICH

\$150.00

**Type of Payment**

**Description**

**Amount**

Accounting

ZONING PERMITS

150.00

C.U.P ORRION ORESKOVICH

---

**TOTAL RECEIVED**

**150.00**

---

3



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



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

To: Honorable Mayor and City Council Members  
From: Tony Janisch, Assistant City Administrator *10/21*  
Re: Thompson's West End Park Campground Expansion  
Date: December 29, 2021

At the October 2021 meeting, Council directed staff to seek engineering services to consider campground expansion at Thompson's West End Park at two locations. In November, a request for proposals, RFP, was developed and sent to a few select firms seeking their interest in the project. Three proposals were received. The RFP and proposals are included with these materials.

The more detailed proposal, along with supporting material, was received from Long Island Engineering LLC. This company is based locally, in Ashland, and has worked on several projects in the immediate area. However, this was also the most expensive proposal received at \$16,000. The City has no experience working with this company, but they have a good recommendation from a colleague in the City of Ashland.

The next proposal received was from Ayres Associates. The City is currently working with Ayres for the Bayfield Street Reconstruction Project, as well as the relocation of the sewer line at the Iron Works. Ayres has identified previous campground experience in their supporting material and has the lowest cost at \$9,850.

The final proposal received was from Cooper Engineering. The City has been working with Cooper on parking lot expansion at the Marina. Cooper has identified previous campground experience within their proposal letter and have contacted me several times for additional information regarding the RFP and the needs of the City. Their fee for services is \$10,000.

The City is under no obligation to select the lowest bid for a conceptual design project. And the Council may choose, if so desired, to interview any or all of these companies for further specifics of their proposals. However, given the low complexity of the project and the desire for a quick turnaround, I recommend we select Cooper Engineering for the Thompson's West End Park Campground Expansion project.

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



**cityofwashburn.org**  
715-373-6160  
715-373-6161  
FAX 715-373-6148

### **Thompson's West End Park Campground Expansion**

The City of Washburn is seeking engineering services to explore expansion of camping facilities at Thompson's West End Park. The City of Washburn is in Northeastern Bayfield County, along the shores of Chequamegon Bay on Lake Superior. The City operates two municipal campgrounds, both with lake access.

West End Park Campground has 50 designated camping sites with an overflow area, primarily servicing RV type camping, and has experienced full capacity for weeks/months at a time during the prime camping season. A master plan for West End Park was completed in 2015, which included camping expansion. However, the needs and desires of the City have shifted away from the location for expansion for traditional RV camping.

The City is seeking a proposal to review potential expansion at two locations within the park. 1) The current over-flow camping area above the boat ramp. 2) An open field east of 6<sup>th</sup> Ave used for overflow parking. Specifically, which location is best suited for camping given the answers to these questions:

1. What improvements, if any, would be needed to allow camping under our health permit given the potential of full-service to partial-service sites in these locations?
2. What is the cost of any needed restroom/shower, and/or full-service hook-ups at the proposed camping locations?
3. What are the other site improvements that would be needed (erosion control, site construction, picnic tables/fire rings, and other amenities such as wi-fi) and the estimated cost of providing such improvements?
4. What is the cost/benefit analysis of locating the different camping styles at various locations?

Review of proposals will occur after December 15, 2021. Please provide your proposal and costs by this date. It is anticipated that Washburn City Council will take action with a selection on January 10, 2022.

Proposals can be emailed to [asstadmin@cityofwashburn.org](mailto:asstadmin@cityofwashburn.org) or mailed to:  
City of Washburn  
PO Box 638  
Washburn, WI 54891

For questions or more information about this project, please contact;  
Tony Janisch, Asst. City Administrator  
715-373-6160, ext. 1  
[asstadmin@cityofwashburn.org](mailto:asstadmin@cityofwashburn.org)



# Thompson's West End Park Campground Expansion Locations



Todd Gibbon  
Long Island Engineering LLC  
201 Maple Ridge  
Ashland, WI 54806



December 14, 2021

Tony Janisch  
City of Washburn  
PO Box 638  
Washburn, WI 54891

Mr. Janisch:

Thank you for the opportunity to provide a proposal in response to the Thompson's West End Park Campground Expansion RFP.

**Project Overview**

We understand that the City is looking for engineering services to explore expansion possibilities at Thompson's West End Park (WEP). The City has two locations identified for possible expansion areas. These locations are the existing overflow camping area above the boat ramp and the open field east of 6<sup>th</sup> Ave. The City is seeking feedback on which of the two locations is best suited for expansion based on the four questions in the RFP.

We have developed the following proposal and cost estimate to answer the four questions outlined in the RFP. Additionally, we understand that the final product is to provide a short narrative and cost estimate comparing the two locations and comparing full service hook-ups versus shower house facilities. The analysis will result in four different cost benefit scenarios.

**Work Plan**

- Question 1      What improvements, if any, would be needed to allow additional camping under the City's permit with Bayfield County?      \$2,000**  
 Research the existing campground permit through Bayfield County and evaluate Bayfield County ordinances for campgrounds. Provide feedback on Bayfield County requirements for campgrounds.
- Question 2      What is the cost of any needed restroom/shower and/or full-service hookup?      \$5,700**  
 Develop 2D concept layout plans for location 1 and location 2. Calculate estimated quantities for major construction components. Compile cost information on recently built campgrounds that have utilized shower houses and campgrounds that have utilized full utility hook-ups.



Tony Janisch  
December 14, 2021

Page 3

with any additional work. The following rates apply to staff that may work on this project.

- Lead Engineer \$135/hr
- Senior Engineer \$144/hr
- Engineering Support \$60/hr

This letter and contract represents the entire understanding between City of Washburn and Long Island Engineering LLC for the above described project (**WEP Campground Expansion**) and may only be modified in writing signed by both parties. This letter and contract is valid for 60 days from the date shown. If this satisfactorily sets forth your understanding of our agreement, please sign in the space provided below and return to us.

I look forward to discussing this project with you further. If you have any questions, please contact me at **715-209-4747** or via email at **longislandengineeringllc@outlook.com**.

Attached are resumes for the two primary engineers that will be working on this project. Included in the resumes are sample projects of similar nature the West End Park Campground Expansion project.

