

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, April 10, 2023 City Hall **4:00PM**

- Committee Review-Monthly Expenditures

NOTICE OF HISTORIC PRESERVATION COMMISSION MEETING

Monday, April 10, 2023 City Hall 5:30 PM

- Discussion & Action on Issuance of Certificate of Appropriateness for Proposed Washburn City Hall Windows

TAB 1

NOTICE OF CITY COUNCIL MEETING

Monday, April 10, 2023 Washburn City Hall 5:30 PM - Immediately Following Historic Preservation

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/83666096219?pwd=Y1VlV3Z4WnpKVUZqc3MrdlNlcWE1dz09> by calling 1-888-788-0099 (Toll Free) and entering Webinar ID: **836 6609 6219** with passcode **041023** as opposed to being present for the meeting.

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
 - Recognition of Council Members
 - Confirmation of Citizen Participation Committee Members for Community Development Block Grant Program
- Discussion & Action on Resolution 2023-007 Committing to Match Requirement for Community Development Block Grant Application and Certifying Match Available
- Discussion & Action on Resolution 2023-008 Authorizing Application to the Community Development Block Grant Program
- Discussion & Action on Acceptance of Proposal to Replace City Hall Windows
- Presentation of 2022 Library Report – Darrell Pendergrass, Presenter
- Public Hearing, Discussion, & Action on Ordinance 2023-002 Adopting the City of Washburn Comprehensive Plan 2023-2043
 - Harbor Commission Request to Change Future Land Use Map Re: Lot 48 (Tax ID 32607) from Waterfront Mixed Use to Marina
- Public Hearing, Discussion & Action on Approval of Recommended Changes to the Land Sale List
- Discussion & Action on Bayfield Street Project Phase 2 Design Elements Including Turn Lanes, Bump Outs, and Decorative Features
- Discussion & Action on Contract Amendment with Marina Management Inc. Related to Financial Review/Compilation for 2022
- Discussion & Action on Agreement with Cooper Engineering to Prepare Final Plans and Cost Estimates for West End Park Campground Expansion Project
- Discussion & Action on Special Event Request to Temporarily Restrict Parking on S. 2nd Ave W. and Harbor View Drive for North Coast Car Show, Use of Omaha Property for Parking, and Relaxation of Open Container on July 29, 2023 – Tammy DeMars/Jeff Moberg, Petitioners
- Discussion & Action on Use of Thompson's West End Park, Memorial Park, Wikdal Park, and the Coal Dock; Closure of Portions of N. 3rd Ave. West and S. 4th Avenue West; and Relaxation of Open Container and Noise Ordinances all at Certain Times During Brownstone Block Party Activities July 28 through July 30, 2023 – Washburn Chamber, Petitioner
- Discussion & Action on Recurring Special Event Request to Temporarily Close Central Avenue from Bayfield Street North to the Alley on Wednesdays from 1:00PM until 7:00PM Starting June 14 until October 18 for the Washburn Farmers Market – Aaron Irmiter, Petitioner
- Discussion & Action on Special Event Request to Temporarily Close N. 3rd Ave. West from Bayfield Street to the Alley on June 24th for Dandelion Days – Ava Kay, Petitioner
- Adjourn

TAB 2

TAB 3

TAB 1

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TAB 12

TAB 13

March 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: City Administrator Scott J. Kluver, Assistant City Administrator Tony Janisch

Present, remote: Mayor Mary D. Motiff, City Attorney Max Lindsey

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 February 13, 2023 - A motion was made by Neimes to approve the February 13, 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 McGrath. Motion carried unanimously via a roll-call vote.

Public Comment – Gabriel Bodine, 305 E 7th St., is applying for the Bayfield Co. Local Government Scholarship. He will be attending UW-Stevens Point, pursuing a media studies bachelors degree. He shares an interest in local government because people can come together, state their opinion and work for the best interest of the community.

Bill Scripps, 418 Fillmore St. NE, Minneapolis, also 228 W 4th St., stated that what Washburn is suffering financially is a blessing in disguise; and if your not sure what to do, don't do anything. He asked Council to look at financial planning for Yurts before making a vote and to consider maintenance costs, coordination, anticipate uninvited guests, possible vandalism, snow removal, floods & wind gusts, and consider that Holman Rd. could become a bypass once paved. He then asked to factor in and compare the net income, versus just raising the fees of the current campsites.

John Hopkins, 631 W Bayfield St., agrees that the community needs jobs and reasonable growth, with a strong tax base of diversified enterprise. The problem is how we get there. He continued that the world is changing dramatically, Washburn of 2050 is 27 years ahead of us, while Washburn of 1950 is 70 years in the past. We need to look ahead to build of Washburn of the 2050's and invite industries of the future (heat pumps, fuel cells, etc.), but its going to take time.

