

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, March 13, 2023 City Hall 4:30PM

- Committee Review-Monthly Expenditures

NOTICE OF CITY COUNCIL MEETING

Monday, March 13, 2023 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/82396234404?pwd=MEVtT1c3dTgz09nYXprTUF2dDZVdz09>

by calling 1-888-788-0099 (Toll Free) and entering Webinar ID: **823 9623 4404** with passcode **031323** 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 – March 13, 2023
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments
- Introduction of New Housing Authority Director
- Presentation & Discussion on Room Tax Collections and Expenditures for 2022 – Room Tax Commission, Presenter **TAB 1**
- Presentation, Discussion & Action on Renewal of Lease Agreement of Thompson’s West End Park Boat Ramp Area for North Coast Community Sailing- Jacob Kaiser, Petitioner **TAB 2**
- Discussion & Action on the Park Committee Recommendation for Camping Style and Design for Field East of 6th Avenue West and South of Holman Lakeview Drive **TAB 3**
- Discussion & Action on Policies and Plans to Prepare for Community Development Block Grant Application for Bayfield Street Project Phase 1 **TAB 4**
 - Residential Anti-Displacement and Relocation Assistance Plan
 - Resolution 2023-005 to Enact Policy to Prohibit the Use of Excessive Force and to Enforce Applicable State and Local Laws Prohibiting Physically Barring Entrances/Exits for Non-Violent Civil Rights Demonstrations
 - Resolution 2023-006 to Adopt the Citizen Participation Plan for the Community Development Block Grant Program
- Adjourn

February 13, 2023

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM

Washburn City Hall & Remote Call-In

City Council Members:

Present, in-person: Karen Spears-Novachek, Tom Neimes, Mary McGrath, Carl Broberg,
Dave Anderson, Laura Tulowitzky, Jennifer Maziasz

Present, remote: none

Municipal Personnel:

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

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 of January 9, 2023 - A motion was made by Neimes to approve the January 9, 2023 minutes of the City Council, second by Novachek. 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 – Taura Edwards, 80765 St. Hwy 13, spoke regarding the proposed glamping project at West End Park, stating that cares about the experience of life in the area and feels that the open space is extremely important to the people in the area. She continued that the greatest asset is the green space, and this is why people come to this community. This space is important to our sense of space, and it's an open space where children can run and for adults. Ms. Edwards continued that the enormous amount of money to build & maintain these glamping spaces and ask that this be reconsidered; and once this becomes glamping space it would be difficult for the public to enter that space. She concluded that what draws people to this area fiscally is to see this way of life that we hold so precious. With the community involved, what can we do in this space to allow all to enjoy it.

Roth Edwards, 221 W 6th St., responded to a question(s) that emerged at the Nov. 14, 2022 City Council meeting. These questions being what is this land known as Washburn's jewel, what does it mean to you, and what makes is precious to you. He added one more question, what makes this land meaningful to Washburn in terms of heritage, future, and our legacy. Mr. Edwards continued by reading to Council from a handout he presented to them regarding these questions. He concluded that the City is majority rule and if so desired an ordinance can be established that no lands owned by the City may be converted to commercial use without being approved by a binding referendum.

Mayoral Announcements, Proclamations, Appointments - The Mayor thanked the Parks Committee for hosting two public input sessions to further discuss and share ideas and thoughts for campground expansion at the West End Park open field. She further mentioned that on Feb. 23rd the City will be holding two public meetings for Phase 2 of the Bayfield St. Reconstruction Project and that more information and details are on the website. The Mayor concluded that the City's draft Comprehensive Plan has been completed and to look for a public hearing this Spring. It is a long document but has a lot of good information.

Discussion & Action on Draft Certified Survey Map and Utility Easement for Tax IDs 32664 and 33446 in the 300 and 400 Blocks of East 6th Street – Churness and Beilfuss, Petitioners – Kluver presented project. Anderson moved to approve the Certified Survey Map for Tax IDs 32664 & 33446, seconded by Tulowitzky. Kluver noted that Utility Easement should be included in the motion. Anderson amended his motion to approve the Certified Survey Map and Utility Easement for Tax IDs 32664 & 33446, Tulowitzky agreed to this amendment. Motion carried unanimously.

Discussion & Action on Request to Purchase Lot 49 (Tax ID 38430) on Fortier Road – John Sopiwnik, Petitioner – Novachek asked about the six-year window for construction being requested. Sopiwnik responded to have adequate time for planning and financing of construction. Discussion continued. Sopiwnik concluded that he renovated the Hawks Building in the city and is very competent and able to construct at this lot. Further discussion is moved to closed session.

Discussion & Action on Resolution 23-004 to Apply for Community Development Investment (CDI) Grant for Brewing Badger LLC and Redevelopment of Property at 204/206 W. Bayfield Street – Novachek moved to approve Resolution 23-004 applying for a CDI grant, seconded by Anderson. Motion carried unanimously.

Discussion & Action on Resolution 23-003 for Harbor Commission Budget Amendment #1 to Pay Off BCPL Loan Issue 02020011.01 One Year Early – Broberg moved to approve Resolution 23-003 amending the Harbor Commission budget, seconded by Novachek. Motion carried unanimously.

Discussion & Action on Amendment to Agreement with Ayres & Associates for Add-Alternate Projects for Phase 1 of the Bayfield Street Project – Novachek moved to approve amendments to Ayres & Associates agreement to add alternate projects for the Bayfield St. Phase 1 Project, seconded by Neimes. Novachek stated appreciation for the presentation of these alternate projects at last month's Council Meeting, finding it very helpful. Discussion continued. Motion carried unanimously.