Sincerely,

Long Island Engineering, LLC



\_\_\_\_\_  
Todd Gibbon, PE CFM

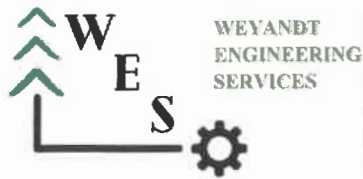
12/14/21

\_\_\_\_\_  
Date

Accepted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



WEYANDT  
ENGINEERING  
SERVICES

[scott@weyandtengineering.com](mailto:scott@weyandtengineering.com)  
218.393.1915

# WESLIE

## Engineering Group



[longislandengineeringllc@outlook.com](mailto:longislandengineeringllc@outlook.com)  
715.209.4747

### Scott Weyandt, PE

**Weyandt Engineering Services**  
[scott@weyandtengineering.com](mailto:scott@weyandtengineering.com)  
218.393.1915

#### Education

Bachelor of Science  
Civil Engineering  
*Michigan Technological University*  
*Houghton, MI (1984)*

Master of Science  
Civil Engineering  
Water Resources and Geotechnical  
*Michigan Technological University*  
*Houghton, MI (2000)*

#### Professional Registrations/Licenses

Professional Engineer in Wisconsin  
*(E-27245, 1990)*  
Professional Engineer in Minnesota  
*(25602, 1997)*

#### Certifications

Rosgen Applied Fluvial  
Geomorphology  
  
Certified Construction Site Manager  
  
Certified Designer of Construction  
*SWPPP Minnesota*

#### Professional Associations

American Society of Civil Engineers  
*(ASCE)*

### GENERAL EXPERIENCE

#### Scott Weyandt, PE

- Project management for complex utility, environmental, municipal, commercial and industrial projects.
- Environmental permitting and design support. (wetlands, stormwater quality and quantity, waterways, endangered species, and cropland)
- Development of FEMA estimates and coordination with FEMA to assist county and municipal clients.
- Construction engineering support and inspection for municipal street and shoreline stabilization projects.
- Design of stormwater management plans, municipal stormwater systems and culvert design incorporating fish passage.
- Incorporation of Low Impact Design (LID) into stormwater solutions.
- Development of stormwater utilities, city standards for stormwater, and city standards for public works.
- Pavement design and geotechnical solutions for slope failure.
- Dredging design and permitting.
- Dam rehabilitation and field inspection
- Coordination with Agencies to manage permitting activities. Includes USACE, FEMA, WDNR, USFWS, BIA and local governing authorities.

#### Todd Gibbon, PE, CFM

- Large watershed hydrologic analysis (HEC-HMS).
- Dam failure analysis and river flood shadow determination utilizing HEC-RAS.
- Floodplain, wetland, and stormwater permitting.
- Municipal stormwater systems design.
- Water and wastewater utilities design.
- Culvert rehabilitation and replacement projects including fish passage.
- Water resource design using low impact development techniques.
- Wetland mitigation bank site designs.
- Stream bank rehabilitation and stabilization.
- Water crossings for fish passage design.
- Notice of Intent (NOI) preparation for peak flow attenuation, water quality, infiltration, and erosion control.
- Regional Flood Elevation (RFE) determinations.
- Agency coordination including FEMA, WDNR, WisDOT, USACE, and local governing authorities.

### Todd Gibbon, PE, CFM

**Long Island Engineering**  
[longislandengineeringllc@outlook.com](mailto:longislandengineeringllc@outlook.com)  
715.209.4747

#### Education

Bachelor of Science  
Civil Engineering  
*North Dakota State University*  
*Fargo, N.D. (2006)*

#### Professional Registrations/Licenses

Professional Engineer in Wisconsin  
*(E-41413, 2011)*

#### Certifications

Certified Floodplain Manager  
*(US-11-06082)*  
Certified Designer of Construction  
*SWPPP Minnesota*  
FAA Remote Pilot Rating - Drones  
*(#3908779)*

#### Professional Associations

Wisconsin Association for  
Floodplain, Stormwater, and  
Coastal Management  
*(WAFSCM)*  
Association of State Floodplain  
Managers  
*(ASFPM)*

## REPRESENTATIVE PROJECT EXPERIENCE

*Not comprehensive. The following list of projects is selectively representative. Additional project experience is available upon request.*

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### STREET RECONSTRUCTION

#### **Wisconsin DOT, Business 51 Final Design**

##### **Phases 1-4**

Plover and Whiting, WI

##### **Scott Weyandt, Senior Water Resource Engineer.**

Developed the overall project conceptual storm water treatment system for this urban reconstruction project. The design included infiltration basins, grit chambers, and infiltration trenches to improve water quality and reduce peak flows. The elements all had to fit into the urban landscape. The infiltration trenches were designed as sub-drains in reverse with grit chamber pretreatment and diversion structures to limit high flows and cleanouts to allow for future maintenance.

##### **Todd Gibbon, Project Engineer - Removal of TSS.**

Designed and located various Best Management Practices (BMPs) to accomplish the desired removal of TSS, including infiltration basins, grit chambers, polishing ponds, and subsurface infiltration trenches. The subsurface infiltration trench is a new concept.

#### **Wisconsin DOT, Tower Avenue Final Design**

Superior, WI,

##### **Scott Weyandt, Senior Design Engineer.**

Worked on a collaborative design team to develop final plans and specifications on this \$12 million improvement to Superior's business district. Responsibilities included attending public and stakeholder meetings, meeting with landowners, developing final design concepts, providing QA/QC, and acting as the local project contact.

##### **Todd Gibbon, Project Engineer - Removal of TSS.**

Designed and located grit chamber Best Management Practices (BMPs) of varying sizes to accomplish the desired removal of TSS. The project corridor is one half mile long. Tight project area limits required multiple designs of various size grit chambers.

#### **Wisconsin DOT, East 2<sup>nd</sup> Street**

Superior, WI,

##### **Scott Weyandt, Senior Engineer.**

Project was the urban rehabilitation of East 2<sup>nd</sup> Street (USH 2 and USH 53) from 31<sup>st</sup> Avenue East to Moccasin Mike Road. Work consisted of spot repair of the existing concrete followed by a concrete mill and an asphalt overlay with sidewalk and curb ramp upgrades. Scott's role included identifying all locations for existing concrete repair and plan development reviews through final submittal to Wisconsin DOT.

#### **Beaser Road Reconstruction, Phase I**

Ashland, WI

##### **Todd Gibbon, Utilities Engineer.**

Project was the reconstruction of one-half mile of Beaser Avenue. The project included the development of alternatives, public involvement, preliminary plans and final design, and plan preparation for one-mile of urban reconstruction. Also included was hydraulic design of new stormwater system including peak flow attenuation and incorporation of a stormwater grit chamber. Stormwater management and erosion/sediment control was critical as receiving water body is Lake Superior.

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### HYDROLOGIC AND HYDRAULIC

#### **Stream Crossing Rehabilitation and Replacement**

Duluth, MN

##### **Todd Gibbon, Hydraulic Designer**

Designed a 40 ft. deep, 12 ft. x 12 ft. concrete box culvert with fish passage weirs designed to convey base flow. Regional Flood Elevations were maintained and modeled using HEC-RAS.

#### **Iron River Dam Failure Analysis**

Iron River, WI

##### **Todd Gibbon, Project Engineer**



Project Engineer for the hydrologic and hydraulic study of the Iron River Dam and associated watershed. Todd was responsible for running a Hec-RAS model on over 14 miles of the Iron River, performing a HEC-HMS model run to generate the hydrograph required to simulate, and perform the required dam failure analysis. Todd also created the required flood shadow mapping and figures from resulting dam failure analysis.

