

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, February 7, 2022 City Hall 4:30PM
▪ Committee Review-Monthly Expenditures

NOTICE OF CITY COUNCIL MEETING

Monday, February 7, 2022 Washburn City Hall 5:30 PM

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/84715230893?pwd=Y3JnTjlZRN0U3YVZnZUdwME9XazBHZz09> by calling 1-888-788-0099 (Toll Free) and entering Webinar ID: 847 1523 0893 with passcode 020722 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.

The Council may elect to go into Closed Session for a portion of the meeting pursuant to Wisconsin State Statutes 19.85(1) (c) for personnel matters specifically the City Administrator evaluation following which the Council may reconvene back into Open Session to take any action necessary on the closed session items.

AGENDA

- Call to Order/Roll Call/Pledge of Allegiance
- Approval of Minutes – City Council Meeting – January 10, 2022
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments
- Discussion & Action on Authorization to Bid and Approval of Plans for Washburn Iron Works Sewer Relocation Project **TAB 1**
- Presentation & Discussion on Chequamegon Bay Regional Housing Study Report – Kellie Pederson, Presenter **TAB 2**
- Discussion & Action on Section of Detour Route and Staging Preference for Phase 1 Bayfield Street Reconstruction Project **TAB 3**
- Discussion & Action on Disposal of Surplus Equipment **TAB 4**
- Discussion & Action on 2022 Administration Goals and Objectives; Review of 2021 Goals **TAB 5**
- Closed Session -
 - Personnel Matters – Evaluation of the City Administrator
- Adjourn

January 10, 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, Jennifer Maziasz

Present, remote:

none

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

Present, remote:

none

Absent:

none

Call to Order - Meeting called to order at 5:30PM 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 December 13, 2021 - A motion was made by Novachek to approve the December 13, 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 Tulowitzky. Motion carried unanimously via a roll-call vote.

Public Comment – Michael Malcheski, 310 E 6th St, stated that he started a water drip at his place a few days ago. If he does get a letter, it can take 5 days to be received in the mail, so he started in advance of a freeze up. Jeremy Oswald, 401 W 5th St, congratulated everyone running for re-election and thanked the officials for the time they put into the City. He further stated that he is attending for the West End Park agenda item and continues to believe that the best place for campground RV expansion is within the current RV camping location, which he has brought up at a past council meeting. Mr. Oswald noted that this idea was rejected, presumably from the fear that the entire campground would need to be closed for this to occur. He further questioned a statement in the RFP: “the needs and desires of the City have shifted away from the location for expansion for traditional RV camping.” Mr. Oswald stated surprise that this issue had not been discussed at the Park Committee, which is a good place to discuss the needs and desires of the community for parks and campgrounds. He continued that any development of Washburn’s lakefront should include community input, but did acknowledge that this would bring income to the City. The City should take more time to get buy-in from the community before paying for a plan that the people will not support. Mr. Oswald suggests sending this item to the Parks Committee and get support from the community

Mayoral Announcements, Proclamations, Appointments- The Mayor recognized Assistant Police Chief Jeremy Clapero for 20 years of service to the City of Washburn. She then thanked the eight donors that provided \$2,995 to assist with the removal of the sunken sailboat. The total removal costs were \$5,562 and the boat owner will be invoiced the balance. The Mayor next mentioned that another public meeting with the Wis. DOT will be held on January 26th at 6:00pm, at The Club. This meeting will be specific to the detour route. The Mayor finished with the nomination of Michael Malcheski to the Plan Commission. A motion was made by Novachek to appoint Michael Malcheski to the Plan Commission for the term expiring April 2024, second by Anderson. Motion passed unanimously.

Discussion & Action on Conditional Use Permit Application for Accessory Dwelling Unit at 705 Evergreen Ct., Property Zoned R-2, Orrion Oreskovich, Petitioner – The Mayor stated that this item had gone to the Plan Commission and has had a public hearing. She further stated that the Plan Commission is recommending approval with the condition that all applicable codes and ordinances are adhered to prior to an occupancy permit being issued. McGrath moved to approve the Conditional Use Permit for an accessory dwelling unit at 705 Evergreen Ct., second by Tulowitzky. Tulowitzky asked why the condition. The Mayor responded for equipment storage. Motion carried unanimously.

Discussion & Action on Selection of Engineering Firm for Creation of Thompson’s West End Park Campground Expansion Plans – The Mayor mentioned a letter received from Mary Ross regarding the

West End Campground Plan and noted the points Ms. Ross made; change the site spacing in the existing campground, expand camping in the overflow area for RV camping, keep the 6th St. field open, yurts and glamping unnecessary, boardwalk unnecessary, better signage for the historical marker, include signage of the logging industry, put bike ramps near the baseball field, and no need for an elaborate kayak launch. The Mayor also stated that this topic was referred to the Parks Committee in May 2019, and no action has been taken. Kluver elaborated on this and read the motion from the May 13, 2019 Council Meeting. Discussion continued. Neimes moved to select Ayres Associates for the creation of Thompson's West End Park campground expansion plan. Motion failed for lack of a second. Tulowitzky moved to request an interview with Cooper Engineering. Kluver stated that typically a team is selected for an interviewing process, and typically these are for formal RFP projects. He continued that this was not a formal RFP process, we solicited from firms directly. Discussion continued. Tulowitzky withdrew her motion. Maziasz moved to table selection of an engineer and send to Parks Committee for public comment, seconded by Tulowitzky. Motion failed, five (5) out of seven (7) voting against; Maziasz and Tulowitzky in favor. Broberg moved to select Cooper Engineering for the creation of Thompson's West End Park campground expansion plan, second by Neimes. Council discussed aspect of the 2015 West End Park Plan and reason to and not to deviate from it. Tulowitzky moved to open the floor for public comment, seconded by Maziasz. Motion carried unanimously. Jeremy Oswald commented that the West End Park Plan calls for RV camping expansion in the existing camping area, but this is not considered as an option in the RFP. Broberg moved to close the floor for public comment, seconded by Neimes. Motion carried unanimously. Discussion continued. Maziasz moved to open the floor for public comment, seconded by Tulowitzky. Motion carried unanimously. Mr. Oswald commented on Cooper Engineering's proposal and suggested raising fees rather than expand in order to raise money. Neimes moved to close the floor for public comment, seconded by Novachek. Motion carried unanimously. Motion to select Cooper Engineering for the creation of Thompson's West End Park campground expansion passes, six (6) out of seven (7) voting in favor; Maziasz against.

Discussion & Action on Payment/Reimbursement Options Related to City Services that May Be Provided for 2023 and Beyond Book Across the Bay Events – The Mayor noted the memo with a number of different options moving forward to see reimbursement. Janisch added that he spoke with the City of Hayward regarding costs for the Birkebeiner, and Hayward charges their outright costs. Discussion ensued. Neimes moved to charge a flat fee based on best estimated costs, seconded by Broberg. Discussion continued. Maziasz suggested working with Book Across the Bay with what works best for them for reimbursement. Novachek suggested creating a menu of offerings with the associated costs to help with the reimbursement discussion. Motion carried unanimously.

Discussion & Action on Special Event Request for Bike Across the Bay on February 20, 2022 – North Coast Cycling Association, Petitioner – Representatives from North Coast Cycling Association spoke about the Bike Across the Bay race and where and how long roads closures were needed along the route, as well as precautions for Covid. Broberg moved to approve the request for Bike Across the Bay 2022, seconded by Neimes. Discussion ensued. Motion carried unanimously.

Discussion & Action on Revised State/Municipal Financial Agreement with WisDOT for Phase 1 of the Bayfield Street Project – Kluver stated this is a revision to an existing agreement with WisDOT which has been discussed over the past several months and includes items like a cost estimate increase for parking lanes. Kluver further added that the revisions are acceptable except for items 8A, 8G, & 8H; these will need further tweaking. Discussion continued. Broberg moved to approve revisions to the State/Municipal Financial Agreement with WisDOT for Phase 1 of Bayfield St. Project subject to continued negotiations with the City staff, seconded by Novachek. Motion carried unanimously.

Discussion & Action on Resolution #22-001 Combining Wards to a Single Polling Place – Moved by McGrath to approve Resolution #22-001, seconded by Broberg. Motion carried unanimously.

Adjourn – Mayor Motiff adjourned the meeting at 7:28PM.

Tony Janisch
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30pm

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

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CITY OF WASHBURN
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715-373-6160
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To: Honorable Mayor and City Council Members
From: Scott J. Kluver, Administrator
Re: Iron Works Sewer Relocation Project
Date: January 28, 2022

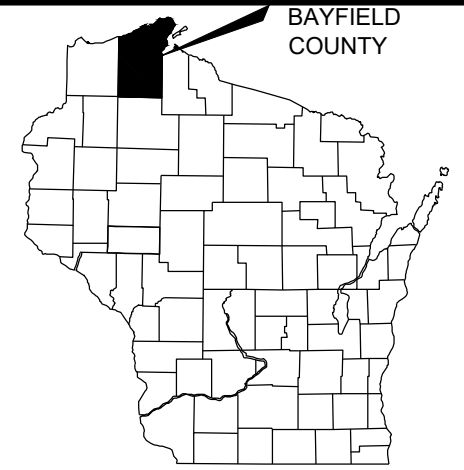
Enclosed you will find project plans for the Iron Works Sewer Relocation Project. For the most part, this project is designed as anticipated to construct a new sewer line from S. 3rd Avenue East through the Omaha right-of-way just north of the skating rink, with a turn at where the S. 2nd Avenue East right-of-way would be to the former Memorial Park Drive right-of-way to and back up through a portion of S. 1st Avenue East. The main being replaced is a major sewer main that serves most of the eastern portion of Washburn. Though this, the project will accommodate the sanitary services for the residences and other facilities along with the new Iron Works facility that would connect directly to this main. It is likely that a variance from the DNR will be needed as the slope for this main is anticipated to be slightly less than ordinarily required; however, this main will still be a vast improvement over the old clay pipe that exists which could not even be televised completely due to cracks and blockages.

In addition to the sewer main, it is proposed to also establish a loop of the water main around the warming shed of the skating rink facility. This improvement will help to reduce stagnant water, improve service access for a couple adjoining properties, and to improve the water usage/safety by adding a new service line and yard hydrant eliminating the need to have to open a fire hydrant to flood the rinks. This water line will eliminate the need for an additional hydrant but will required cutting through the current open skate ice rink. This will be repairable, and the City could consider improvements to this rink in the future to expand the uses for summer activities as well. This addition however will add an anticipated \$20,000 to \$30,000 to the cost of the project and would need to be borne by the City. The cost of this additional work could be covered with ARPA (federal stimulus) or Park Designated Fund dollars if the Council approves. It is an opportunity to make some improvements while we are digging in this area.