Discussion & Action on 2023 Administration Goals and Objectives; Review of 2022 Goals – Kluver began discussion with a review of the 2022 goals. The Mayor noted the accomplishments of ambulance staffing and the sewer line reroute for Iron Works but expressed disappointment with sidewalks. Maziasz questioned the timeline for adoption of the Comprehensive Plan in April and if there was enough time for public meetings to collect comment. Kluver responded that the Plan Commission will discuss the Comprehensive Plan later in the week and if a resolution for support is approved, this will allow for 30 days of notification to hold a Public Hearing at the April Council meeting. Kluver presented the 2023 goals, noting the priorities of the Bayfield St. Reconstruction Phase 1 & Phase 2, planning for a borrowing for these projects, and a Revaluation Project of properties which was last done 18 years ago. Kluver further mentioned the day-to-day tasks that occur at City Hall, to give a sense of the daily operations. Maziasz questioned why the Bayfield Co. Housing Development was not identified as a priority. Kluver responded that the project is dependent on a WEDC grant, if not received it would be on hold for the next years grant application. He did add that amenities for the housing project, such as sidewalks, will be included in Bayfield St. Phase 2 planning. Discussion continued. Neimes moved to approve the 2023 Administrative Goals and Review of 2022 Goals, seconded by Broberg. Motion carried six (6) to one (1), Maziasz voting against.

Closed Session –

- **Consideration of Sale of Property – Request to Purchase Lot 49 (Tax ID 38430) on Fortier Road** – A motion was made by Neimes to go into closed session at 6:55PM pursuant to Wisconsin State Statute §19.85(1) (c), for consideration of Sale of Property, following which the Council may reconvene in open session to take any action that may be necessary on the closed session items, second by Broberg. Motion carried unanimously via roll call vote.

A motion was made by Novachek to reconvene in open session at 7:22PM, second by Neimes. Motion carried unanimously. Novacek moved to approve the sale of Lot 49 to Sopiwnik for \$36,000 with a five-year window to construct a livable duplex, seconded by Neimes. Motion carried unanimously.

Closed Session –

- **Personnel Matters – Evaluation of the City Administrator** – A motion was made by Neimes to go back into closed session at 7:29PM pursuant to Wisconsin State Statute §19.85(1) (c), for evaluation of the City Administrator, following which the Council may reconvene in open session to take any action that may be necessary on the closed session items, second by Novachek. Motion carried unanimously via roll call vote.

An annual review of the City Administrator was conducted. No motion was made.

Adjourn – Mayor Motiff adjourned the meeting at 8:18PM.

Tony Janisch
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30pm

Committee Members Karen Spears-Novachek & Laura Tulowitzky reviewed monthly expenditure vouchers.

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Scott Kluver

From: Melissa <director@washburnchamber.com>
Sent: Tuesday, February 28, 2023 12:42 PM
To: washburnadmin@cityofwashburn.org
Subject: Document for council packet
Attachments: 2022 Room Tax presentation for council packet.pdf

Attached is the PDF of the Room Tax Commission presentation for inclusion in the packet for the March Council meeting. I will be in Green Bay for WIGCOT so I won't be in attendance, but Mary McGrath will be giving the presentation like last year.

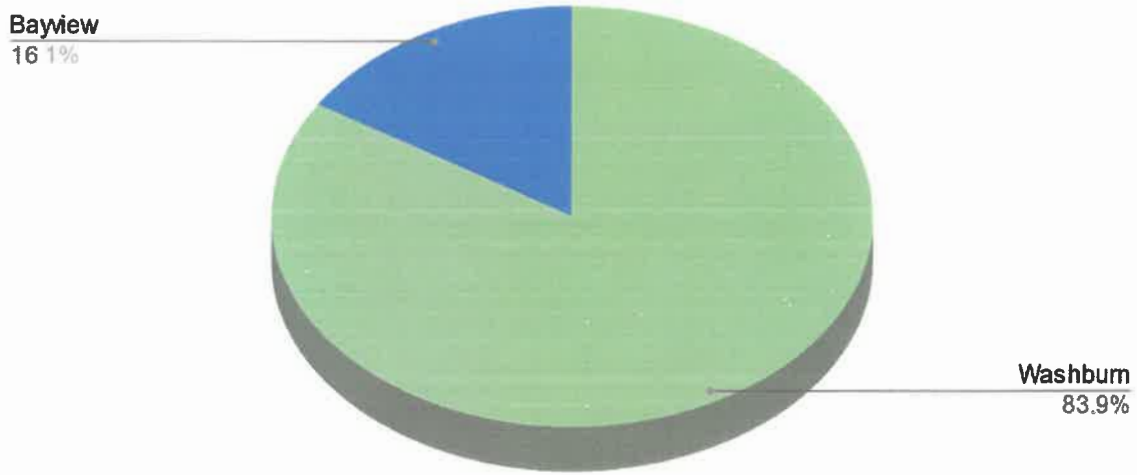
Let me know if you need anything else.