Wendie Libert, 217 W 3rd St., was drawn to Washburn for the quality of the natural area, particularly the lakefront, but not exclusively. With her role as a holistic nurse, there is an important connection to the natural world to support and enhance physical, emotional & spiritual wellbeing. She continued that the area between Holman Lakeview Dr. and the Walking Trail is a finite resource and important to the healing impact we experience in the area. She asked Council

to protect this area from further human encroachment. She supports suspending seasonal camping, allowing more people to enjoy the resources, as well as expanding in the current camping areas; but does not find a good use of tax money to further diminish the natural space available and to engage the community in further dialogue.

Carla Bremner, 204 Pumphouse Rd., stated that while it seems reasonable to develop the overflow lot into camping space, development of the area across the road is extremely controversial, including whether or not it will be financially beneficial. She suggests postponing a decision and involve the citizen by bringing it to a referendum.

Roth Edwards, 221 W 6th St., began by stating believe it and we'll see it. He continued that there is agreement to search out economic development solutions centered on sustainable tourism, small industry based on clean technology, and educational facilities. Development has to be sustainable, and what does Washburn have that few areas do? An increasingly rare resource municipally owned green frontage along the world's greatest freshwater lake; this is our crown jewel. He continued that they here to discuss and voting on a glamor camping development in the heart of public greenspace that a few have thought to quietly push through before the public could comment. He concluded that there is agreement on a sustainable development path.

Jane Heim, 102 E 5th St., stated that there is trouble in paradise and we all need to work together while keeping the lakefront open spaces open. She shared her concerns with the process, about bring the expansion proposal to the public and not having a cost analysis. She believes that Council is choosing not to hear the pleas of the people they represent and seems that their voices are not being heard. She concluded that yes there are problems, but not to vote for a short-term fix to a long-term problem. Think big now more than ever, and bring in a company that will not only help Washburn but the entire world.

Amanda Koch, 1300 Bratley Dr., stated that Council will make a decision, hopefully not regardless of what is being said. She is not opposed of having yurts, but opposed to the area where the yurts are being proposed. She continued that the survey of development in that area was done a decade ago, and that a new survey should be done and brought to the attention of the citizens. She suggested communities with green space are big tourism attractions.

David Bratley, 402 2nd Ave. E, stated that most people he's spoken with are not in favor of developing the open space. He continued that all good intentions being made as individuals does not guarantee that right decisions are being made for future generations. The natural areas and green spaces draw people to the community.

Mayoral Announcements, Proclamations, Appointments – There were no mayoral announcements, proclamations, or appointments.

Introduction of New Housing Authority Director – Councilor Novachek, Chair of the Washburn Housing Authority, introduced Jennifer Toribio-Warren, the new Executive Director for the City of Washburn & Bayfield Co. Housing Authorities. Jennifer grew up in Washburn and graduated from Washburn High School and is excited to work in and with the community.

Presentation & Discussion on Room Tax Collections and Expenditures for 2022 – Room Tax Commission, Presenter – Councilor McGrath, as a member of the Room Tax Commission, gave a presentation of the 2022 room tax collection and expenditures. She began by passing around several

print marketing publications paid for with room tax dollars and mentioning that digital marketing has occurred on social media outlets. McGrath also noted that Washburn Chamber Director, Melissa Martinez, is currently attending the Wisconsin Governors Conference on Tourism where she has been nominated for the Governor's Tourism Rising Star Award. She further added that \$106,702 were collected in 2022 for room tax and identified the tourism related spending, included with the packet. The Mayor questioned the definition of a tourism entity and if 51% of the Chambers total revenue has been spent on tourism. McGrath responded that 51% of room tax was spent on tourism, with 49% being spent in support of such, as in staffing, rent and utilities. Discussion occurred. Maziasz suggested that the City Attorney, Mayor, Washburn Chamber directors and Room Tax Commission meet to discuss and clarify expectations for room tax expenditures.

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 – Tulowitzky moved to approve the 2023 Lease Agreement with North Coast Community Sailing, seconded by Novachek. Alec Malenfant, Sailing Director with the Bayfield Rec Center, gave a presentation about the 2022 sailing program. He stated that last year there were 118 students, with 94 students coming from the local area (Bayfield, Ashland & Iron Counties.). Malenfant continued that a new class will be offered this year to a younger age, 5–7-year-olds. Discussion occurred. Motion carried unanimously.