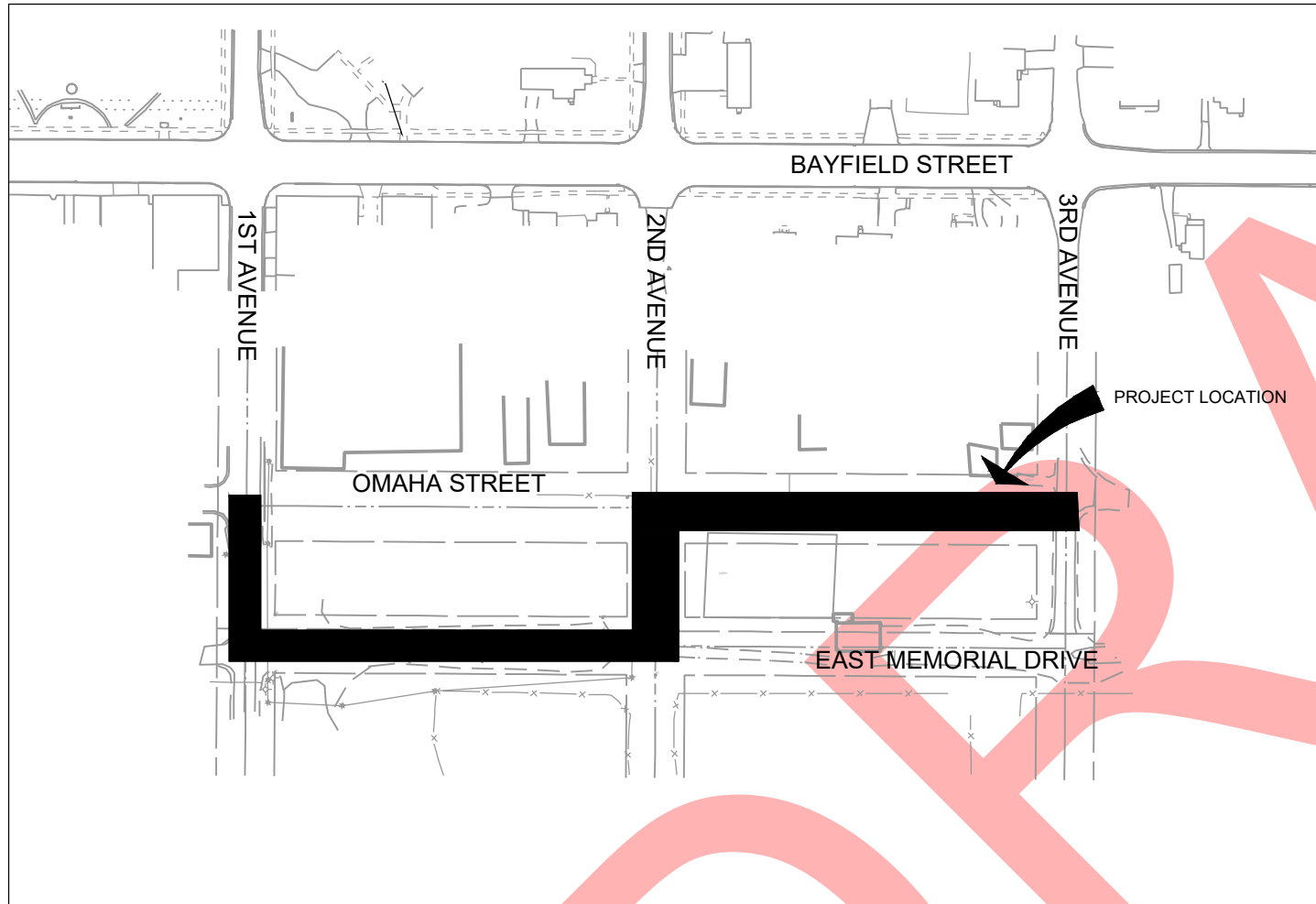
If the Council approves the plans for this project, it would be released for bid in the coming weeks with the bids/contract coming to Council for approval most likely at the April meeting. Construction could commence in May and be wrapped up in June, anticipating about a month to complete this work. This would allow the Iron Work to start their project later this summer.

Please let me know if you have any questions related to this project that we can get answered in advance.

IRONWORKS SEWER RELOCATION WASHBURN, WISCONSIN FEBRUARY 2022



COUNTY MAP
NTS



CITY OF WASHBURN



UTILITY CONTACTS

WASHBURN PUBLIC WORKS
GERALD SCHUETTE
502 W. BAYFIELD STREET
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OFFICE: 715.373.6171
MOBILE: 715.292.1205
DPW@CITYOFWASHBURN.ORG

WASHBURN WATER AND SEWER
JOEL WEBER
502 W. BAYFIELD STREET
WASHBURN, WI 54891
OFFICE: 715.373.6055
MOBILE: 715.292.4372
CITY114@CENTURYTEL.NET

GAS
COMPANY NAME
ATTN: CONTACT NAME
STREET ADDRESS
CITY, STATE ZIP
OFFICE: CONTACT INFO
MOBILE:
EMAIL:

ELECTRIC
COMPANY NAME
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DIGGERS HOTLINE
1-800-242-8511 OR 811

DIGGERS HOTLINE
Dial 811 or (800)242-8511
www.DiggersHotline.com

AA-Standard.snb 1/28/2022 I:\231\Washburn City of\23-18949-00 Iron Works Sewer Relocation\3 Production\City\3D\PlanSheets\23-18949-00 TI.dwg, Layout: 1 TITLE SHEET

DES BY	MGN	PROJ NO	23-18949-00	NOT FOR CONSTRUCTION			
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CHK BY	MCS	DATE		NO	DATE	REVISION	

IRONWORKS SEWER RELOCATION
WASHBURN, WI



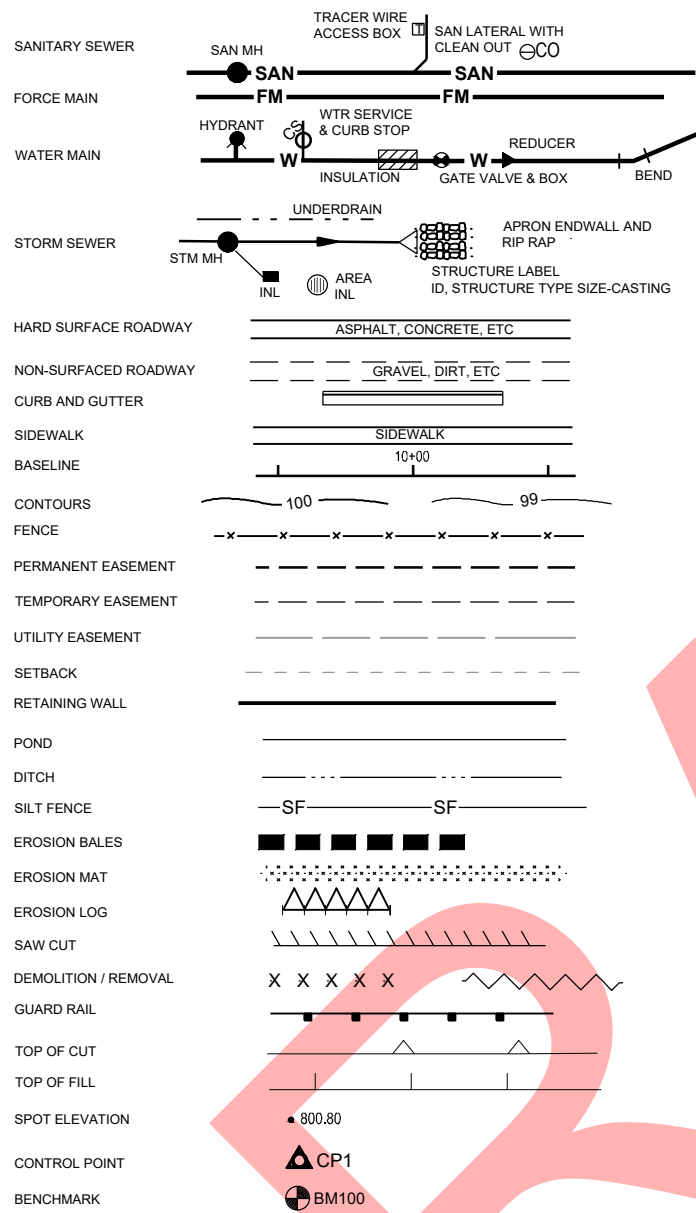
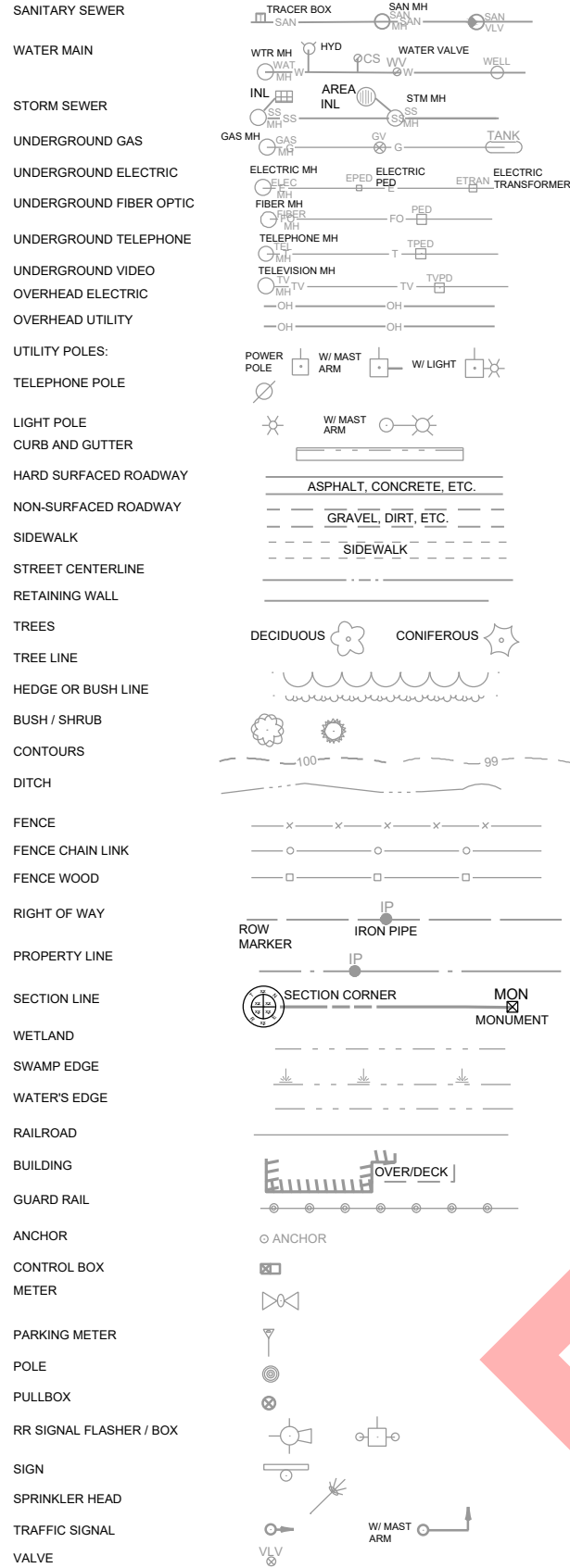
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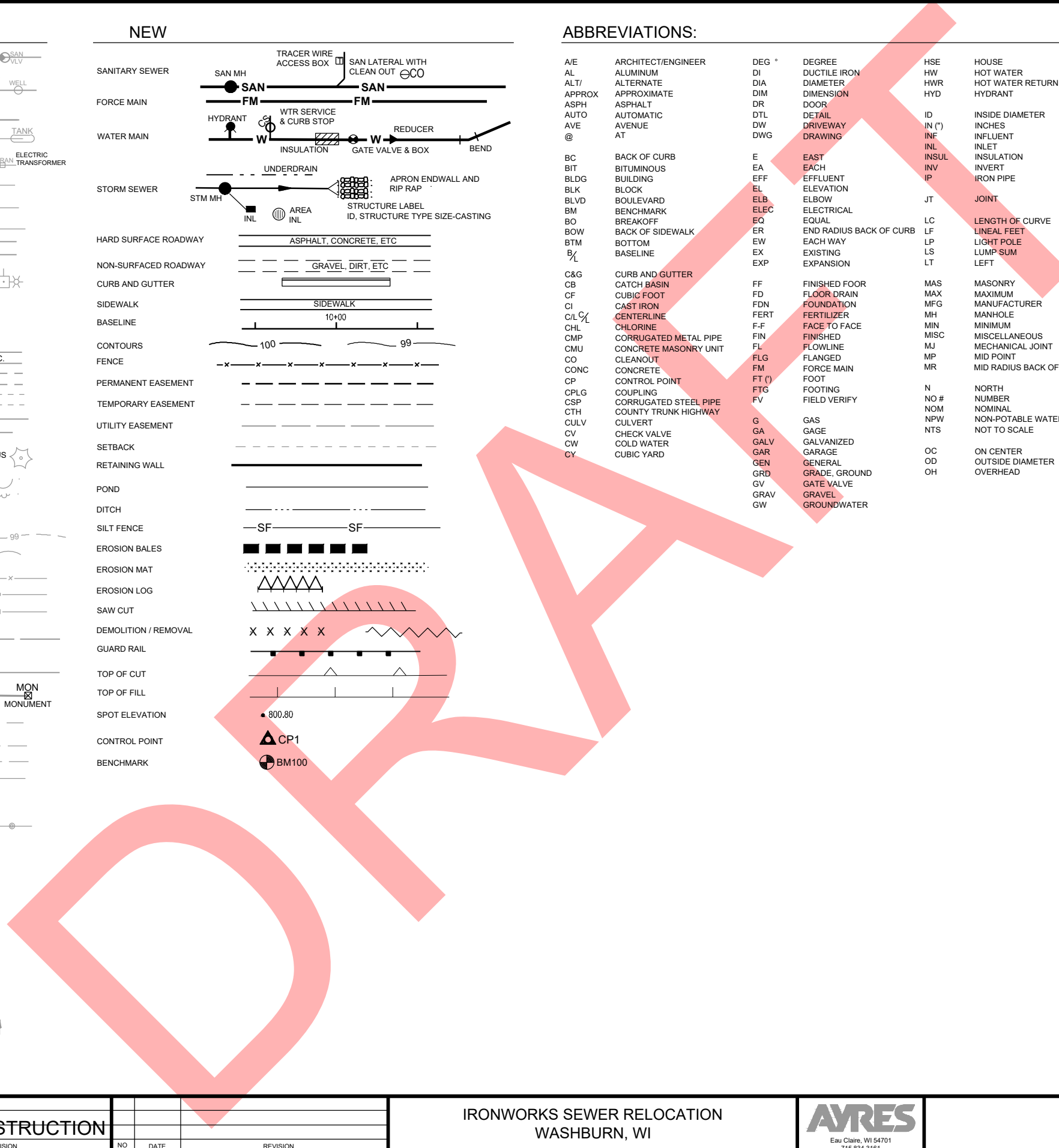
EXISTING