Melissa Martinez
Director

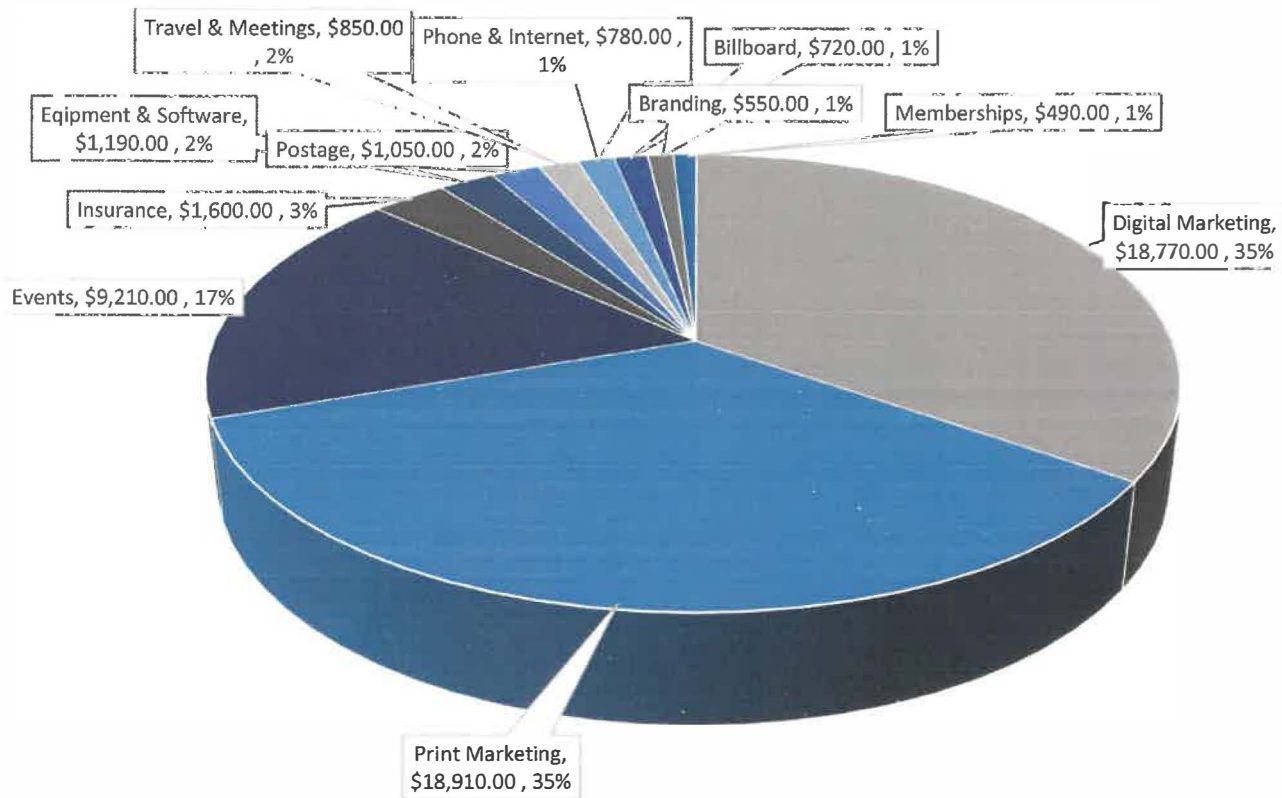
Washburn Area Chamber of Commerce
715.373.5017
www.washburnchamber.com
director@washburnchamber.com

Schedule a meeting with me [HERE](#).

2022 Room Tax Paid to Washburn Chamber



| | |
|-------------------------|--------------------|
| Washburn | \$89,522 |
| Bayview | \$17,180 |
| | ----- |
| <i>Total to Chamber</i> | <i>– \$106,702</i> |



| Categories of Spending | Spend | % | Notes |
|------------------------|-----------|-----|--|
| Digital Marketing | \$18,770 | 35% | Website, digital signage, filming & production, Google ads |
| Print Marketing | \$18,910 | 35% | Photo usage, ad design, Visitor Guide, AAA Mag, Lake Superior Mag, Bayfield County Tourism, Lakeland Boating, Arts Guide, WI Events Guide, Bike Guide, Fun in WI, Snowmobile/ATV Guide |
| Events | \$9,210 | 17% | Superior Vistas, Brownstone, Music in the Parks |
| Insurance | \$1,600 | 3% | Liability only |
| Equipment & Software | \$1,190 | 2% | Copier & Canva |
| Postage | \$1,050 | 2% | Stamps |
| Travel & Meetings | \$850 | 2% | WIGCOT |
| Phone & Internet | \$780 | 1% | Half of total |
| Billboard | \$720 | 1% | Off HWY 13 |
| Branding | \$550 | 1% | Logo |
| Memberships | \$490 | 1% | Harbor Towns Association, Association of WI Snowmobile Clubs |
| Room Tax Paid to WC | \$106,702 | | |
| 51% of Above | \$54,400 | | New directive from Room Tax Commission as of Dec 2022 |
| Total Spend | \$54,120 | | |
| Difference | \$280 | | |

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715-373-6160
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To: Honorable Mayor and City Council Members
From: Tony Janisch, Assistant City Administrator *Tony*
Re: North Coast Community Sailing Lease Agreement
Date: February 28, 2023

Enclosed you will find a proposed lease agreement for use of Thompson's West End Park by the North Coast Community Sailing (NCCS) for the 2023 season. NCCS is operated by Recreation and Fitness Resources, Inc., a non-profit in Bayfield that manages the Bayfield Rec Center and also provides sailing instruction to youth and families. NCCS has had an agreement with the City for several years for use of space. Representatives from Recreation & Fitness Resources will attend the Council meeting to provide a presentation of last year's sailing program and to answer any questions.

The term of this lease shall be from May 30, 2023 to September 22, 2023, with actual operation occurring between June 20, 2023 and August 25, 2023. The time before and after operation are for set-up and break-down of equipment.

Past practices for leasing fees have been the cost of one seasonal boat launch pass, as a safety boat is used and moored at the boat launch. This cost is \$75.00.

Exhibit A, of the agreement, will identify the location of the lease where activities will take place and equipment will be stored. This is the same location as the 2022 season.

NCCS provides a valuable outdoor recreational service to local youth during the summer. I encourage and recommend that Council approve this agreement.

**Recreation and Fitness Resources, Inc. and City of Washburn
2023 Lease Agreement**

THIS AGREEMENT is made and entered into at Washburn, Wisconsin, by and between the City of Washburn, P.O. Box 638, Washburn, WI 54891, a Wisconsin municipal corporation (“the City”), and Recreation and Fitness Resources, Inc., P.O. Box 1146, Bayfield, WI 54814, a Wisconsin non-profit organization pursuant with code 501(c)(3) of the Internal Revenue Service, EIN #42-1706601, doing business as North Coast Community Sailing (“NCCS”).

1. Premises leased.

- (a) This lease applies to the property shown on the attached Exhibit A for the purpose of NCCS equipment storage. That property is located approximately as follows:

The area of land located next to the city owned public boat launch at the corner of Lake Dr. & S 6th Ave. W in the proximity of Thompson’s West End Park located in Washburn Wisconsin. The area more defined as approximately between 46°39'58.88"N, 90°54'08.59"W to 46°39'59.26"N 90°54'06.92"W, an area of approximately 6,850 sq. ft., or as indicated on the map labeled appendix “Exhibit A”, within the outlined area.