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## RECREATIONAL TRAILS

### **Missing Link Trail**

Ashland, WI

**Todd Gibbon, Project Engineer**

Provided plan sets for construction of the missing link on the City of Ashland lake front trail system.

### **Snowmobile Trail**

Douglas County Forestry Dept, Wis.

**Todd Gibbon, Project Engineer**

Provided plan sets and floodplain study for replacement of failed stream crossing. Project was located in large wetland complex. Work was designed to be constructed during frozen conditions.

### **5<sup>th</sup> Street Corridor**

Ashland, WI

**Todd Gibbon, Design Engineer**

Rails to Trails project. Planning, design, and permitting of large rails to trails segment through the City of Ashland. Trail connects to the lake front trail and consists of a total of 11.5 miles of trail.

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## RECREATIONAL DEVELOPMENTS

### **Wild Rice Retreat**

Bayfield Wisconsin

**Todd Gibbon, Water Resources Engineer**

Developed a stormwater treatment system in sensitive locations near the shores of Lake Superior. Coordinated design, layout, and treatment of multiple trail systems, luxury cabins, and parking areas. All located near wetland complexes, ground water discharge locations, and the shores of Lake Superior.

### **Apostle Islands Area Campground**

Bayfield Wisconsin

**Todd Gibbon, Lead Engineer**

Developed an RV Campground located on the outskirts of Bayfield Wisconsin. Campground included grading design on 12% cross slopes, outdoor swimming pond, and campground office with bounce pillow. Stormwater controls included perimeter bypass ditches, wet pond, and infiltration basin with staged discharge outlet control structures.

### **Barker's Island Master Plan**

Superior, WI

**Scott Weyandt, Project Engineer**

Developed detailed concepts with stakeholder input for City owned facilities on Barkers Island. These include a small craft boat landing, redevelopment of parking areas adjacent to the hotel to incorporate water quality treatment and low impact development techniques, re-establishment of native vegetation, treatment of rooftop stormwater, and traffic flow analyses. Provided technical and grant writing support to the City which resulted in the receipt of approximately \$500,000 in Sustain Our Great Lakes (SOGL) funding.

### **Wisconsin Point Restoration**

Superior, WI

**Scott Weyandt, Project Engineer**

Wisconsin Point and Minnesota Point combine to form the longest freshwater sandbar in the world. The road leading to Wisconsin Point was in a state of disrepair, beach accesses damaging the dunes, and invasive species dominated significant portions of the landscape. Collaboratively in partnership with the City of Superior created a master plan which was utilized to obtain grant funding. Continued as part of the project implementation team to design and construct consolidated access and parking, add park amenities at each access point, provide non-destructive access from the parking areas over the dunes to the beach (boardwalks), and to remove invasive species. This has provided an incremental step toward delisting the EPA area of concern (AOC). As a separate project and in conjunction with the improvements above, developed a living shoreline concept in lieu of pure hardscape to stabilize the storm induced damage on the bay side of Wisconsin Point. This was funded and coordinated with FEMA and the City of Superior.

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## **DAMS**

### **Park Creek Dam Reconstruction**

Douglas County, WI

**Todd Gibbon, Project Manager**

Todd was lead designer and project manager for the redesign and reconstruction of a Park Creek Dam in Solon Springs, WI. During the previous dam failure analysis the dam's spillway capacity was deemed non-sufficient and upgrades were mandated by the WDNR. The improvements consisted of removing the existing CMP outlet control structure and replacing it with a concrete structure. Three 24" diameter concrete pipes and cast-in-place weir structure were added as a secondary spillway system to the dam.

### **Saint Croix Flowage Dam Failure Analysis**

Douglas County, WI

**Todd Gibbon, Project Engineer**

Todd performed the required hydrologic and hydraulic data collection, analysis, and calculations to complete a Dam Failure and Hazard Assessment of the Saint Croix Flowage Dam in Douglas County Wisconsin. These analysis are very detailed oriented and require specific attention to modeling details.

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## **SHORELINE REHABILITATION**

### **Duluth Lakewalk, Phases 1-3**

Duluth, MN

**Scott Weyandt, Senior Design Engineer.**

Project consisted of an armoring of the shoreline, aesthetic improvements and trail redesign on Duluth's Lakewalk trail system in both Canal Park and near Fitger's (3<sup>rd</sup> Avenue East to 7<sup>th</sup> Avenue East). Involvement included client interaction, plan review and construction inspection with field design as needed for civil aspects of the project.

### **Wisconsin Point Road**

Superior, WI

**Scott Weyandt, Senior Design Engineer.**

Project consisted of improving the shorelines resistance to wave action on the Bay side of Wisconsin Point Road. Designed and provided field inspection services for the project which included a mix of hard rock, geofabrics, and vegetative improvements to achieve a resilient section which incorporates a natural component into the design. Coordination with the City of Superior, USACE, WDNR, and USFWS was integral to the design.

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## **LOW IMPACT DESIGN**

### **Low-Impact Design for Industrial Park**

Amery, WI

**Todd Gibbon, Project Engineer**

Developed a stormwater treatment train without the use of any wet ponds. Treatment train consisted of grass swales, infiltration basins, and rain gardens. Site layout was done to maximize buildable space and to maintain high quality runoff.



Ingenuity, Integrity,  
and Intelligence.

December 15, 2021

Tony Janisch, Asst. City Administrator  
City of Washburn  
119 Washington Avenue  
Washburn, WI 54891  
Client Address

Via Email: [asstadmin@cityofwashburn.org](mailto:asstadmin@cityofwashburn.org)

Re: Thompson's West End Park Campground Expansion

Dear Tony:

Thank you for the opportunity to submit this proposal for professional services. Ayres experience in campground and park projects will benefit the City by having a knowledge of technical campground analysis while providing big picture opportunities. Ayres has experience in campgrounds including City of Phillips Beach Campground, Willow River State Park, and Gordon Northview campground. Two of Ayres recent projects are highlighted in the enclosed brochure.

This letter presents our project understanding and approach, time schedule and fee.

## Project Description

With West End Park Campground experiencing full capacity during prime camping season the City of Washburn is requesting services to explore campground expansion. This study includes reviewing two potential expansion locations within Thompson's West End Park.

## Project Approach

The City has identified two expansion locations along with a list of questions to assist in determining which location is best suited for camping.

Ayres will attend a kickoff meeting with the City to review the study goals and identify issues and opportunities

Ayres will review the City's existing health permit and review health code to determine improvements that would be needed for full service to parcel service sites.

Ayres will review the need for a restroom/shower or full-service hookups and create a construction cost estimate for the facilities.

Ayres will list additional site improvements needed for the expansion and provide construction cost estimates for the improvements.

Ayres will create a cost/benefit matrix analyzing the different camping styles at the two locations.