NEW

ABBREVIATIONS:



A/E	ARCHITECT/ENGINEER	DEG °	DEGREE	HSE	HOUSE	PC	POINT OF CURVE	TC	TOP BACK OF CURB
AL	ALUMINUM	DI	DUCTILE IRON	HW	HOT WATER	PE	PRIVATE ENTRANCE	TEL	TELEPHONE
ALT/	ALTERNATE	DIA	DIAMETER	HWR	HOT WATER RETURN	PED	PEDESTAL	THK	THICKNESS
APPROX	APPROXIMATE	DIM	DIMENSION	HYD	HYDRANT	PERF	PERFORATE	THRU	THROUGH
ASPH	ASPHALT	DR	DOOR	ID	INSIDE DIAMETER	PI	POINT OF INTERSECTION	TYP	TYPICAL
AUTO	AUTOMATIC	DTL	DETAIL	IN (")	INCHES	PL	PROPERTY LINE		
AVE	AVENUE	DW	DRIVEWAY	INFL	INFLUENT	PP	POWER POLE	UNEXC	UNEXCAVATED
@	AT	DWG	DRAWING	INSUL	INSULATION	PSF	POUNDS PER SQUARE FOOT	USH	UNITED STATES HIGHWAY
				IP	IRON PIPE	PSI	POUNDS PER SQUARE INCH		
BC	BACK OF CURB	E	EAST	INV	INVERT	PT	POINT OF TANGENCY	V	VALVE
BIT	BITUMINOUS	EA	EACH	IPV	IRON PIPE	PVC	POLYVINYL CHLORIDE	V&B	VALVE & BOX
BLDG	BUILDING	EFF	EFFLUENT	JT	JOINT	PVMT	PAVEMENT	VAR	VARIABLE
BLK	BLOCK	EL	ELEVATION	LC	LENGTH OF CURVE	%	PERCENT	VC	VERTICAL CURVE
BLVD	BOULEVARD	ELB	ELBOW	LF	LINEAL FEET	QTY	QUANTITY	W	WEST
BM	BENCHMARK	ELEC	ELECTRICAL	LP	LIGHT POLE	RAD	RADIUS	W/	WITH
BO	BREAKOFF	EQ	EQUAL	LS	LUMP SUM	RCP	REINFORCED CONCRETE PIPE	W/O	WITHOUT
BOW	BACK OF SIDEWALK	ER	END RADIUS BACK OF CURB	LT	LEFT	RD	ROAD	WM	WATER MAIN
BTM	BOTTOM	EW	EACH WAY			RDWY	ROADWAY	WS	WATER SURFACE
B/L	BASELINE	EX	EXISTING			RED	REDUCER	WTP	WATER TREATMENT PLANT
		EXP	EXPANSION			REF	REFERENCE	WTR	WATER
C&G	CURB AND GUTTER	FF	FINISHED FOOR	MAS	MASONRY	REQD	REQUIRED	WWF	WELDED WIRE FABRIC
CB	CATCH BASIN	FD	FLOOR DRAIN	MAX	MAXIMUM	REV	REVISED	WWM	WOVEN WIRE MESH
CF	CUBIC FOOT	FDN	FOUNDATION	MFG	MANUFACTURER	RR	RAILROAD	WWTP	WASTEWATER TREATMENT PLANT
CI	CAST IRON	FERT	FERTILIZER	MH	MANHOLE	RT	RIGHT		
C/L	CENTERLINE	F-F	FACE TO FACE	MIN	MINIMUM	RW	RIGHT OF WAY		
CHL	CHLORINE	FIN	FINISHED	MISC	MISCELLANEOUS	S	SOUTH		
CMP	CORRUGATED METAL PIPE	FL	FLOWLINE	MJ	MECHANICAL JOINT	SAN	SANITARY		
CMU	CONCRETE MASONRY UNIT	FLG	FLANGED	MP	MID POINT	SAMH	SANITARY MANHOLE		
CO	CLEANOUT	FM	FORCE MAIN	MR	MID RADIUS BACK OF CURB	SCH	SCHEDULE		
CONC	CONCRETE	FT	FOOT			SF	SQUARE FOOT		
CP	CONTROL POINT	FT (")	FOOT			SHT	SHEET		
CPLG	COUPLING	FTG	FOOTING	N	NORTH	SL	SLOPE		
CSP	CORRUGATED STEEL PIPE	FV	FIELD VERIFY	NO #	NUMBER	SPEC	SPECIFICATION		
CTH	COUNTY TRUNK HIGHWAY			NOM	NOMINAL	SQ	SQUARE		
CULV	CULVERT			NPW	NON-POTABLE WATER	SS	STAINLESS STEEL		
CV	CHECK VALVE	G	GAS	NTS	NOT TO SCALE	SSMH	STORM SEWER MANHOLE		
CW	COLD WATER	GA	GAGE			ST	STREET		
CY	CUBIC YARD	GALV	GALVANIZED			STD	STANDARD		
		GAR	GARAGE			STH	STATE TRUNK HIGHWAY		
		GEN	GENERAL			STL	STEEL		
		GRD	GRADE, GROUND			STM	STORM		
		GV	GATE VALVE			SW	SIDEWALK		
		GRAV	GRAVEL			SY	SQUARE YARD		
		GW	GROUNDWATER						
				OC	ON CENTER				
				OD	OUTSIDE DIAMETER				
				OH	OVERHEAD				



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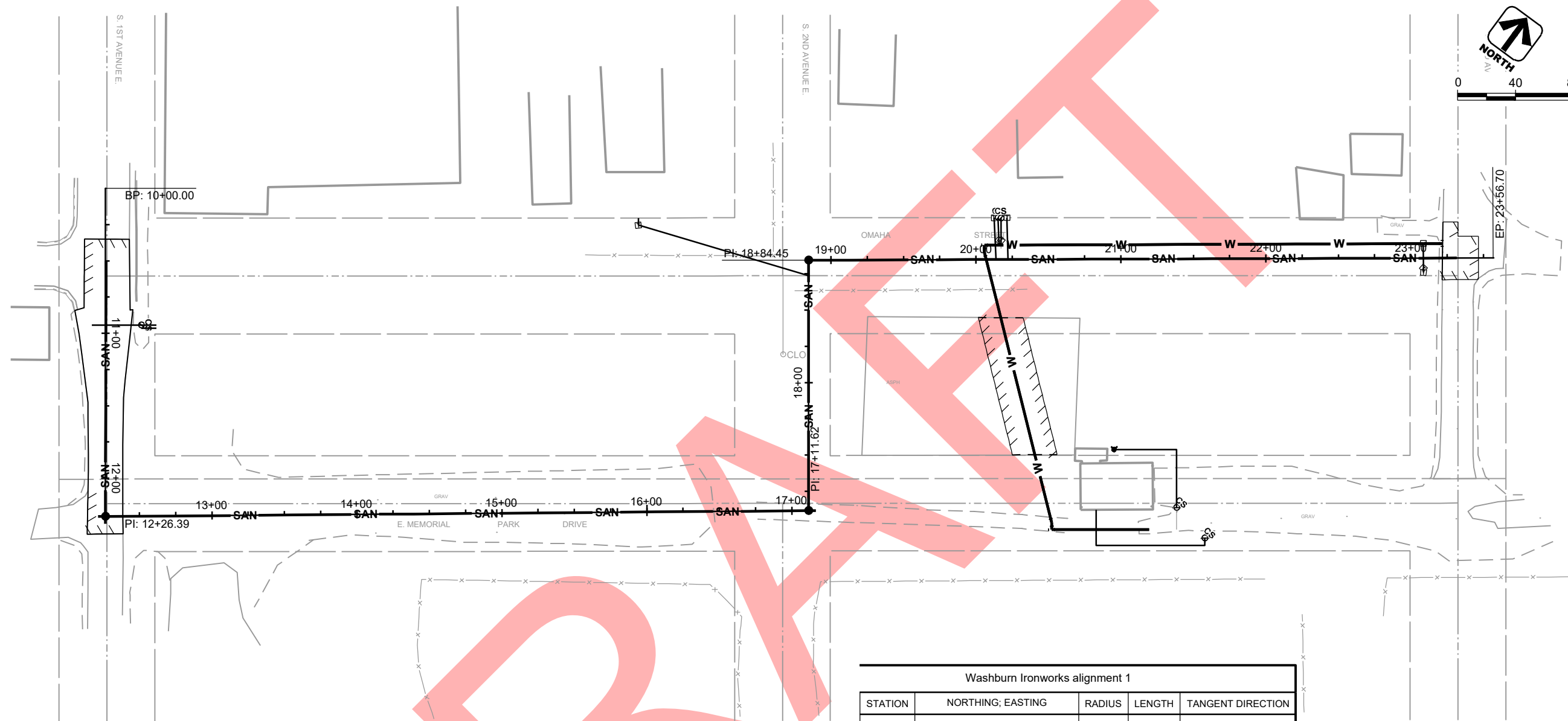
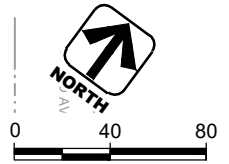
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DR BY	MGN	DATE	23-18949.00		
CHK BY	MCS	DATE			
NOT FOR CONSTRUCTION					
NO	DATE	REVISION	NO	DATE	REVISION