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 – The Mayor began with reminding that the Thompson's West End Park Plan was a three-year process involving a lot of public input, and the portion of land in discussion is for the design of development, a tiny percentage of the parkway and not effecting the lakefront path. Councilor Maziasz, Chair of the Parks Committee, presented the suggestions and concerns received at two public input sessions held in February. She also presented the recommendations of the Parks Committee for camping expansion in the Open Field based on these public sessions. These recommendations include four yurts placed along the edge of the field, native plantings and community space in the center, centralized parking with a trail to the yurts, bathhouse and walking trail. Park Committee members Jeremy Oswald & Susan Hall were in attendance and provided additional comment of the public sessions and recommendation. Neimes moved to approve the expansion design with yurts as recommended by the Parks Committee, seconded by McGrath. Discussion occurred. The Mayor asked, regarding the comments for greenspace, if the feeling was to have community space or just an undeveloped field. Maziasz responded both, having public space but also maintaining the viewshed. Broberg commented that the next step would be a business plan. Tulowitzky agreed that more financial numbers were needed, including maintenance costs and development of the green space area. Anderson added that this development would have a positive economic impact to local businesses.

Maziasz moved to open the floor, seconded by Tulowitzky. Motion carried four (4) to three (3); McGrath, Novachek, Broberg voting against. Roth Edwards, 221 W 6th Ave., commented that the Parks Committee did a first-rate job of involving the community in this discussion. He added that there has been a core group of citizens in the community giving thought and discussing Washburn development. He questions how much economic impact this will bring and is concerned about what negative impact this will bring, and the change of the feeling along the walking trail. David Bratley, 402 2nd Ave. E, commented that the cost should be known before moving forward, this seems backwards. The Mayor responded the concept and design need to be determined before we know what we need costs for. It's a step in the process. Bratley concluded that if you don't do anything to the land, what will it produce in the future, but the greenspace today is what people are coming to the area for. Tracey Snyder, 21 E Grove Blvd., commented that looking at design its about people coming to the community, but what about the people living in the community. The area can be designed for the people living here too, and the people here tonight don't want the lakefront to be

taken from the community. Maziasz moved to close the floor, seconded by Anderson. Motion carried unanimously. Motion to approve expansion design with yurts as recommended carried six (6) to one (1); Tulowitzky voting against.

Discussion & Action on Policies and Plans to Prepare for Community Development Block Grant Application for Bayfield Street Project Phase 1 –

- **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**

A motion was made by Novachek to approve the Residential Anti-Displacement & Relocation Assistance Plan, Resolution 2023-005, and Resolution 2023-006, second by Broberg. Motion carried unanimously.

Adjourn – Mayor Motiff adjourned the meeting at 7:54PM.

Tony Janisch
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30pm

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

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715-373-6160
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To: Honorable Mayor and City Council Members

From: Scott J. Kluver, Administrator *SK*

Re: City Hall Windows

Date: March 29, 2023

As City Hall windows have been an issue for the past decade and we do have money budgeted this year to address the issue, I have received two proposals from local window manufacturers for the Council to consider. I will outline the process and details in this memo. There are a total of 12 different windows that would be replaced, and that would not include any doorways or windows around the doorways.

First, as the City Hall building was recently added to the list of local historic structures, the Historic Preservation Commission (which happens to be the Council) must issue a certificate of appropriateness for any exterior changes to City Hall. Enclosed is the ordinance related to the issuance of a certificate of appropriateness. You will note the criteria in 13-4-6 (c) and (d) that should be reviewed. In my opinion, either proposal could satisfy the criteria, but you should discuss it.

The proposal from H-Window in Ashland is an awning casement window design that swings out from the bottom when opened. The proposal from ANDCO, Inc. in Iron River is a double wide casement window that would look and function to how the current windows are supposed to function. The color for each would be a brown/bronze similar to the existing windows. The proposal for both cases would be to maintain the blocked out rounded top panel, although it would be possible to have a glass upper panel. If desired. While it may be more attractive, it would also be more expensive and reduce energy efficiency with more heat gain/loss depending upon the season.

Please let me know if you have any additional questions related to the style of the windows for this portion of the discussion. If you agree that the style of one or both of the proposals are appropriate, and motion should be made and approved as such.

Second, let us discuss style preference, process, and cost. In my opinion, both companies are reputable and would produce a window that would work well for the City. We are used to the double casement window that currently exists, and do not see any significant issues. The advantage of the double casement window is

it does allow staff a potential emergency escape. The advantage of the awning window is that it would tend to let us leave windows open more when it rains. Staff have mixed opinions on having the rounded top as glass. It would look more attractive, but it could add more unwanted sunlight at times unless additional blinds were installed, and it would not be as energy efficient as the opaque insulated panel. Do keep in mind that I have not considered/factored new curtains/blinds or the costs thereof at this point.