- (b) “Equipment storage” includes storage of boats, trailers, racks, tents, storage sheds, and other miscellaneous items used in NCCS’s sailing programs and does not include personal items and other items not used in NCCS’s sailing programs. NCCS may leave two storage sheds on site year-round. The city will not be liable to any damage or theft of the sheds or its contents during the terms of the lease or during the time after the yearly lease expires.
- (c) In addition to the area designated for equipment storage, this lease agreement also allows NCCS to make use of the public dock and boat launch at the site for its operations. The dock and boat ramps are NOT exclusive to NCCS operations and are shared by all members of the public who wish to use them.
- (d) This agreement further authorizes NCCS to moor up to two safety boats overnight during the term of the lease against the shore within the dock between the boat ramps as indicated in exhibit A. No boats may be moored between October 15, and ice-out in the spring, per ordinance 16-001.
- (e) NCCS may utilize the West End Park campground garbage and recycling containers. NCCS will coordinate with the Washburn Public Works to assist them by emptying the garbage containers at the West End Park boat launch into the West End Park campgrounds garbage and recycling containers.

- 2. Term of lease.** Subject to the termination paragraph 7, below, this lease shall be for a term of one (1) season, starting May 30, 2023 and ending September 22, 2023. Actual sailing will commence no sooner than June 20, 2023 and ending sailing no later than August 25, 2023. The requested weeks in May and September will be used for set up and tear down of equipment. This lease may be renewed on a year by year basis upon mutually acceptable terms of both parties, but this lease shall not automatically renew. See 7. Termination, for terms of ending the lease.

- 3. Lease payments.** NCCS shall pay the City the cost of one seasonal pass for a city resident, which is currently set at \$75.00 per year. Any change in the cost of one seasonal pass for a city resident shall result in a like change in the lease payment due hereunder. Payment will be due before the beginning of the lease term.

4. NCCS obligations. NCCS shall comply with all of the following:

- (a) NCCS will require all car parking associated with its operation to be in the parking lot west of the boat launch.
- (b) NCCS will store all equipment in a neat and safe manner within the leased premises and will keep the general area free of trash and litter produced by its operations and by individuals upon and near the premises because of its operations.
- (c) NCCS will generally utilize only the westernmost boat launch but may use the eastern launch when necessary.
- (d) NCCS will yield to other individuals using the dock and boat ramps in an appropriate manner. For example, during periods of increased traffic, NCCS will rotate use of the boat ramp with other boat ramp users.
- (e) NCCS shall comply with all City ordinances and other laws in its use of the leased premises.

5. Use of other City property. NCCS shall not make use of any City property outside of the leased premises for the storage of equipment without further written agreement with the City and may not alter the topography or vegetation on City property outside of the leased premises.

6. Indemnification and Insurance.

- (a) NCCS shall indemnify the City and hold the City harmless for any loss, damages, costs, expenses, fees, and liability of any nature, based upon death, injury, or property loss of any nature occurring on, arising from, or related to:
 - (1) the NCCS operations on the premises leased hereunder,
 - (2) the use of the adjacent public boat dock and boat ramp in relation to or in service of NCCS operations, or
 - (3) the use of the streets; parking lots; public rights-of-way and other public lands, including trails, parks, and beaches; and the waters of Lake Superior, in relation to or in service of NCCS operations, whether by act or omission, and whether by the corporation, its officers, directors, employees, agents, contractors, guests, invitees, or any other person or entity.
- (b) NCCS shall maintain at its cost Public Liability insurance on the premises with limits of liability for injury or death of not less than \$1,000,000 per person and total, with the City named as an additional insured as its interests appear. NCCS shall provide a certificate of insurance showing compliance with this requirement, from an insurance company acceptable to the City, and with provision that no cancellation of the policy may be made without providing 30 days written notice to the City.

7. Termination.

- (a) This lease shall terminate on the last day of the term of this lease, unless terminated earlier as herein provided, or unless renewed. Upon termination of the lease where no expectation of renewing said lease is in place, NCCS shall vacate and surrender the premises without further legal proceedings or order. And, no later than the termination date, NCCS shall remove its equipment located on the leased premises. This obligation shall survive the termination of this lease. In the event NCCS fails to remove its equipment from the leased premises, the City may do so and charge the cost thereof to NCCS.

(b) This lease may be terminated by the City if:

(1) The City designates the leased area for improvements and construction begins which impacts the ability of NCCS to operate safely, and if NCCS operations impede the ability of those conducting the construction to perform their tasks safely and efficiently.

(2) NCCS fails to comply with any provision of this agreement.

(3) Complaints against NCCS that the City determines are of a serious and/or continuing or repeated nature, and which, after warning, NCCS has failed to remedy.

(c) This lease may be terminated by NCCS at any time by giving notice to the City, and by removing any equipment from the leased area.

(d) This lease may be terminated or amended by mutual agreement of the parties upon such terms as they agree.

8. Notices. Any notices which may be given, or which may be required to be given, by one party to the other, shall be given to the party as follows, unless the party has previously notified the other party, in writing, of a change:

To the City:

City Administrator
119 Washington Avenue
P.O. Box 638
Washburn, WI 54891

To Recreation and Fitness Resources, Inc.:

Executive Director
140 S. Broad Street
PO Box 1146
Bayfield, WI 54814

9. Waiver, election of remedies, costs, and attorney fees. The rights and remedies of the City as provided under this lease and as provided by law are cumulative, and the election by the City of one remedy shall not prevent it from pursuing another remedy. A waiver of any breach or default shall not constitute a waiver of any future breach or default. NCCS shall be liable for any costs and attorney fees incurred by the City in enforcing any part of this lease.