IRONWORKS SEWER RELOCATION
WASHBURN, WI



LEGEND

SHEET NO.
2



Washburn Ironworks alignment 1				
STATION	NORTHING; EASTING	RADIUS	LENGTH	TANGENT DIRECTION
10+00.00 12+26.39	START: 488,809.374; 816,222.724 END: 488,641.676; 816,374.816		226.395	S42° 12' 21.6"E
12+26.39 17+11.62	START: 488,641.676; 816,374.816 END: 488,970.881; 816,731.280		485.224	N47° 16' 35.6"E
17+11.62 18+84.45	START: 488,970.881; 816,731.280 END: 489,098.756; 816,615.009		172.831	N42° 16' 43.3"W
18+84.45 23+56.70	START: 489,098.756; 816,615.009 END: 489,417.445; 816,963.512		472.247	N47° 33' 30.8"E

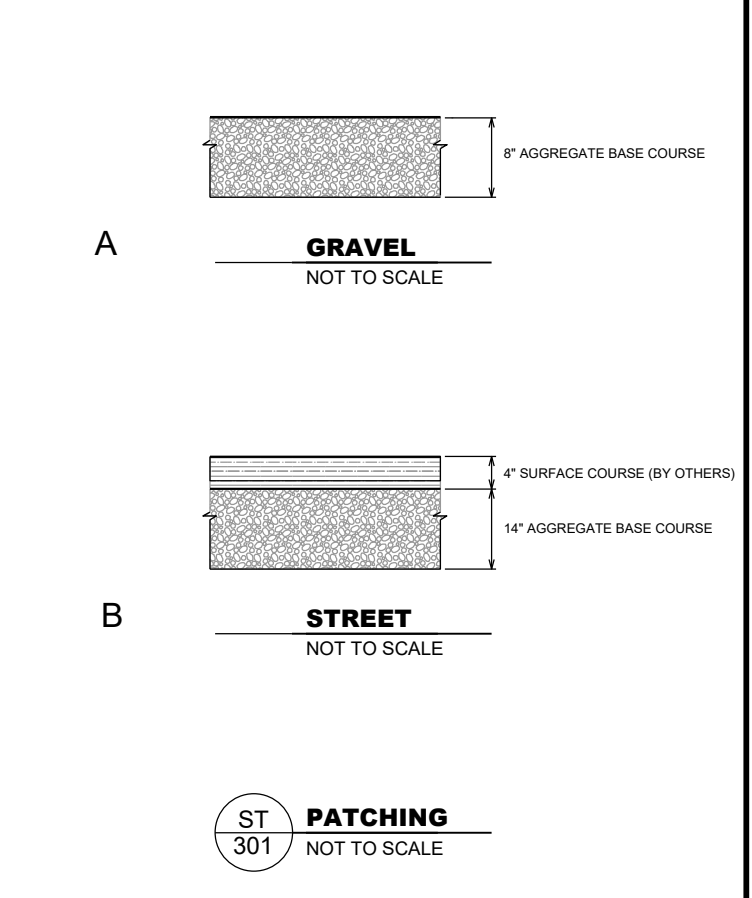
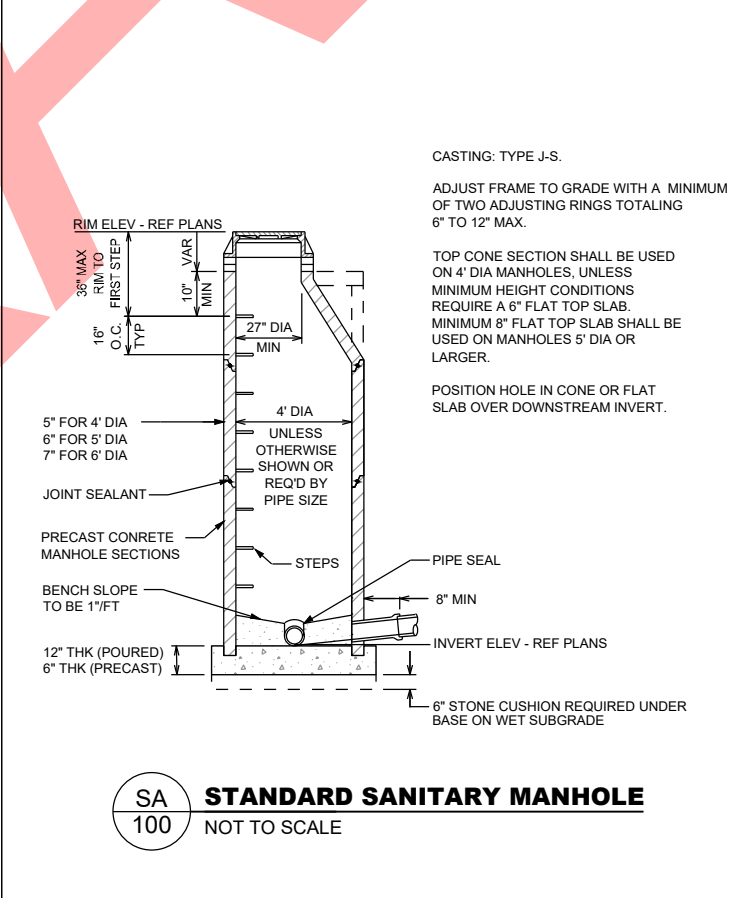
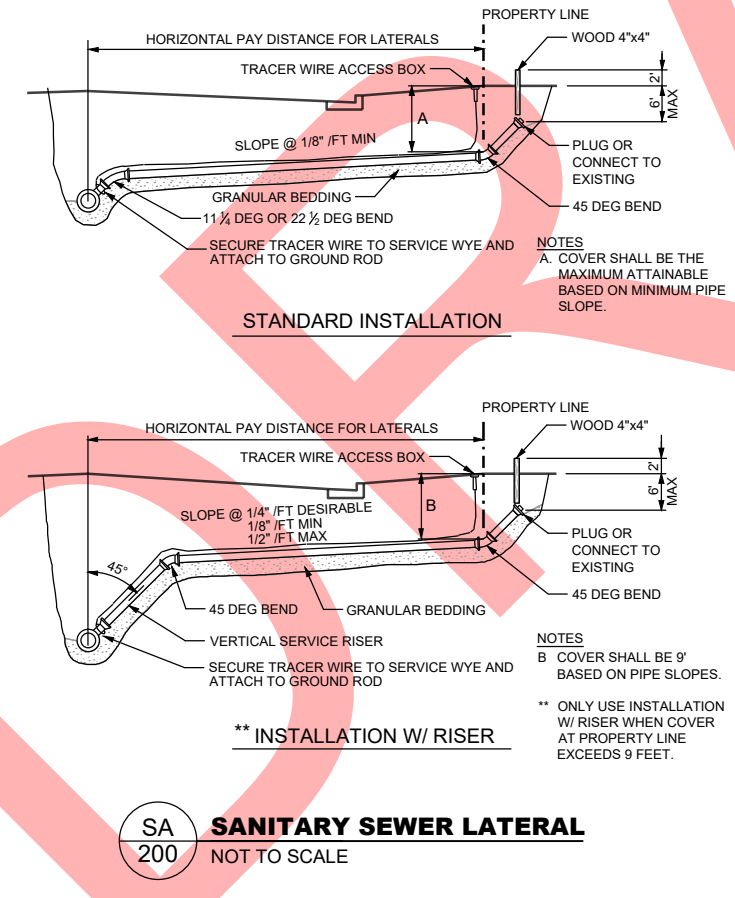
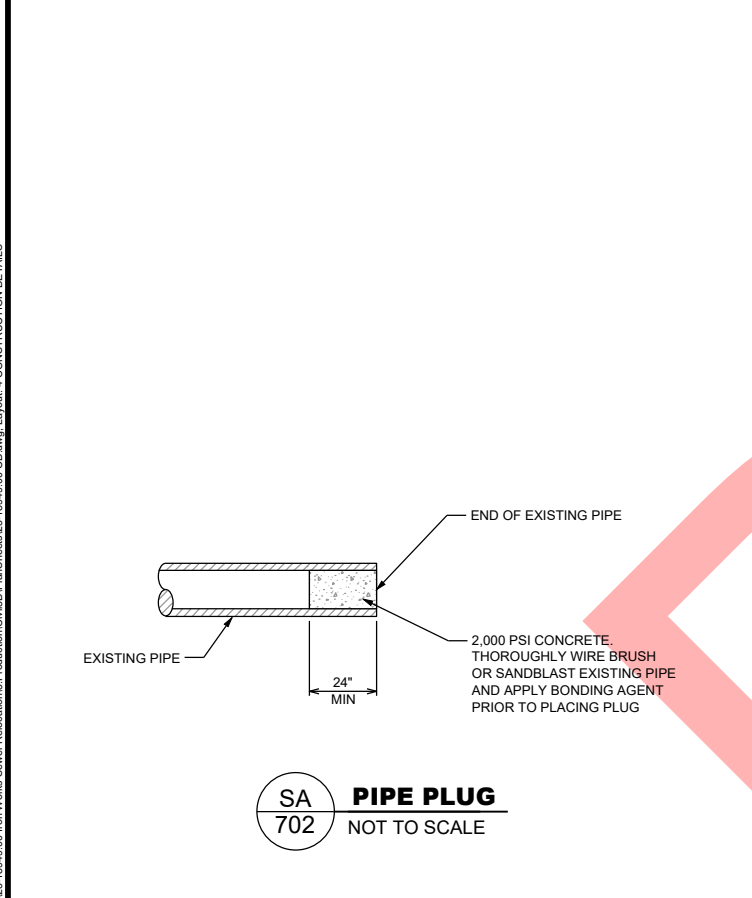
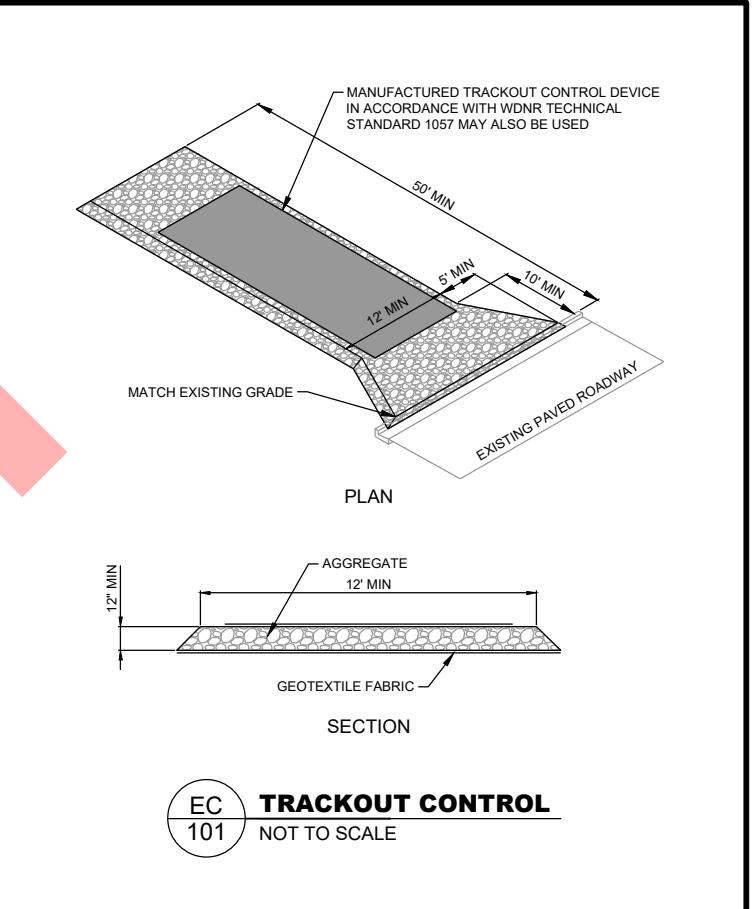
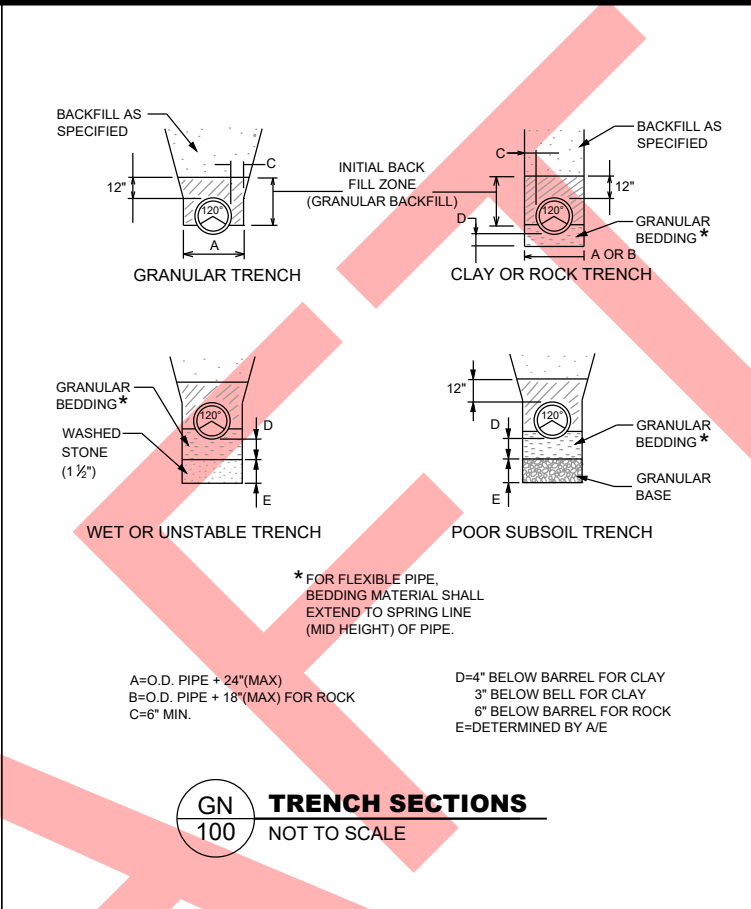
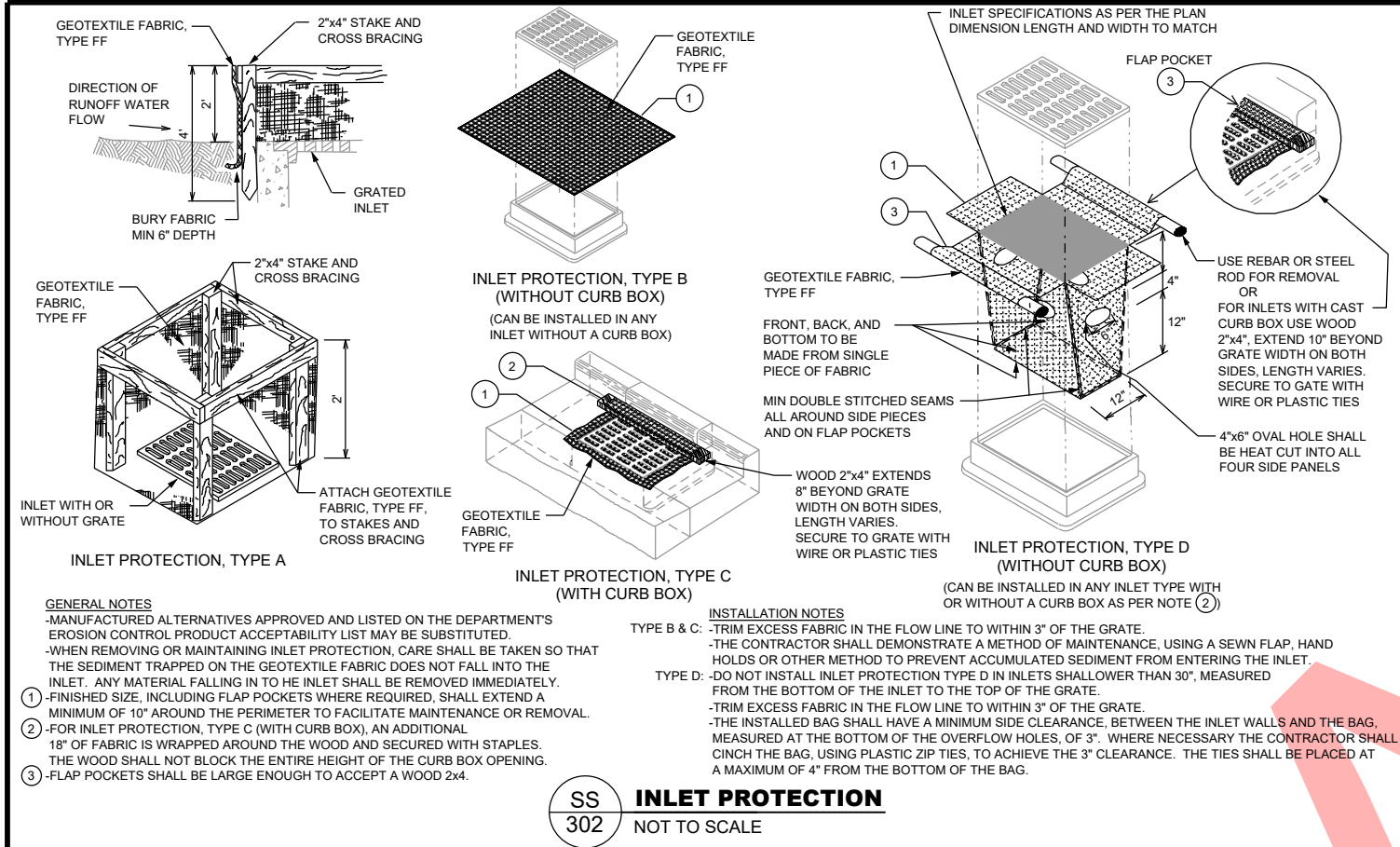
AA-Standard.snb 1/28/2022 I:\23\Washburn City of\23-18949.00 Iron Works Sewer Relocation\3 Production\Ch3\DW\PlanSheets\23-18949.00 PO.dwg Layout_3 PROJECT OVERVIEW