## Project Team

Ayres project team brings together a balanced and experienced team to support your study. The team includes talents in project management, land-use planning, campground and park design, and civil engineering.

## Schedule

Ayres will work with the City on project milestones with a study completion in late spring or early summer 2022.

## Professional Fees

We propose to complete the campground expansion study for a lump sum fee of \$9,850.

Sincerely,

Ayres Associates Inc



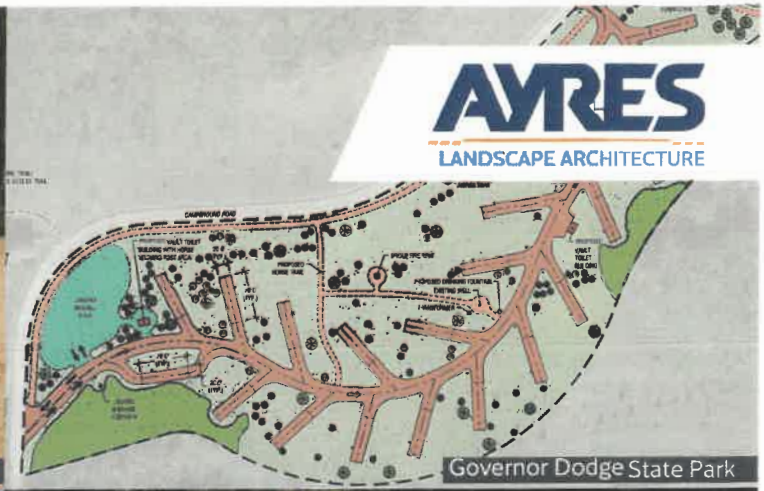
Brian Lambert, PE  
Civil Engineer



Michael Stoffel, PE  
Civil Engineer



Torch Lake Campground



Governor Dodge State Park



Totogatic Park Campground



Governor Thompson State Park

## CAMPGROUND EXPERIENCE

### Multiple Locations, WI

Ayres has helped multiple campground locations. Below are a few and the services we provided:

#### Torch Lake Campground, Vilas County

Developed conceptual plans and construction documents for a recreational area to include improved day-use facilities, two campground loops, restroom/shelter buildings and a trail system.

#### Straight Lake State Park, Polk County

Provided master planning services to increase recreational opportunities at the park including: 10 rustic campsites, accessible walking trails, gravel parking areas, fishing pier, two boat/kayak launches and an open-air shelter.

#### Totogatic Park Campground, Washburn County

Worked with County Park staff to develop concept plans and construction documents for major expansion of Totogatic Lake Campground. Design team completed initial site assessments and environmental screening prior to design to assist with preservation of natural amenities.

New phase will add 60 new campsites, two toilet shower buildings, recreational trails, and establish a new boat launch facility in the park.

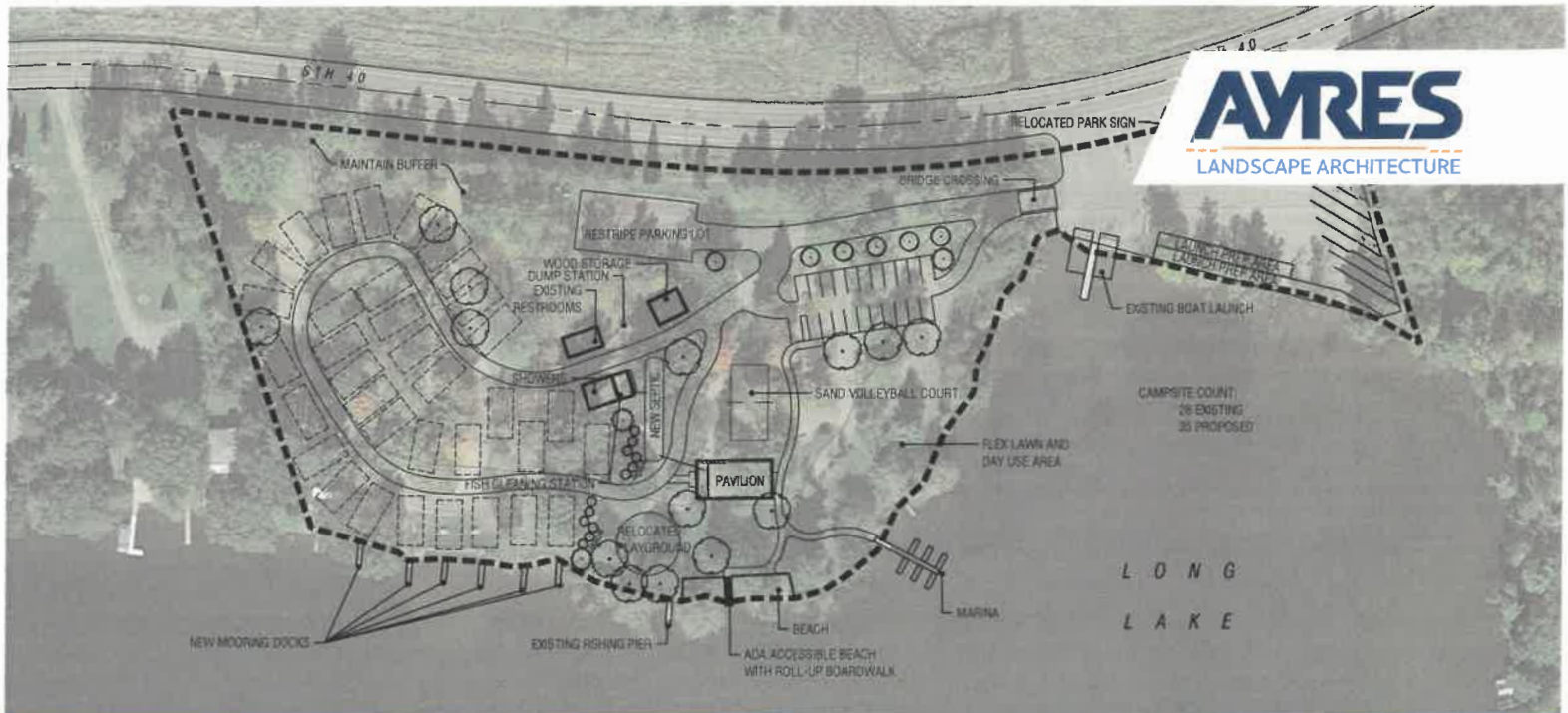
#### Governor Thompson State Park, Crivitz

Ayres was retained by WI DNR to develop concepts and construction documents for improvements that included: 100-site campground, two boat launch facilities, day-use areas, pit toilets, two swimming beaches, dock structures, six miles of internal park roadways, and a main park entrance feature.