10. Entire agreement. This lease contains the entire agreement of the parties.

CITY OF WASHBURN
By:

RECREATION AND FITNESS RESOURCES, INC.
By:

Mary D. Motiff, Mayor

Print name: Jacob Kaiser

Attest:

Print title: Executive Director

Scott J. Kluver, City Clerk



Exhibit A

NCCS Program Area

Thompson's West End Park

Lake Dr. & S 6th Ave. W


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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: Tony Janisch, Assistant City Administrator 

Re: Park Committee Recommendation for Camping Style & Design for Field East of 6th Ave. W and South of Holman Lakeview Dr.

Date: March 2, 2023

At the November 14, 2022 City Council meeting, Council approved the Overflow Area for RV campground expansion. Council further approved that the Parks Committee discuss conceptual development of the Open Field Area and report back to Council at the March meeting with recommendations.

The Parks Committee held two public input meetings on February 2nd & 7th to gather further information for a recommendation to Council for campground expansion development in the Open Field Area. In total there were 33 attendees at these meetings.

Parks Committee Chair Jen Maziasz will present how the public was engaged at these input meetings and what recommendations came from them. Included is the presentation, along with a conceptual design for development of the Open Field Area.

At a meeting held on February 27, 2023; this motion was passed by the Parks Committee:

Croll moved to recommend to the City Council the conceptual design for development including these infrastructure features: development at edges support for tent sites and yurts, lots of native vegetation to create habitat and privacy between sites, maintain view scape, trail access, community space, concentrate parking with low impact walk in.; seconded by Hall. Motion approved unanimously.

Parks Committee Report Out to City Council on Public Input Sessions & Recommendation for Rustic Camping Design



Parks Committee Members:
Jennifer Maziasz (council rep),
Erica Lang, Jeremy Oswald,
Susan Hall and Angel Croll

1

The Parks Committee task:

- ▶ At the November 14th City Council meeting, Council approved the Overflow Area for campground expansion.
- ▶ Council further approved that the Parks Committee discuss conceptual development of the Open Field Area and report back at the March Council meeting.



2

Gameplan to meet the task assigned:

Planned 2 Public Working Sessions

- ▶ Break into groups
- ▶ Parks Committee Member recorded the groups discussions and captured concerns and consensus items (see note taking sheet)
- ▶ Groups used maps, tracing paper, & sticky notes to brainstorm campground concepts and components



3

Here is what we asked the public to think about during our workshop

- The initial goal of expanding the camping was to increase revenue
- We CAN have a visually appealing campground that fits into our lakeshore environment that we can be proud of. There is no reason we cannot have both!



- ▶ Components of a campground
 - Yurts, Tents, Canvas Tents, tent campsites, group campsites? Anything else?
 - Public Space
 - Picnic Area
 - Drive up access to all components
 - Parking
 - Trails
 - Natural Areas
 - Native Planting and Gardens

4

We gave information on the 2015 Expansion of West End Park Plan

- ▶ FROM PLAN: Several types of camping are desired at the park. Public input indicated that additional opportunities for rustic, or tent, camping would be more effective at meeting the goals and character of the community. Additionally, “glamour camping”, known as glamping has been identified as a growing trend to provide an enhanced outdoor experience to those who may not have the experience or desire to tent camp nor the financial resources to acquire an RV. Glamping represents the fastest growing type of camping and luxury travel; it provides an upscale camping experience that offers beds and a durable, semi-permanent shelter.



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2015 Expansion of West End Park Plan

FROM PLAN:

Purpose: creation of camping between 6th Avenue West and 4th Avenue West.

- Elements: grading, roadway, rustic sites, group camp site, glamping sites, rustic restrooms, ecological restoration, paths, parking, and lighting.
- Tasks: survey; landscape architecture; architecture; civil engineering; public involvement; 30%, 60%, 90%, & bid documents; engineering services during construction.
- Timeframe: design 1-4 months; construction 2-4 months (could be phased-glamping, rustic, group)



6

SHOWED GLAMPING EXAMPLES



7

GLAMPING EXAMPLES



8

GLAMPING EXAMPLES



9

GLAMPING EXAMPLES



10

TENT CAMPING EXAMPLES



11

Themes from the Working Sessions

► Consensus:

- IF DEVELOPMENT HAS TO HAPPEN
- ❖ Start Small
- ❖ ADA Accessibility
- ❖ High Aesthetics
- ❖ Natural as possible
- ❖ Tuck in yurts or tents
- ❖ Centralize Parking
- ❖ Native Plantings, Trails & Pathways
- ❖ Protect Green Space and Slope
- ❖ Public Space
- ❖ Keep it light and rustic

► Concerns:

- ❖ Group sites
- ❖ Protect Trail
- ❖ Protect Scenic Integrity
- ❖ Fire pits and smoke
- ❖ Distance of bathroom
- ❖ Maintenance & Cost
- ❖ Viewscape from Holman Lakeview Drive
- ❖ Increased Traffic

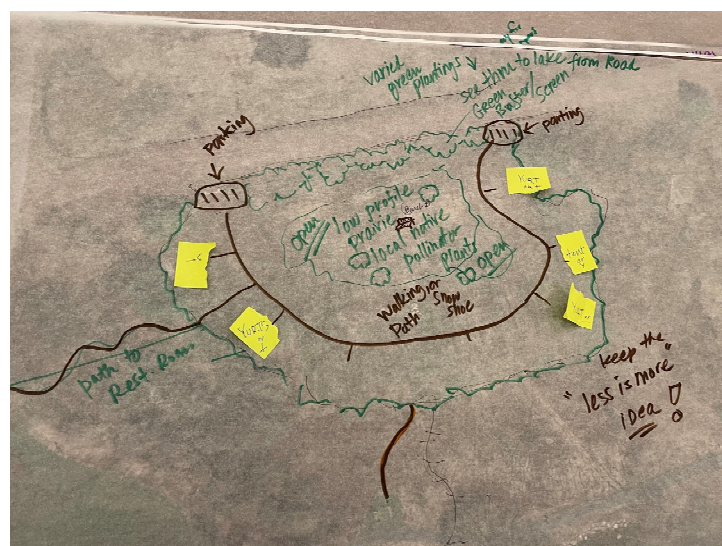
12

Themes from the Working Sessions

- ▶ Other interesting points and ideas:
 - ❖ Hammock stands
 - ❖ Electric Stove inside yurts
 - ❖ Keep it as natural as possible, folks will come to enjoy the privacy and not the overdevelopment
- ❖ Over arching development themes:
 - Preservation, rustic, aesthetics**
- ❖ Infrastructure improvements:
 - Start slow and small, development at edges support for tent sites and yurts; lots of native vegetation to create habitat and privacy between sites, and maintain view scape; trail access; community space; concentrate parking, low impact walk in.