DES BY	MGN								
DR BY	MGN	PROJ NO	23-18949.00	NOT FOR CONSTRUCTION					
CHK BY	MCS	DATE		NO	DATE	REVISION	NO	DATE	REVISION

**IRONWORKS SEWER RELOCATION
WASHBURN, WI**



PROJECT OVERVIEW



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1/28/2022
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DES BY	MGN	PROJ NO	23-18949.00	NOT FOR CONSTRUCTION			
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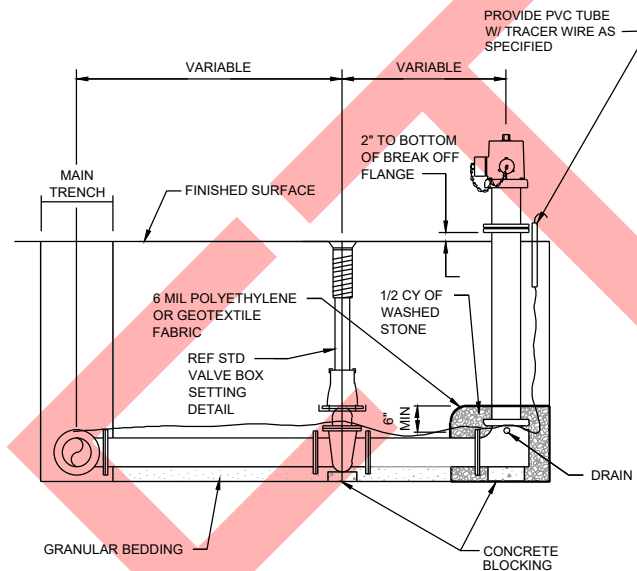
IRONWORKS SEWER RELOCATION
WASHBURN, WI



CONSTRUCTION DETAILS

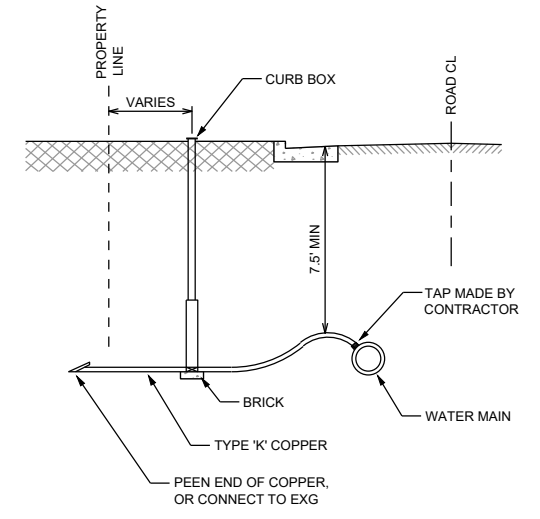
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1/28/2022
I:\231\Washburn City of\23-18949.00 Iron Works Sewer Relocation\3 Production\CD\PIPs\Sheets\23-18949.00 CD.dwg, Layout: 5 CONSTRUCTION DETAILS



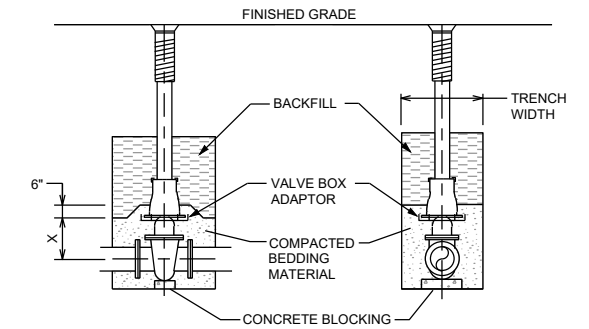
NOTE:
1. ENTIRE HYDRANT LEAD SHALL BE RESTRAINED FROM MAIN TO HYDRANT.