#### Governor Dodge State Park, Dodgeville

Working with WI DNR and Friends of Governor Dodge State Park, developed concept plans and construction documents for new equestrian campground. Design included a new loop roadway, 21 campsites, water and electric services, vault toilets, and a day-use area. Careful grading was required to integrate the flat living areas, horse corrals, and parking spurs into the rolling terrain.

# Examples of Related Experience



## CHIPPEWA COUNTY PARKS MASTER PLAN

### Chippewa County, WI

The Chippewa County Parks and Recreation Department maintains, promotes, and operates six different parks located on five different bodies of water. These parks offer visitors a variety of amenities and opportunities related to camping, fishing, and gathering. While the majority of these parks function well to bring in visitors looking for camping locations on Wisconsin lakes, the County has a long-term vision to help promote these parks into the future.

Working with County staff, Ayres' design team developed a unique vision for the parks' master plan that promoted the unique natural opportunities of each park. Each park would provide standard supporting infrastructure but as the park system changed over time, the County had a road map as to what those changes could be and how each park would offer a variety of opportunities.

During the design process, special consideration was given

to long-term maintenance and the increased demand for parking. The design team creatively worked through multiple solutions to identify how the existing facilities could help support this increased parking so dollars were not wasted on unnecessary asphalt. When parking demand was anticipated to surpass the allowable parking stalls, a phased parking solution was promoted to help put parking where it was needed but also not disturb the natural beauty of the site.

#### Information

- **Client:** Chippewa County
- **Contact:** Larry Ritzinger, Director, 715.726.7882, LRitzinger@co.chippewa.wi.us



December 15, 2021

Tony Janisch  
Assistant City Administrator  
City of Washburn  
119 Washington Avenue  
Washburn, WI 54891

*Sent via email to: [asstadmin@cityofwashburn.org](mailto:asstadmin@cityofwashburn.org)*

**RE: Proposal for Thompson's West End Park Campground Expansion**

Dear Mr. Janisch:

Thank you for contacting Cooper Engineering regarding potential expansion of Thompson's West End Park Campground. We are interested in assisting the City of Washburn with the feasibility study of a new campground site within the park.

We understand that the City of Washburn has a successful and much-desired campground and would like to expand opportunities for additional guests. The desired location for the campground expansion, however, has shifted from the 2015 master plan, and the City would like to re-investigate two locations within the park. Given the size of each new location, the maximum number of short-term rental sites must be determined for recreational vehicle (RV) versus tent camping.

In addition to assessing the number of potential sites, considering health and sanitation regulations and environmental features, the City would also like to explore the aspects of:

- Cost/benefit of various campground services
- Necessary site improvements such as roads, stormwater management, erosion control, construction logistics, and amenities such as picnic tables, fire rings, Wi-Fi access
- Approximate cost of improvements and amenities given full-service versus partial-service site amenities (including bathhouse or separate comfort stations when necessary).

Our staff is experienced with project siting and new developments. We have assisted four campgrounds in the last two years, Cooper Engineering has recently assisted the City of Shell Lake with an ATV campground located on the Wild Rivers State ATV Trail system. The 15-acre site yielded 27 full-service RV sites with water, sewer, and electric as well as an ATV wash station, loading ramps, and one bathhouse. Cooper Engineering provided site and utility design, restroom and pavilion design, construction and bidding documents, bidding assistance, and construction oversight of the \$980,000 project (construction costs). As a full-service

Phone: 715.234.7008

Fax: 715.234.1025

e-mail: [info@cooperengineering.net](mailto:info@cooperengineering.net)

2600 College Drive, P.O. Box 230

Rice Lake, WI 54868-0230

engineering firm, we are very families with size requirements, maneuverability, and sanitation requirements at campgrounds.

For the scope of services for the Thompson's West End Park campground expansion, Cooper Engineering proposes an onsite meeting with the City of Washburn campground manager and the campground host to view the site expansion locations, discuss potential improvements, and decide the planning parameters. We will then design a concept layout at each location in accordance with County and State health and sanitation standards. The concept designs will enumerate site improvements for full service and partial service amenities. The costs will then be estimated to be used in planning, based on our understanding of the site and our recent project costs. Cooper Engineering will relay the concept maps, preliminary cost estimates, and summary comparison to the City in a follow-up meeting, if requested.

Our fee for the intended planning and preliminary design services is \$10,000. Cooper Engineering is available for additional design services such as stormwater management, wetland delineation, survey and/or staking, and water and sewer design should the City like to move forward with concept development.

We are available for questions should the City like to discuss our proposal further. We look forward to working with the City to develop the next phase of the Thompson's West End Park Campground.

Sincerely,

**Cooper Engineering Company, Inc.**



Nicole Hodkiewicz, P.E.  
Project Engineer



October 11, 2021

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM

Washburn City Hall & Remote

City Council Members:

Present, in-person:

Karen Spears-Novachek, Tom Neimes, Dave Anderson, Mary McGrath, Carl Broberg, Jennifer Maziasz

Present, remote:

Laura Tulowitzky

Municipal Personnel:

Present in-person:

Mayor Mary D. Motiff, City Administrator Scott J. Kluver, City Attorney Max Lindsey, Assistant City Administrator Tony Janisch, Director of Public Works Gerry Schuette

Present, remote:

none

Absent:

none

**Call to Order** - Meeting called to order at 5:30PM by Council President Karan Spears-Novachek. Roll call attendance depicted seven (7) of seven (7) members of the Common Council in attendance. Quorum of the Council recognized. The Mayor arriving after the meeting had started.

**Item 7 -**

**Discussion & Action on 2022 Park Improvement Projects/Scope of Services for Engineering to Consider Campground Expansion at Thompson's West End Park** – The Mayor began discussion noting past budgetary discussions for increasing revenue through campground expansion. Neimes stated that the overflow camping area at West End Park was well used this summer and has a premium view. Discussion ensued with references to the 2015 West End Park Master Plan. Maziasz stated hesitation with veering from the master plan as it involved community input and set a vision for the park. Novachek moved to open the floor, seconded by McGrath. Motion carried unanimously. Anderson stated that West End would be more suited for motorized camping and the vacant city land next to Memorial Park better for primitive and glamping. Council further discussed potential expansion in the open area used as overflow parking for Book Across the Bay. Jeremy Oswald, continuing his thoughts from public comment, one section of the master plan calling for an expansion of the number of camping sites in the existing campground area. Paul Johanik, 303 11<sup>th</sup> Ave. W, suggested to also look at expansion to the field east of 6<sup>th</sup> Ave, the overflow parking area. Director of Public Works Schuette stated that one of the biggest comments he receives is the beauty and spaciousness of the campground sites. Neimes moved to seek engineering services to consider campground expansion at Area #2 (field east of 6<sup>th</sup> Ave.) at Thompson's West End Park, seconded by McGrath. Broberg moved to close the floor, seconded by Novachek. Motion carried unanimously. Kluver commented that with the motion, no work will be done at Area #1, the overflow camping area. McGrath stated that site layout and distance should be similar to the current campgrounds. Maziasz moved to open the floor, seconded by Anderson. Motion carried unanimously. Jeremy Oswald stated that the master plan calls for RV expansion in the west side of the park, but his perception is that expansion will occur on the east side of the park. He then reiterated that the master plan has four different possibilities for expansion in the current area and would rather that occur than to expand into green space. Kluver stated that one of the factors in expanding the current campgrounds, would be having to close the campground down for the construction. Maziasz stated that closing the campgrounds is a short-term effect to a long-term benefit of expanded campsites. Discussion continued. Anderson stated that Area #1, the overflow camping, should also be looked at for expansion. Neimes amended his motion to seek engineering services to consider campground expansion at Area #1 (overflow camping area) and Area #2 (field east of 6<sup>th</sup> Ave.) at Thompson's West End Park, seconded by McGrath. Maziasz stated disagreement of the purpose to look at the City's revenue stream, pointing out that this area is the City's lakefront and walking trail, and it is used by citizens, not just tourist, and would like the community's input. Mr. Oswald suggested discussing with the engineer to increase the number of sites at the current campground while keeping the existing roadway. Novachek moved to close the floor, seconded by Neimes. Motion carried unanimously. Motion to seek engineering services to consider campground expansion carried 5-2, Maziasz & Tulowitzky voting nay.