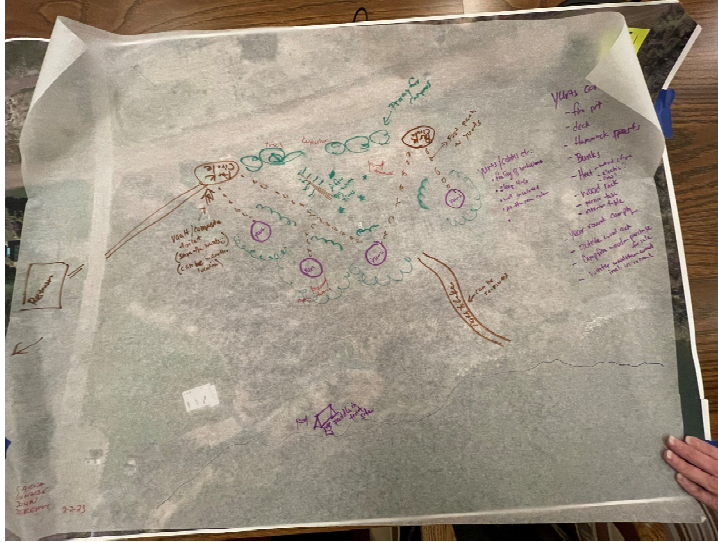
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Example of Group Concept Drawing



14

Example of Group Concept Drawing



15

Example of Group Concept Drawing



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Recommendation by Parks Committee

The Parks committee on February 27th passed a motion to recommend the adjacent concept to Council and also to incorporate the consensus features into the campground design:

- Start Small
- ADA Accessibility
- High Aesthetics
- Natural as possible
- Tuck in yurts or tents
- Centralize Parking
- Native Plantings, Trails & Pathways
- Protect Green Space and Slope
 - Public Space
- Keep it light and rustic



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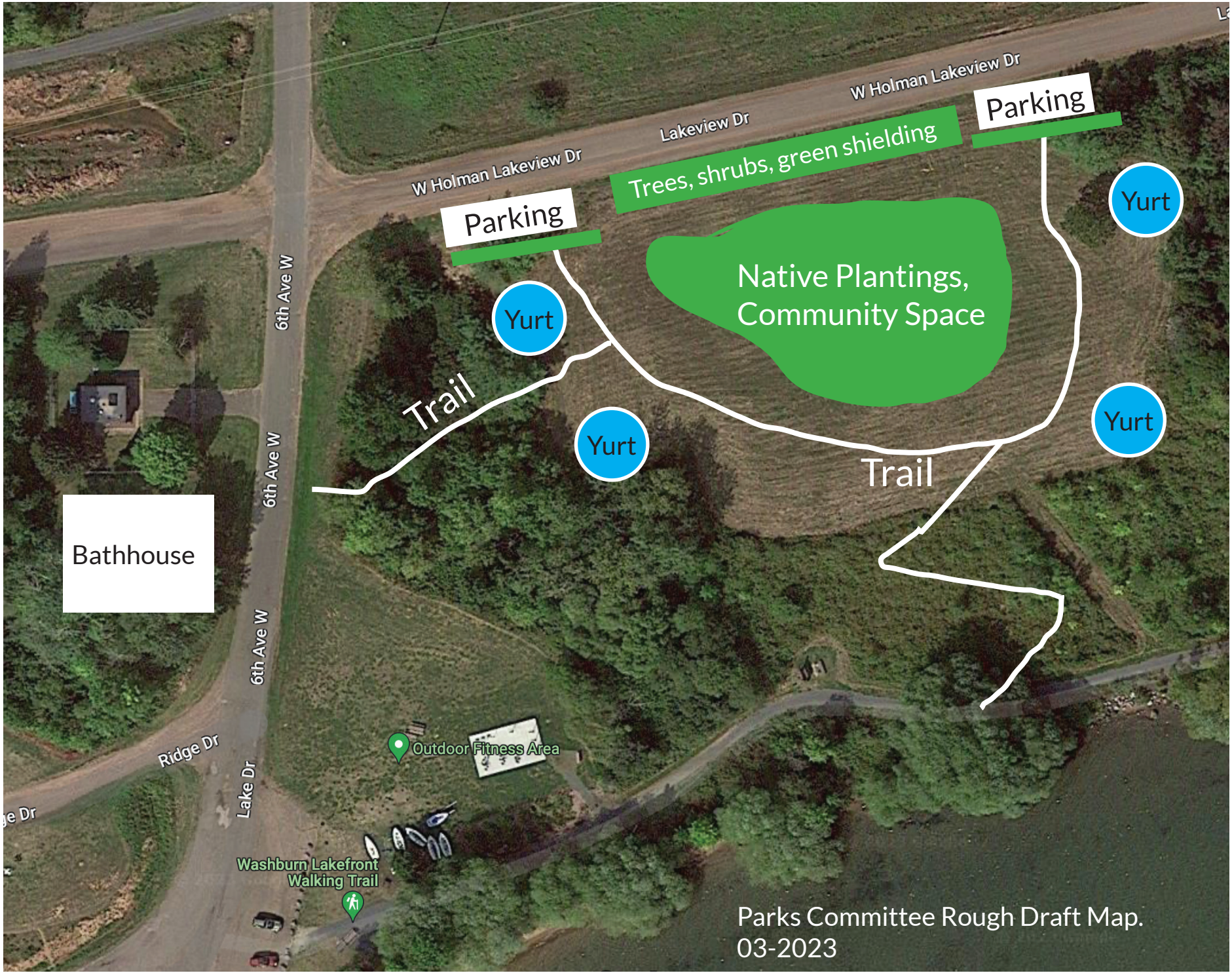
Recommendation by Parks Committee