WM 100 STANDARD HYDRANT SETTING
NOT TO SCALE



NOTE:
TAP WATER MAIN ON 45° WITH PIPE. MIN SEPARATION BETWEEN WATER AND SANITARY SERVICES SHALL BE 12" VERTICAL AND 18" HORIZONTAL.

WM 500 WATER SERVICE INSTALLATION
NOT TO SCALE



SIDE VIEW

PIPE DIA (INCHES)	X=SETTING (INCHES)
2	6
3	7
4	8
6	12
8	13

FRONT VIEW

PIPE DIA (INCHES)	X=SETTING (INCHES)
10	17
12	21
14	25
16	30

WM 300 STANDARD VALVE BOX SETTING
NOT TO SCALE

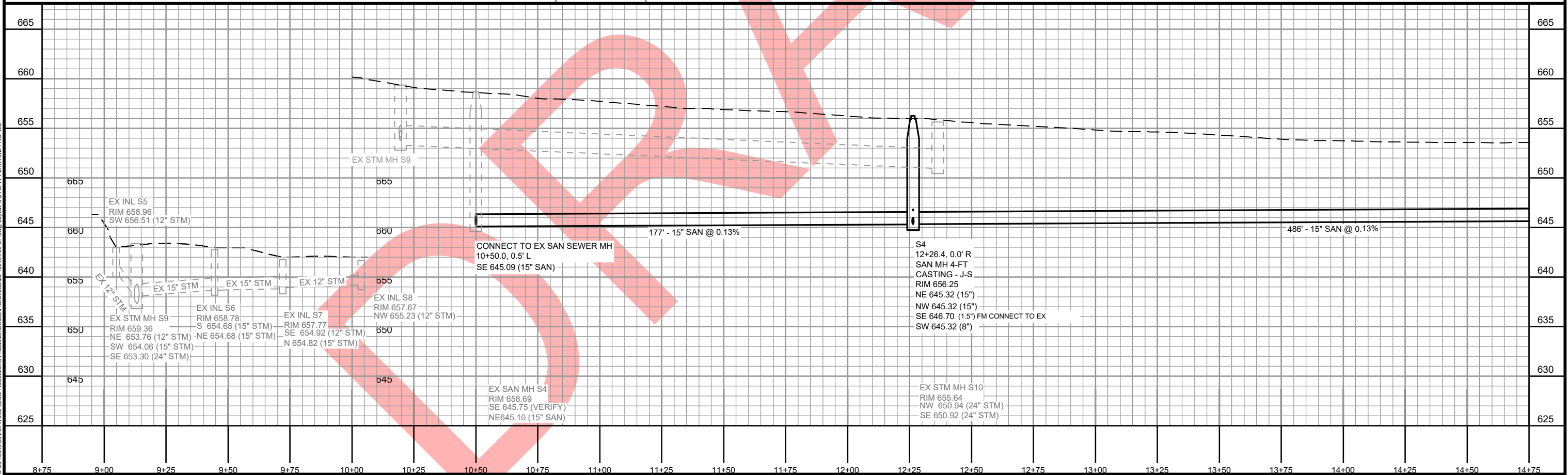
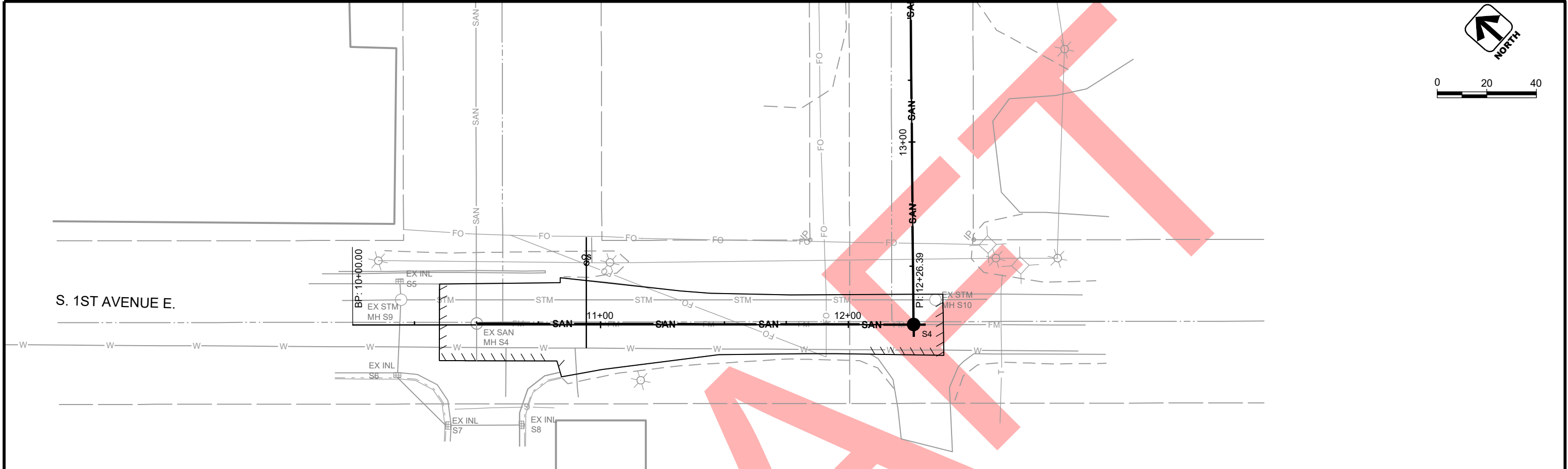
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IRONWORKS SEWER RELOCATION
WASHBURN, WI



CONSTRUCTION DETAILS

SHEET NO.
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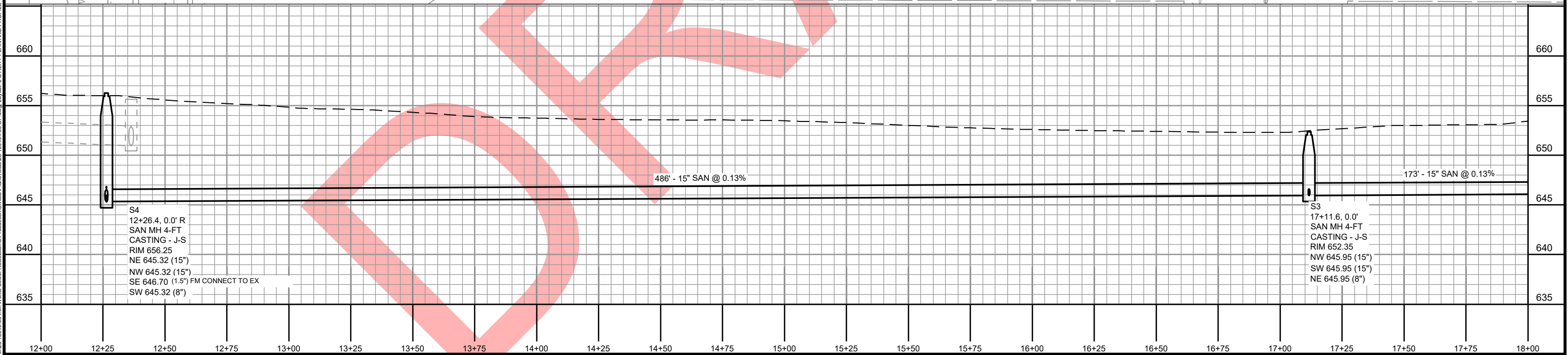
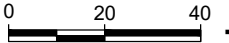
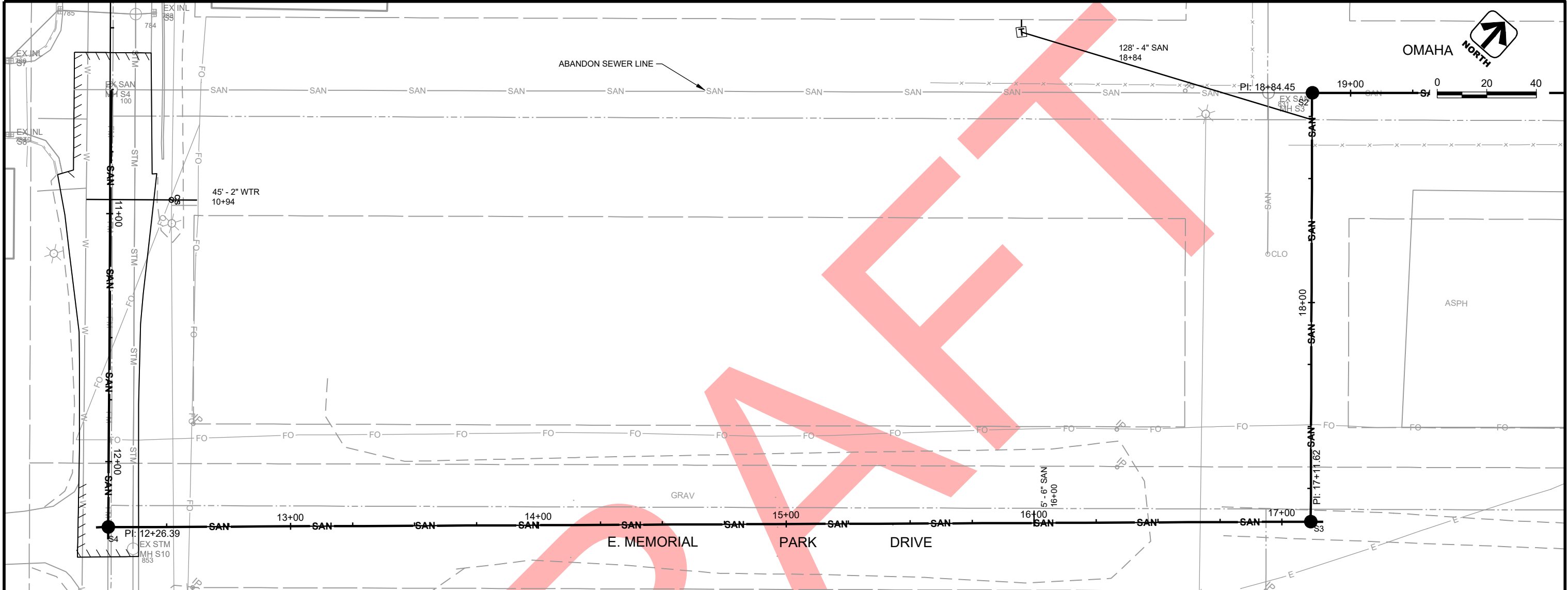
**IRONWORKS SEWER RELOCATION
WASHBURN, WI**