**Adjourn** – Mayor Motiff adjourned the meeting at 7:48PM.

Tony Janisch  
Assistant City Administrator

4

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



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

To: Honorable Mayor and City Council Members

From: Scott J. Kluver, <sup>SK</sup> Administrator

Re: Discussion on Payment/Reimbursement Options for Book Across the Bay

Date: December 27, 2021

At the last meeting, it was requested that the Council discuss payment/reimbursement options for Book Across the Bay events in the future so that staff know the Council's position when further discussions are held with the Book Across the Bay Organizers presumably in April.

The City's cost to prepare for the event (Public Works) and for staffing (Police and Ambulance) will ebb and flow each year. Likewise, the participation at Book Across the Bay is likely to ebb and flow each year based on weather conditions and other factors out of everyone's control. The goal of the City, I presume, is to be reimbursed for its expenses in providing any services to make sure the event is cost neutral to the City. There are three initial thoughts on this: 1) the City invoices Book Across the Bay each year with the expectation that the actual costs incurred are paid. Book Across the Bay may need to adjust their fee structure to accommodate this. 2) a fee per participant is set based on an average of previous events to generally cover the costs. This figure may need to be adjusted from time to time. Book Across the Bay can, if they so choose, itemize this on their registration form so that participants know that this particular amount is going to the City. If the City would want some sort of audit of this, those details would need to be worked out in an agreement with Book Across the Bay. 3) a flat fee is set in advance based on our best estimate of what the costs will be.

If there are other ideas, this is your time to suggest and discuss.

5

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



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

To: Honorable Mayor and City Council Members

From: Tony Janisch, Assistant City Administrator *Jan*

Re: Bike Across the Bay

Date: December 27, 2021

The Bike Across the Bay annual event, sponsored by the North Coast Cycling Association (NCCA), is scheduled for Sunday, February 20, 2022. This race event is staged at the Harbor View Event Center. Most of the race will occur on Lake Superior, entering at West End Park. As such, NCCA is requesting the temporary closure of city streets for a portion of the race route and for access to Thompson's West End Park.

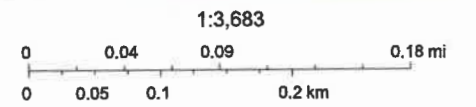
The following streets would be impacted by a closure: W Harborview Dr, W Holman Lakeview Dr, S 6<sup>th</sup> Ave W, & Lake Dr. (Please find included map & email from Roger Aiken, NCCA)

Street closures will occur from approximately 10:00 am to 2:00 pm on Sunday, February 20<sup>th</sup>.

# Bike Across the Bay



12/20/2019, 1:45:15 PM



Bayfield County

## Request from North Coast Cycling Association

12/14/2021

Tony,

This a formal request from North Coast Cycling Association ( NCCA) to the City of Washburn to allow us to have a pathway on city streets ( Harbor View Drive , Holman Lakeview Drive, South 6th Ave. W. and possibly Lake Drive ) for the Bike Across the Bay fat bike race on SUNDAY , FEB. 20, 2022.

The route we are considering runs from the start area at the Harbor View Event Center onto Harbor View Drive to Holman Lakeview Drive to 6th Ave. W., going onto Lake Superior there or continuing Lake Drive for a short distance, entering West End Park and going onto Lake Superior at the finish of the Book Across the Bay course. After finishing the portion of the course on Lake Superior the race would backtrack to the finish at Harbor View Event Center. Basically, an out and back course.

We expect to establish an 8-foot lane for the racers between 10 AM -2 PM on that day although the time that they will be closed to traffic by our volunteers will be briefly at the start (around 11:45AM) for about 10 minutes and then towards the end of the race as they return. As soon as possible after the completion of the race, NCCA will remove the traffic cones and barriers, to allow the usual flow of traffic to resume. A map of the proposed route will be available.

Traffic would be able to get in and out immediately after the start of the race from the Harbor View parking lot. I am envisioning using the south side of the proposed roads with a separation from vehicular traffic (if necessary) using cones and tape. I am thinking an appropriate width would be about 8' from the edge of the road, which would allow plenty of room for vehicles to also use the roads. We plan to have volunteers stationed along the course for safety and traffic management.

At the start of the race there would be a surge of cyclists for about 5 -10 minutes, however after that, cyclists would string out fast and that would be how they would finish on the return route in about 1 1/2 - 2 hrs. We do not plan to detain exiting / entering residential traffic on the south side of road for more than about 10 min at race start. We had no problems with residents crossing the racecourse during the race last time (2020).

Please contact me if you have any questions or need a clarification.

Thanks.

Roger Aiken  
715-209-4024

6



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



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

To: Honorable Mayor and City Council Members

From: Scott J. Kluver, Administrator <sup>SSK</sup>

Re: Revised State/Municipal Agreement for Phase 1 of Bayfield Street Project in 2024

Date: December 28, 2021

Enclosed, you will find a revised State/Municipal Agreement for Phase 1 of the Bayfield Street Project that is scheduled to begin in 2024. This agreement has been haggled over during the past several months. There are portion of the agreement that we have not come to agreement on yet, but they are not part of this revision.

These revisions, which are highlighted in yellow, provide clarifications requested and updated cost estimates for the project. One additional cost estimate change is that the City share of the parking lane charge in the chart on page 2, currently listed at \$357,500, is to be changed to \$210,372.

Please let me know in advance if you have any questions related to this updated agreement so I can get answers prior to the meeting.