- ▶ The committee thought the public sessions went well and the format worked to get ideas from the public
- ▶ We wish we had more participation but did have enough to have 4 working groups at each session
- ▶ We appreciate the opportunity to bring important items regarding parks to the community

"Coming together is a beginning. Keeping together is progress. Working together is success." Henry Ford

18



Bathhouse

Parking

Trees, shrubs, green shielding

Parking

Native Plantings,
Community Space

Yurt

Yurt

Yurt

Yurt

Trail

Trail

Outdoor Fitness Area

Washburn Lakefront
Walking Trail

Parks Committee Rough Draft Map.
03-2023

4

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715-373-6160
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FAX 715-373-6148

To: Honorable Mayor and City Council Members

From: Scott J. Kluver, Administrator ^{SK}

Re: Preparations for Application for Community Development Block Grant

Date: February 27, 2023

At this time, I am working with Ayres & Associates on preparation for the a Community Development Block Grant (CDBG) Application. This application would be for partial funding for Phase 1 of the Bayfield Street Project. This application, coupled with applications to the Clean Water Fund (CWF) and the Safe Drinking Water Loan Program (SDWLP) are our back-up funding applications if the Army Corps 154 program does not award us. We need to begin these applications prior to knowing the result of the Army Corps 154 awards for this year. As part of the CDBG application, the City is required to have certain plans and policies in place. If these plans and policies are not approved, we cannot submit an application. There are three things the City needs to do this month to prepare, then there will be a series of approvals next month that the Council will need to address.

The first item is to approve a Wisconsin Residential Anti-Displacement and Relocation Assistance Plan for CDBG Programs. This is new, as I am not aware the City has adopted one of these plans in the past. Enclosed you will find the draft plan that I am proposing, and the standard template. The City is able to pick and choose any the listed activities on the template or come up with its own. I have listed activities that I believe we could address. Please keep in mind that I do not anticipate the Bayfield Street Project Phase 1 displacing anyone, but should there ever be a CDBG application in the future, I would not want to have the City in an awkward position.

Second, the City needs to update its Policy to Prohibit the Use of Excessive Force and to Enforce Applicable State and Local Laws Prohibiting Physically Barring Entrances/Exits for Non-Violent Civil Rights Demonstrations. The City has such a policy, but it is out of date. The enclosed resolution has the required components.

Finally, the City needs to update its Citizen Participation Plan for the Community Development Block Grant (CDBG) Program. The City has such a plan, but again it is out of date. The enclosed plan has the required components. Please let me know if you have questions on any of this material.

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



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

DRAFT

CITY OF WASHBURN WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Washburn in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Washburn will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.

Relocation Assistance to Displaced Persons

The City of Washburn will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Washburn will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Washburn to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Washburn will make public by posting information on the City of Washburn website and by publicizing in the Ashland Daily Press and submit to the U.S. Department of Housing and Urban Development (HUD) through the State, under the State CDBG Program, the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided.
NOTE: See also 24 CFR 42.375(d).
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Washburn will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City of Washburn may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The City Clerk, 715-373-6160 Ext. 4 is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The City Treasurer, 715-373-6160 Ext. 3 is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Adopted by the City of Washburn Common Council on: [Date Adopted].

Mary D. Motiff
Chief Elected Official (CEO) Typed/Printed Name

Mayor
CEO Title

Chief Elected Official Signature

ATTEST:

Scott J. Kluver
Municipal Clerk Typed/Printed Name

Administrator/Clerk
Municipal Clerk Title

Municipal Clerk Signature

Date Adopted: _____

Date Effective: _____

Division of Energy, Housing and Community Resources

Community Development Block Grant – SAMPLE Anti-Displacement and Relocation Assistance Plan

SAMPLE

(Print on Municipal Letterhead or Plain Sheet – Remove DEHCR header/footer notes and “Sample” Language above)

CITY OF WASHBURN WISCONSIN RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR CDBG PROGRAMS

This Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Washburn in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG¹ projects.

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Act, the City of Washburn will take the following steps to minimize the direct and indirect displacement of persons from their homes: ***(The steps provided below are examples only, each jurisdiction must determine the actions it will take based on local needs and priorities. Include in this plan the actions the local jurisdiction will take.)***

[Check all that apply below; delete any rows/steps in table below that will not be taken/are not applicable; add steps if others will be taken/are applicable:]

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative.

¹ CDBG programs include: Entitlement Community Development Block Grant (CDBG) Program, State CDBG Program, CDBG Small Cities Program, Section 108 Loan Guarantee Program, CDBG Special Purpose Grants Program, and the Neighborhood Stabilization Program (NSP).

Division of Energy, Housing and Community Resources

Community Development Block Grant – **SAMPLE** Anti-Displacement and Relocation Assistance Plan

- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas.
- Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhood in the face of revitalization pressures.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are "lower-income dwelling units" as defined in 24 CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.
- [Additional action that will be taken to address local needs & priorities, as determined by UGLG (if applicable)].
- [Additional action that will be taken to address local needs & priorities, as determined by UGLG (if applicable)].
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One-for-One Replacement of Lower-Income Dwelling Units

The City of Washburn will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Washburn to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Washburn will make public by [Describe method of information distribution, such as publication in a newspaper of general circulation; include name of newspaper(s)/circulated publication(s)] and submit to the U.S. Department of Housing and Urban Development (HUD) through the State, under the State CDBG Program, the following information in writing:

Division of Energy, Housing and Community Resources

Community Development Block Grant – **SAMPLE** Anti-Displacement and Relocation Assistance Plan

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided. **NOTE: See also 24 CFR 42.375(d).**
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Washburn will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the City of Washburn may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Contacts

The [Name and Phone Number of the Office] is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The [Name and Phone Number of the Office] is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another

Division of Energy, Housing and Community Resources

Community Development Block Grant – SAMPLE Anti-Displacement and Relocation Assistance Plan

use.