UTILITY PLAN AND PROFILE

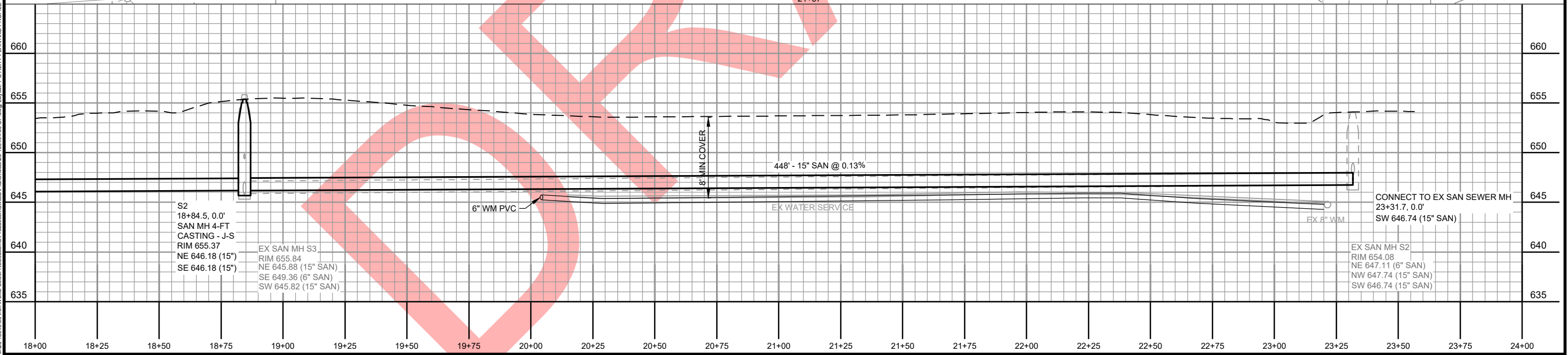
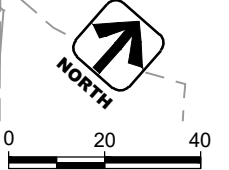
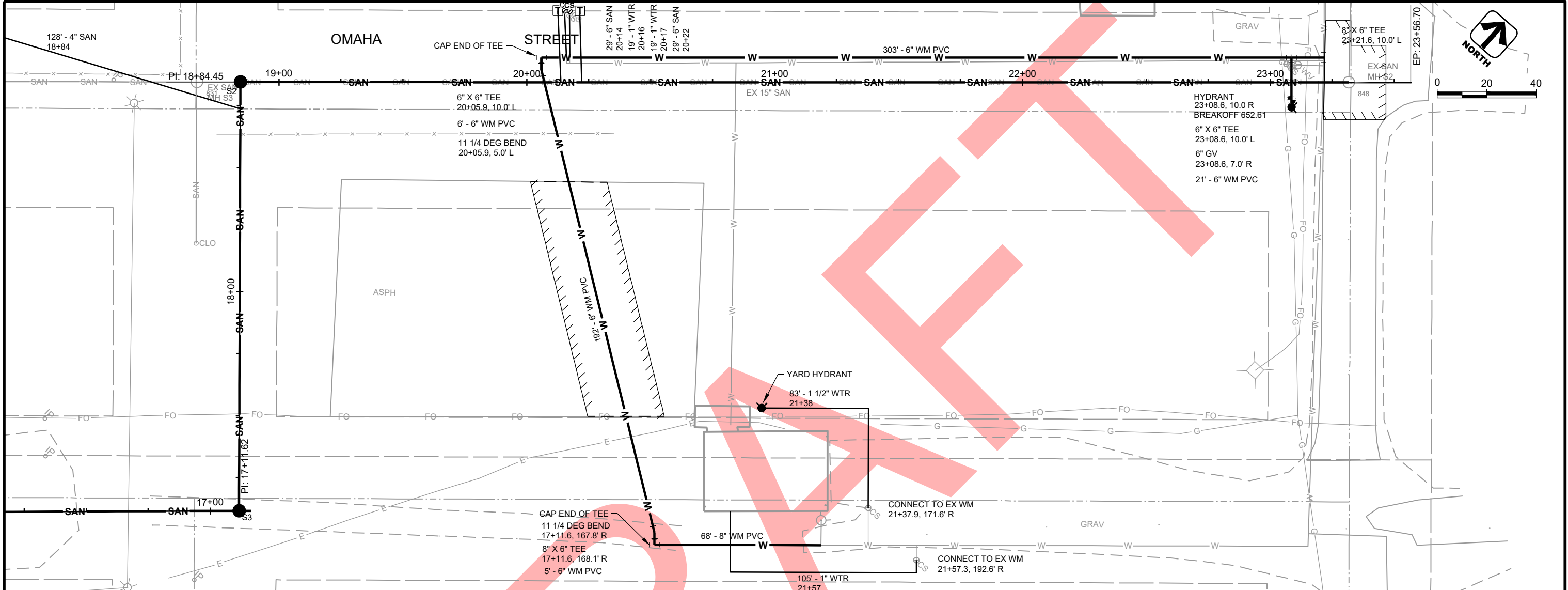
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NOT FOR CONSTRUCTION			
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**IRONWORKS SEWER RELOCATION
WASHBURN, WI**



UTILITY PLAN AND PROFILE

SHEET NO.
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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, ^{SK} Administrator
Re: Presentation on Chequamegon Bay Regional Housing Study
Date: January 27, 2022

At the February 7th Council meeting, you will have a presentation by Kellie Pederson on the reports and status of the housing group. Three large documents were provided for your review prior to this presentation; however, they are very large, so they have been placed on our website. Here is a link to that page: <http://www.cityofwashburn.org/community-planning.html>

If you would still like a hard copy of all of the materials, please let me know and I will print them off for you.

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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 *Janisch*
Re: Detour Route & Staging for Phase 1 of the Bayfield Street Reconstruction Project
Date: January 27, 2022

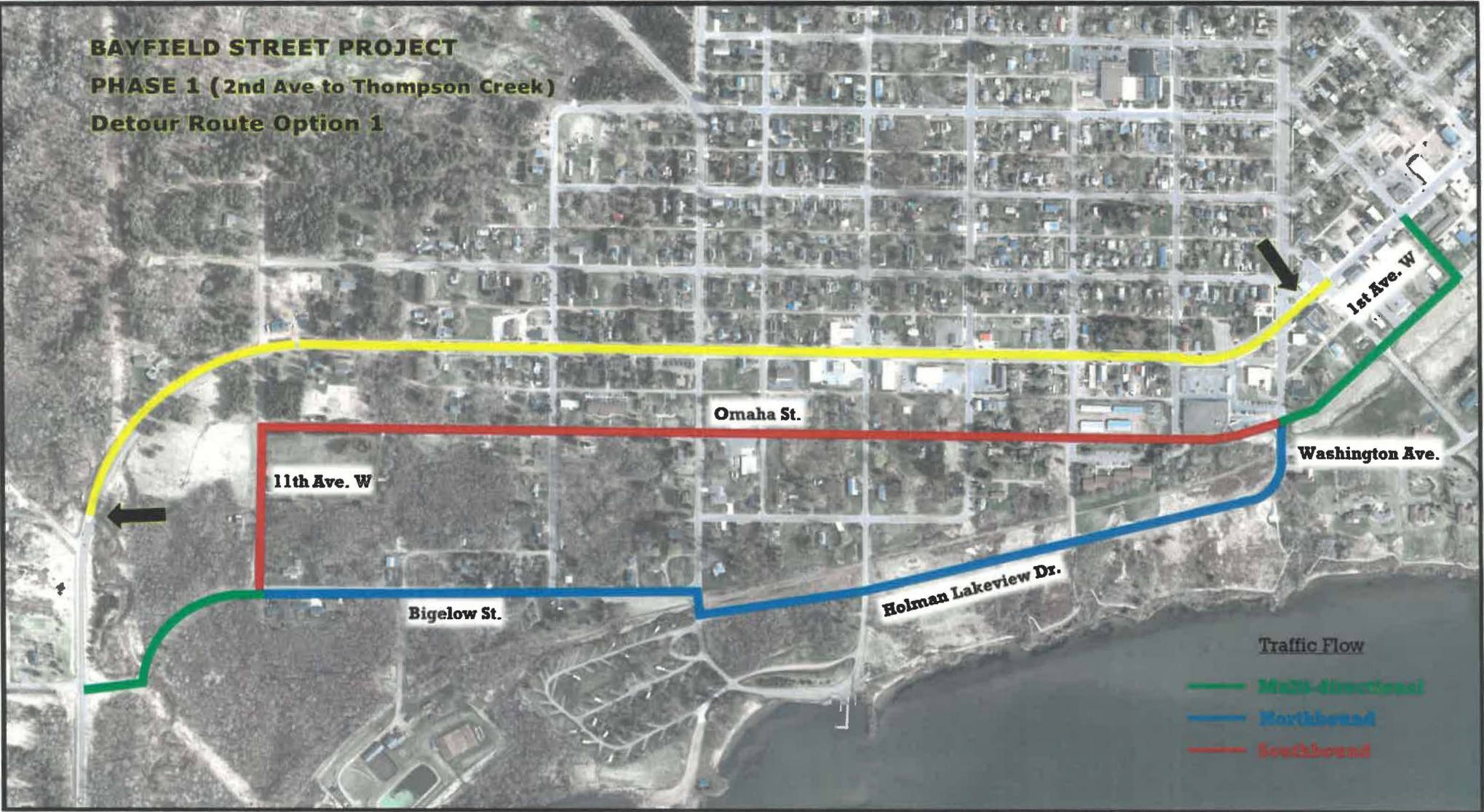
On October 6&7, 2021, the City and WisDOT held a public meeting to share and gather comment regarding the plans for the Bayfield St. Reconstruction Project Phase 1. At this meeting, two options for a detour route were presented. These options were based on construction occurring in a number of stages. Staging would require only a section of Bayfield St. being closed at a time while reconstruction occurred. Traffic would continue to flow on Bayfield St. only being rerouted/detoured around the current construction site. Up to five (5) stages were presented for reconstruction.

Since these meetings, WisDOT had proposed a third option. Reconstruction occurring in one (1) stage with the detour route of multi-directional traffic flow using Bigelow St. and Holman Lakeview Dr. With this option, reconstruction could likely be completed in one year. WisDOT would pave Holman Lakeview Dr. and even with this expense, it would save with overall costs.

An additional public meeting, targeted to the business community, was held on January 26, 2022 to present, discuss and gather comment on the proposed Option 3. At this meeting, there appeared to be large support for the Option 3 multi-directional detour route, along with single staging for reconstruction.