**REVISION #1**  
**STATE/MUNICIPAL FINANCIAL**  
**AGREEMENT FOR A STATE- LET**  
**HIGHWAY PROJECT**

*This agreement supersedes the agreement signed by the Municipality on April 21, 2020 and signed by WisDOT on April 23, 2020.*

Revised Date: April 23, 2021

Date: March 20, 2020

I.D.: 8160-00-05/25/75

Road Name: STH 13

Limits: Thompson Creek to Washington Avenue

County: Bayfield

Roadway Length: 1.10 miles

The signatory, City of Washburn, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

**NEEDS AND ESTIMATE SUMMARY:**

**Existing Facility - Describe and give reason for request:** The existing facility is a minor arterial roadway. It is a state long truck route. The existing pavement section has reached the end of its useful life.

**Proposed Improvement - Nature of work:** The proposed roadway improvement will be a pavement replacement. Proposed pavement treatment will be 8 inches of concrete pavement, 6 inches of base aggregate, and 2 feet of granular sub-base. Initial work will include traffic control, erosion control, and removals. Underground work includes replacement of sanitary sewer, water main, and storm sewer. Roadway work includes excavation, grading, and installation of new sub-base granular, base aggregate, concrete curb and gutter, and concrete pavement. Other work includes driveway approaches, sidewalk, signing, pavement markings, and restoration. The roadway section includes parking, including signing and pavement marking, on both sides at 100% Municipal funding. Proposed pavement treatment for parking lanes is the same as roadway. Decorative street-lighting upgrade from standard is proposed from 6<sup>th</sup> Avenue West to 2<sup>nd</sup> Avenue West. Standard street lighting will be 50% WisDOT-funded and 50% Municipally-funded, and the costs for decorative above standard will be 100% Municipally-funded.

**Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:** The City of Washburn will complete sanitary sewer and water utility work at 100% Municipal funding as a standalone city funded project. The work shall be coordinated per Administrative Code Trans 220.

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**TABLE 1: SUMMARY OF COSTS**

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
<b>8160-00-05</b>					
Preliminary Engineering: Plan Development	\$ 480,000	\$ 472,023	BAL	\$ 7,977	LS*
<b>8160-00-25</b>					
Real Estate Acquisition: Acquisition	\$ 61,000	\$ 54,900	90%	\$ 6,100	10%**
<b>8160-00-75</b>					
Construction:					
Participating (CAT 10)	\$ 4,325,000	\$ 4,325,000	100%	\$ -	0%
Parking Lanes (CAT 20)	\$ 357,500	\$ -	0%	\$ 357,500	100%
Lighting (CAT 30)	\$ 216,000	\$ 72,000	MAX***	\$ 144,000	BAL
<b>Total Cost Distribution</b>	<b>\$ 5,439,500</b>	<b>\$ 4,923,923</b>		<b>\$ 515,577</b>	

\*LS= Lump sum

The Municipality has requested additional decorative lighting and will contribute a lump sum payment of \$7,977 for additional design costs incurred by the State.

This cost is based on 50% of estimated street lighting design costs of \$15,954.

\*\*The Municipality will be responsible for added real estate costs associated with Municipally-request parking lanes and sidewalk.

\*\*\*Decorative lighting in excess of standard from 6th Ave W. to 2nd Ave W at the request of the Municipality will be 100% the responsibility of the Municipality. WisDOT will fund up to 50% (max \$72,000) of new standard lighting to be owned by the City of Washburn. Existing lighting from start of project to 6th Ave W will be salvaged and replaced by Xcel Energy.

This request is subject to the terms and conditions that follow (pages 3 – 5) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State, and upon fully executed signature of applicable State Municipal Maintenance Agreement, and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the <b>City of Washburn</b> (please sign in blue ink)		
Name	Title	Date
Signed for and in behalf of the State (please sign in blue ink)		
Name	Title	Date

#### TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement that exceed Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
  - (a) Design engineering and state review services.
  - (b) Real Estate necessitated for the improvement.
  - (c) Compensable utility adjustment and railroad force work necessitated for the project.
  - (d) The grading, base, pavement, curb and gutter, and bridge costs to State standards, excluding the cost of parking areas.
  - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
  - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
  - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
  - (h) Replacement of existing sidewalks necessitated by construction.
  - (i) Replacement of existing driveways, in kind, necessitated by the project.
  - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
4. Work necessary to complete the improvement to be financed entirely by the Municipality (sanitary, water, storm) or Other Utility or Facility Owner includes the following items:
  - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
  - (b) Real estate acquisition for right-of-way necessary for sanitary sewer or water utility work.
  - (c) City of Washburn sanitary and water main work will be coordinated following WisDOT utility coordination process.
  - (d) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
  - (e) Roadway width in excess of standards.
  - (f) Decorative street lighting in excess of standards.

- (g) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
  - (h) Parking lane costs.
  - (i) Coordinate, clean up, and fund any hazardous materials encountered for city utility construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations. The Municipality is responsible for communication with WisDNR.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
  6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
  7. The work will be administered by the State and may include items not eligible for federal/state participation.
  8. The Municipality shall at its own cost and expense:
    - (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year. This agreement does not remove the current municipal maintenance responsibility.

Per the 2021 WisDOT Maintenance Manual Policy, 02-15-10:

A state trunk highway through a municipality remains on the state-maintained highway system unless it is designated a connecting highway. If it is not designated a connecting highway, the responsibility for maintenance of the traveled way remains with the department. The traveled way is defined as the width of roadway accommodating through traffic and all marked turn lanes, this includes the paved surface and base course only.

The maintenance of features outside or under the traveled way within a city, village, or urban-section township, is the responsibility of the municipality. These features include, but are not limited to:

- maintenance of the parking lanes,
- curb and gutter,
- sidewalks,
- sidewalks on bridges,
- multi-purpose paths,
- drainage facilities (including all storm sewers, inlets, related manholes and structure, storm water quality devices, etc., either outside or under the traveled way).

Snow removal from parking lanes, sidewalks, and sidewalks on bridges is also the responsibility of the municipality. This policy applies except where an existing state and/or municipal agreement states otherwise.

- (b) Maintain all items outside the travel lane along the project, to include but not limited to parking lanes, curb and gutter, drainage facilities, sidewalks, multi-use paths, ~~bump outs, retaining walls, pedestrian refuge islands~~, landscaping features and amenities.
- (c) Maintain and accept responsibility for the energy, operation, maintenance, repair, and replacement of the lighting system.
- (d) Prohibit angle parking.
- (e) Regulate parking along the highway. The Municipality will file a parking declaration with the State.
- (f) Regulate or prohibit all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
- (g) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal

or more restrictive controls.

- (h) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
- (i) Coordinate with the State on changes to highway access within the project limits.
- (j) In cooperation with the State, assist with public relations for the project and announcements to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the project.
- (k) Maintain signs and pavement markings not necessary for the safe and efficient movement of traffic (no parking signs, crosswalk pavement markings not at signalized intersections, etc).