Adopted by the City of Washburn City Council on: [Date Adopted].

Chief Elected Official (CEO) Typed/Printed Name

CEO Title

Chief Elected Official Signature

ATTEST:

Municipal Clerk Typed/Printed Name

Municipal Clerk Title

Municipal Clerk Signature

Date Adopted: _____

Date Effective: _____

**COMMON COUNCIL FOR THE
CITY OF WASHBURN, WISCONSIN**

Resolution No. 023-005

**POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE
AND TO ENFORCE APPLICABLE STATE AND LOCAL LAWS
PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS
FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS**

WHEREAS Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction;

AND WHEREAS it is in the interest of the City of Washburn to pursue Community Development Block Grant Funds and to adopt policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304);

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF WASHBURN;

- I. It is POLICY of the City of Washburn to prohibit the use of excessive force by law enforcement agencies within the City of Washburn's jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.
- II. It is POLICY of the City of Washburn to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the City's jurisdiction.
- III. The officials and employees of the City of Washburn shall assist in the orderly prevention of all excessive force within the City of Washburn by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.
- IV. The City of Washburn Common Council directs the City of Washburn Chief of Police to implement this Resolution by amending applicable Washburn Police Department procedures.

Adopted by the Common Council for the City of Washburn, Wisconsin this 13th Day of March, 2023.

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 #23-005 duly and regularly adopted by the Common Council for the City of Washburn on the 13th day of March, 2023 and that said resolution has not been repealed or amended, and is now in full force and effect.

Scott J. Kluver Administrator/Clerk

**COMMON COUNCIL FOR THE
CITY OF WASHBURN, WISCONSIN**

Resolution No. 023-006

**TO ADOPT A CITIZEN PARTICIPATION PLAN FOR COMMUNITY
DEVELOPMENT BLOCK GRANTS**

WHEREAS, the City of Washburn has applied for a Community Development Block Grant (CDBG); and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have in place a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low and moderate income (LMI)), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the City of Washburn has prepared and publicly reviewed a Citizen Participation Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Washburn officially adopts the Citizen Participation Plan.

Adopted by the Common Council for the City of Washburn, Wisconsin this 13th Day of March, 2023.

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 #23-006 duly and regularly adopted by the Common Council for the City of Washburn on the 13th day of March, 2023 and that said resolution has not been repealed or amended, and is now in full force and effect.

Scott J. Kluver Administrator/Clerk

**CITIZEN'S PARTICIPATION PLAN
COMMUNITY DEVELOPMENT PROGRAM
CITY OF WASHBURN**

PURPOSE

In order for the Community Development program to operate effectively and to address the needs of the citizens of the City of Washburn, the entire population must be kept informed. The decision-making process must be open and consistent with state and federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. ~~4.~~ The Community Development Program is administered by the City of Washburn Community Development Committee by the authority of the City of Washburn Council. The Community Development Committee will also serve in the capacity of the Citizen Participation Committee. This committee shall be responsible for implementation of the Citizen Participation Plan (CPCP), as well as offering guidance in preparation of the grant application.

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The City of Washburn shall oversee the preparation of the Community Development Block Grant (CDBG) application.

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2. To insure responsiveness to the needs of its citizens, the City of Washburn shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- and moderate-income (LMI), ~~who are residents of blighted areas of the City.~~

CITIZEN PARTICIPATION COMMITTEE

1. A Citizen Participation Committee (CPC) shall be established. The CPC shall be responsible for coordinating and overseeing all required elements of this Citizen Participation Plan.
2. The CPC shall consist of at least five members appointed by the Mayor. The membership of the CPC shall be composed of persons representative of the community's demographics. This committee must include at least one LMI person. The committee members should also include representatives from the local government, real estate, banking and labor communities. This committee shall assume responsibilities for coordinating all required elements of the Citizen Participation Plan. All members must be residents of the community.

NOTICES OF HEARINGS

1. Official notice of hearings will be by public notice in the Ashland Daily Press County Journal two weeks (14 days) preceding the hearing. In addition, the public notice shall be posted at the City Hall. These notices will include time, place and date of meeting, as well as a brief agenda. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.

2. For projects concentrated in a specific area or neighborhood, in addition to the above notification, notices shall be posted at locations of public gathering within the target area or neighborhood.
3. All notifications of meetings and available assistance will be worded in such a way as to encourage LMI participation.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable residents to respond to proposals at all stages of the community development program, including the development of needs, the review of proposed activities and the review program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizen views and provide an explanation of:
 - a. Community development needs, objectives and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The first hearing also will receive citizen views and provide a summary of proposed activities, including explanation of how they address community development needs and objectives.
3. The second hearing will receive citizen views and provide a review of the performance of the funded activities.
4. The first public hearing shall be held prior to the submission of the final application for funds. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.
5. The City of Washburn will attempt to have at least one of the public hearings in the service area.

PROGRAM INFORMATION/FILES/ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by City officials or support staff. A City representative will meet with citizens on request.
2. The City will maintain, in the City Hall, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on that subject.
4. Citizens may petition or request in writing assistance or changes. The City staff will respond to all such requests within 15 days after the CPC has met to discuss the request.

COMPLAINTS

The City will handle citizen complaints about the program in a timely manner. The City will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to the Mayor.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
Wisconsin Department of Administration
Division of Energy, Housing and Community Resources,
P.O. Box 7970
Madison, WI 53707-7970
Department of Commerce
Bureau of Community Finance
P.O. Box 7970
Madison, WI 53707-7970

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Written complaints should contain the following information and should be as specific as possible when describing:

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- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

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ACCOMMODATIONS

The City of Washburn will respond to residents' requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

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NON-ENGLISH SPEAKING RESIDENTS

The City will regularly survey the community to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen participation process.