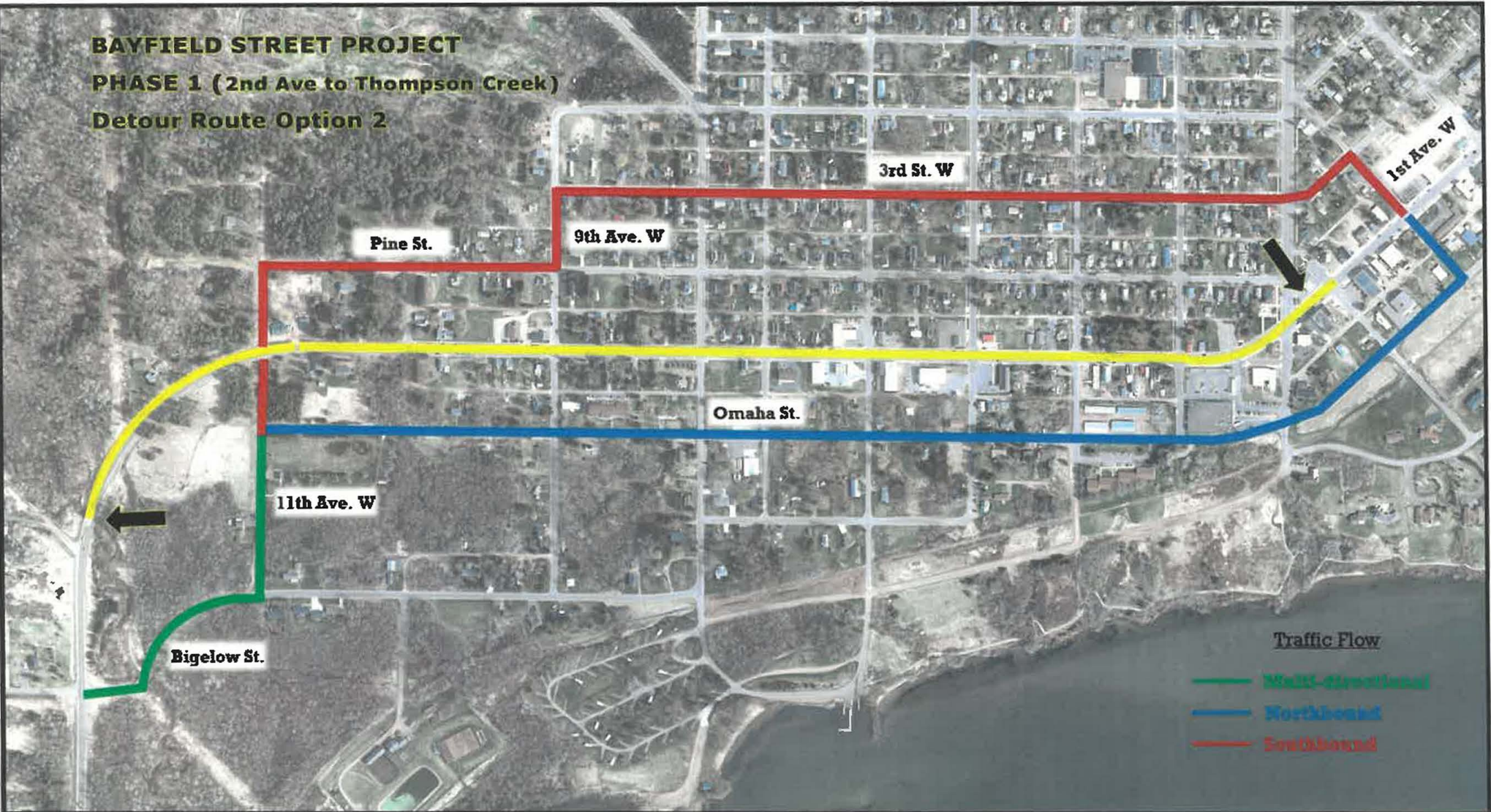
In order to keep project planning moving along needed timelines, Council is being asked to determine the preferred detour route and reconstruction staging. Please contact myself or Scott if you have any questions regarding these options.

**BAYFIELD STREET PROJECT
PHASE 1 (2nd Ave to Thompson Creek)
Detour Route Option 1**



- Traffic Flow**
- Multi-directional
 - Northbound
 - Southbound

**BAYFIELD STREET PROJECT
PHASE 1 (2nd Ave to Thompson Creek)
Detour Route Option 2**



Traffic Flow

- Multi-directional
- Northbound
- Southbound

BAYFIELD STREET PROJECT
PHASE 1 (2nd Ave to Thompson Creek)
Detour Route Option 3



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



715-373-6160
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FAX 715-373-6148

To: Honorable Mayor and City Council Members
From: Scott J. Kluver, Administrator ^{STK}
Re: Disposal of Surplus City Property
Date: January 27, 2022

The Ambulance Service is requesting to dispose of a snowmobile and trailer in accordance with Ordinance 3-5-1. This is a 1997 Artic Cat Bearcat 550 Wide Track snowmobile and a 2021 Triton trailer. The snowmobile is older and has not been used in service for many years. It was kept as a "practice" snowmobile but no one practiced on it, and it has just added to the maintenance work and expense for the service. In addition, where it is stored, it would not be easily usable if it was needed for service anyway.

As the items are valued at more than \$500 they can be placed up for auction or negotiated sale. It is recommended to put them on auction and set a minimal price of \$900 for the snowmobile and \$1500 for the trailer. It is also requested that any proceeds raised from the sale of this equipment be put towards the designated fund for a Gator that the service is raising money for.

Please let me know if you have any questions regarding this matter.

1997 Artic Cat Bearcat 550 Wide Track Snowmobile

Serial Number 9718026

Engine Hours: 29

Miles: 845

Use: Winter Rescue Vehicle by Ambulance Service

Features:

Two-Up Seat w/Backrest

Electric Start

Reverse

Equipped to Tow

Long Track

JD Powers NADA Book Price:

List: \$6,599

Low Retail: \$905

Average: \$1,185

2021 Triton (Single) Snowmobile Trailer

GVWR: 2200 Lbs

VIN: 4TCSS1017MH552655

New Cost: \$2,000



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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
Re: Review of Goals and Objectives for 2021 and Establishment of Goals and Objectives for 2022
Date: January 28, 2022

Related to the administrator's evaluation is the establishment of specific goals and objectives that should be accomplished within a given timeframe. Please keep in mind that goals approved here are not just for me, but will be providing general direction to all of the staff. It is understood that there is always a need to adapt to changing priorities, but expectations should be set. If too many conflicts occur, or the priorities of the Council change, then the goals need to be reviewed and modified as well.

Below is a list of the 2021 projects/goals that were established, and my response to them in *italics*.

Bayfield Street Reconstruction Phase 1 and Phase 2- There is no stopping this project without causing major disruption to all involved. It must be kept on track to meet a very tight timeline. Significant work needs to be done in creating the databases and processes necessary to communicate with affected property owners and the general public. *(In 2021, the focus was on the first phase. There has been monthly meetings with the DOT and occasional public sessions on topics related to streetlight, detours, utilities and the proposed project as a whole. We continue to negotiate various details of this project with the DOT and the time commitment is increasing.)*

Library Tuckpoint Project – The Library got the money, now we need to complete the project to meet the requirements of some of the funding sources. Within the next month, I need to assist the Library staff with the preparation of bid documents and releasing this project for bid so the work can be completed this coming summer. *(This project was completed this past summer without significant issue. In addition, roof leaks at the Library were recently addressed. It is my understanding that the Library will be focused on elevator improvements next.)*

Ambulance Staffing – The future of our community may very well depend on this a stabilization of staffing in this area. A community without an ambulance service is not going to be able to grow or to be able to effectively attract visitors to the community. It literally is a ticking time bomb and this issue needs all the attention it can get. *(After several meeting with members of the Ambulance Service, a recommendation came forward to propose a referendum to hire two full-time EMTs along with some additional support for the paid-on-call staff. That referendum will take place on April 5, 2022.)*

Brokedown – We have gotten this far, and we can not drop the ball now. Significant time is going to be needed to spend on ushering the development agreement and other zoning approvals necessary for the successful redevelopment of this property. *(A development agreement was negotiated with Badger Colish for the redevelopment of the property.)*

Completion of Meter Replacement, Marina Pier 1, and Police Contract - These are all projects that need to be finished in the coming months before any new projects are undertaken. There will be other smaller items along the way such as projects outlined in the budget, redistricting, and addressing long-term financial issues and staffing. *(The meter installation project was completed, improvements to Pier 1 at the Marina were completed, and the final two years of the Police contract were negotiated. Several other projects in the budget were completed, along with redistricting; however the City is still and will continue to suffer from long-term shortages of dollars to provide adequate staffing. Some staffing changes did occur, and we continue to work on training/cross-training at City Hall. The creation of a graduated pay scale in Public Works has not been completed.)*

Comprehensive Plan – While this project is starting, and should continue, in my opinion, the other projects should have priority. If a delay needs to be made here in order for one of the above projects to be done, so be it. *(This project has been started, along with the Park Plan. The process is about halfway complete related to the update of the Comprehensive Plan. It is anticipated that this work will continue in 2022. Other desired changes to the zoning code have been put on hold until this is completed.)*

Sidewalks – The reality in my view is that it is unlikely we will get to this issue, at least in the first part of the year. If other projects would be completed and time allows, we may be able to do some work on it. It will someday see the light it deserves. *(No action was taken on this in 2021.)*

Below is a list of the proposed 2022 projects/goals. Know that I alone will not accomplish these goals single handedly, these would be the goals of the senior staff of the City. It would however be my responsibility to see these goals through to fruition. Please keep in mind that this does not include all annual/routine matters that must also be addressed. This list also does not include all departmental level goals, but rather just the larger “big picture” goals. Keep in mind, we have fewer people working for the City right now, so our ability to spend time on “project” items as opposed to “routine maintenance items” is greatly reduced.

Bayfield Street Reconstruction Phase 1 and Phase 2- For 2022, we intend to conclude preliminary planning on Phase 1 of the project with the DOT as they will then start to put together the detailed project plans and return in the fall for another public input session. The City will focus on preparing the water and sewer utility plans for Phase 1. We will also begin working with the DOT to begin the planning of Phase 2 of the project.

Ambulance Staffing – Assuming successful passage of the referendum, planning will continue on a transition of the service to a mixed full-time/paid on call model. The hiring process will start later in the year assuming a January start date. If the referendum is not successful, assume that there will be departures from the ambulance service and that other agencies will need to assist in coverage leading to further difficulties.

Brokedown – The next month or two will be pivotal for this project. Either the steps in the approved development agreement will continue, or the Council will be in a position to consider other proposals.

Iron Works Sewer Line Re-Route – At this meeting, the Council will consider approving the project plan for this project which is intended to lead to the expansion of the Iron Works which could then happen this year as well.

West End Park Campground Expansion Planning – Based on recent Council action, the Council will likely be in a position later this spring/early summer to consider next steps on the desire to increase camping at West End Park.

Comprehensive Plan – It is hoped that this project will be completed by the end of the year.

Sidewalks – A discussion should be held with the Council and the Public to determine what the desire is for sidewalks in the community. If there is a desire for sidewalks throughout the City or if there is only a desire for sidewalks in certain locations will have an impact on how this could/should be funded and implemented.

Other Budgeted Projects/E-mail Conversion – There are other projects approved in the budget such as the continuation of the improvement to the alleys in the City, and the purchase and demolition of a property on Pine Street. Another project that we had hoped to complete by now is a conversion of all of the e-mail addresses in the City to a .gov . This will take some time to coordinate and plan along with additional upgrades to our computer infrastructure.

It would be good for the Council to come to an agreement as to what they believe the priorities should be so that I, and the rest of the staff, have a clear direction and focus. Once a final list is established, the Council should deflect additional wants and desires until the tasks at hand have been completed unless there is a desire to change priorities. I plead with the Mayor and the Council to maintain self-control when new issues or ideas present themselves. We are going to accomplish a lot less if we continue to be overloaded and trip over ourselves. Please allow me to make the day-to-day decisions on prioritization in order to keep things moving in the best way I see fit, and avoid setting arbitrary deadlines.