9. Basis for local participation:

- (a) Design 8160-00-05: There is no local cost share for preliminary engineering but additional costs attributable to the decorative lighting design will be funded by the Municipality with a lump sum payment of \$7,977.
- (b) Real Estate 8160-00-25: Real estate acquisition necessary for the project will be state/federally funded and is estimated to be 90% of the real estate needs. The remaining 10% necessary for the non-participating work for parking lanes/sidewalks will be funded by the Municipality.
- (c) Construction 8160-00-75: There is no cost share for general roadway construction.
  - i. Parking Lanes: Costs for parking lanes and associated signing and marking will be 100% funded by the Municipality.
  - ii. Decorative Lighting: Costs for decorative lighting in excess of standard from 6<sup>th</sup> Avenue West to 2<sup>nd</sup> Avenue West to be installed at Municipal request will be 100% funded by the Municipality. WisDOT will fund a maximum of \$72,000 for standard lighting with the balance to be funded by the Municipality. Existing lighting from the start of the project to 6<sup>th</sup> Avenue West will be salvaged and replaced by Xcel Energy and will be coordinated via our 1078 coordination projects and there will be no WisDOT participation.
- (d) The estimated costs shown on the funding table on page 2 of this document are based on preliminary data and may change significantly when based on completed bid documents and plans. Final local cost share will be determined by utilizing the stated cost share percentages applied to the actual cost of the phase/item.

[END]

## Quantities For Parking Lanes - Information for SMA\_ Not for plan use

CONCRETE:	DEPTH (INCHES)	8	WIDTH (FT)	6
BASE AGG 1-1/4:	DEPTH (INCHES)	6	CONVERSION'	2 TON/CY
BACKFILL GRADE 1:	DEPTH (INCHES)	24	CONVERSION'	1.7 TON/CY

FDM 19-5 Table 3.1

*Limited Length Parking Lane (Turn Lane at 8th, Washington) ** No Parking Lane (Turn Lanes at 8th and Washington)	Location	STATION	TO	STATION	LT or RT	LENGTH (FT)	SF=Length * 6 FT (width) SY = SF/9		CY = (SF * (Depth/12))/27 TON = CY * 2		CY = (SF * (Depth/12))/27 TON = CY * 1.7			
							AREA OF PARKING LANE		BASE AGG		BACKFILL			
							SF	SY	CY	TON	CY	TON		
	10TH AVENUE W - 9TH AVENUE W	20+42	-	26+18	LT	576	3457	384	64	128	256	435		
	10TH AVENUE W - 9TH AVENUE W	20+34	-	26+18	RT	584	3502	389	65	130	259	441		
	* 9TH AVENUE W - 8TH AVENUE W	27+07	-	30+60	LT	353	2118	235	39	78	157	267		
	* 9TH AVENUE W - 8TH AVENUE W	27+07	-	29+10	RT	203	1217	135	23	46	90	153		
	** 8TH AVENUE W - 7TH AVENUE W	33+69	-	35+77	LT	208	0	0	0	0	0	0		
	** 8TH AVENUE W - 7TH AVENUE W	33+70	-	35+73	RT	202	0	0	0	0	0	0		
	7TH AVENUE W - 6TH AVENUE W	36+56	-	40+38	LT	382	2292	255	42	84	170	289		
	7TH AVENUE W - 6TH AVENUE W	36+62	-	40+38	RT	376	2258	251	42	84	167	284		
	6TH AVENUE W - 5TH AVENUE W	41+27	-	45+04	LT	377	2264	252	42	84	168	285		
	6TH AVENUE W - 5TH AVENUE W	41+20	-	45+03	RT	383	2298	255	43	86	170	289		
	5TH AVENUE W - 4TH AVENUE W	45+93	-	49+71	LT	377	2265	252	42	84	168	285		
	5TH AVENUE W - 4TH AVENUE W	45+92	-	49+69	RT	377	2262	251	42	84	168	285		
	4TH AVENUE W - 3RD AVENUE W	50+60	-	54+18	LT	358	2151	239	40	80	159	271		
	4TH AVENUE W - 3RD AVENUE W	50+58	-	54+18	RT	360	2161	240	40	80	160	272		
	3RD AVENUE W - ONE WAY ROAD	55+38	-	56+57	LT	118	710	79	13	26	53	89		
	3RD AVENUE W - ONE WAY ROAD	55+43	-	56+59	RT	116	695	77	13	26	51	87		
	** ONE WAY ROAD - WASHINGTON AVENUE	58+00	-	59+75	LT	175	0	0	0	0	0	0		
	** ONE WAY ROAD - WASHINGTON AVENUE	58+00	-	59+25	RT	125	0	0	0	0	0	0		
	** WASHINGTON AVENUE - 2ND AVENUE W	61+43	-	62+54	LT	111	0	0	0	0	0	0		
	* WASHINGTON AVENUE - 2ND AVENUE W	60+95	-	62+50	RT	155	930	103	17	34	69	117		
							<b>30580</b>	<b>3397</b>		<b>567</b>	<b>1134</b>		<b>2265</b>	<b>3851</b>

Item Description	Quantity	Unit Price	Cost
209.1500 Backfill Granular Grade 1	3851 TON	\$15.00 /TON	\$57,762.71
305.0120 Base Aggregate Dense 1 1/4-Inch	1134 TON	\$16.25 /TON	\$18,427.50
415.0080 Concrete Pavement 8-Inch	3397 SY	\$39.50 /SY	<u>\$134,181.50</u>

**\$210,371.71** Cost of Parking Lanes (Paid 100% by Municipality)

Unit prices subject to change

7



COMMON COUNCIL  
CITY OF WASHBURN, WISCONSIN

RESOLUTION #22-001  
ELECTION - COMBINATION OF WARDS – SINGLE POLLING PLACE

WHEREAS, State Election Law, as outlined in §5.15 Wis. Stats., provides for the combining of voting locations for various wards into a single polling place, and,

WHEREAS, the Common Council recognizes the advantage of simplifying the election process for elections, and,

WHEREAS, the upcoming 2022 Spring Primary, Spring Election, Fall Primary, and General Election in the City of Washburn may be conducted in such fashion,

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Washburn does hereby declare the polling place for the February 15, 2022 Spring Primary, April 5, 2022 Spring Election, August 9, 2022 Partisan Primary, and November 8, 2022 General Election for all wards as the Washburn City Hall.

Adopted by the Common Council for the City of Washburn, Wisconsin this 10th Day of January 2022.

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Mary D. Motiff, Mayor

STATE OF WISCONSIN)  
COUNTY OF BAYFIELD)

I hereby certify that the foregoing resolution is a true, correct, and complete copy of a resolution duly and regularly passed by the Common Council of the City of Washburn on the 10<sup>th</sup> day of January 2021, and that said resolution has not been repealed or amended and is now in full force and effect.

Dated this 10<sup>th</sup> day of January, 2022.

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Scott J. Kluver-Administrator-Clerk