As for the process, there is a significant difference as to how this would work. Both companies would have a lead time of several months in order to get the windows manufactured. That is why I am asking for a decision today in order to allow this project to commence in the late summer/early fall of this year. H-Window only manufactures the window, and we would need to contract separately for the labor to install it. As such, I do not have a price for the installation for the H-Window option. ANDCO, Inc. manufactures and installs the window themselves and does not let anyone else do the installation. That is a simpler process for us; however, it creates an issue when comparing apples to apples and for a bidding process. In speaking with Attorney Lindsey on this issue, we are able to exempt this project from Wisconsin bidding laws per Statute 66.0133 and ANDCO, Inc. has provided the necessary information to do so.

Moving on to the costs that we know, H-Window's proposal is \$21,582.76 to manufacture the lower windows, and \$40,779.52 to manufacture the windows for glass lowers and upper arch. Options to add triple pane glass or tempered glass were offered at additional cost. Again, the City would need to bid for labor to install these windows and that cost would be unknown at this time. ANDCO, Inc would charge \$86,000 to manufacture the windows and install them. There would be an additional charge of \$8,997 to add tempered glass and glass for the arches if the City wanted that.

The bad news is that only \$60,000 is budgeted for this project at this time. I may be able to shift an additional \$20,000 from a budgeted demolition project if that occurs without City intervention, otherwise I would be looking at a budget amendment that would be needed. The budget amendment would be tapping the City's fund balance to complete this project which can be done without being penalized. While I do not normally like to do that in order to protect the fund balance, I would rather do that to get this project done then to spread this project over two years which would result in more hair graying/loss for me. I decided against putting the formal budget amendment on the agenda as I am not sure which option(s) the Council prefers if we want to consider new curtains/blinds as well.



I am asking that the Council commit to one of the proposals, understanding that a budget amendment will be needed for either option in the future. Please let me know if you have any questions regarding this request.

writing to the Common Council within ten (10) days of receipt of the notice of the Commission's nomination, which shall be served either by personal service or certified mail. Upon receipt of said appeal by the Common Council, the matter shall be placed on the next regular Council meeting agenda for the purpose of removing the appellant's property from the nomination process. The Common Council shall remove said property from the nomination process, unless there is clear and satisfactory evidence that the subject property represents a historical structure or site of such important to the history of Washburn, and the public good, that the removal of the property from the nomination process would represent a likely danger that the property's historical significance will be seriously damaged or lost. An appeal under this Section stays any further hearings by the Commission regarding the nominated property.

- (3) The Commission shall hold a public hearing to consider the nomination of the structure or site as a Historic Property. The public hearing shall not be conducted less than fourteen (14) days after the publication of a public meeting notice.
 - (4) After considering written and oral input obtained through the public hearing process, the Commission shall make its recommendations to the Common Council as to whether the structure or site should be designated a Historic Property. The Commission's written recommendation shall include reasons in support of the Commission's recommendations. The Commission shall forward a copy of its written recommendations to every person who owns all or part of the property described by the nomination.
 - (5) The Common Council shall hold a public hearing to consider the Commission's recommendation to designate the structure or site as a Historic Property. The Common Council may then approve or deny the designation by majority vote.
- (b) **Obligations of Historic Properties.** Upon approval by the Common Council as a Historic Property, the designated property and the owner or owners, shall abide by the guidelines and regulations governing Historic Properties.

Sec. 13-4-6 Regulations Governing Historic Properties.

- (a) After the Historic Property has been designated as such by the Common Council, no owner or person in charge of a Historic Property shall reconstruct, alter or demolish all or any part of the exterior of such Historic Property unless a Certificate of Appropriateness has been granted by the Historic Preservation Commission. The Zoning Administrator shall not issue a building permit for such work unless a Certificate of Appropriateness has been granted by the Commission. No additional structures shall be permitted to be constructed or placed upon the historic property unless a Certificate of Appropriateness has been granted by the Historic Preservation Commission. Any reconstruction, remodeling or other similar work

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- to the interior of the structures on the Historic Property shall not require a Certificate of Appropriateness, but must comply with any rules regarding issuance of a building permit.
- (b) The owner of a Historic Property must complete an application for a Certificate of appropriateness for any desired changes to be made to the Historic Property described in Subsection (a).
- (c) Upon filing of any application for the Certificate of Appropriateness with the Commission, the Commission shall approve the application unless:
- (1) In the case of a designated Historic Property, the proposed work would detrimentally change, destroy or adversely affect any exterior architectural feature of the improvement or site upon which said work is done;
 - (2) In the case of the construction of a new improvement upon a Historic Property, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site;
 - (3) In the case of any property located in a historic district, the proposed construction, reconstruction, exterior alteration or demolition does not conform to the purpose and intent of this Chapter and the objectives and design criteria of the historic preservation plan for such a district;
 - (4) The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of Washburn and the state;
 - (5) The building or structure is of such old and unusual or uncommon design, texture, and/or material that it could not be reproduced without great difficulty and/or expense.
 - (6) In the case of request for the demolition of a deteriorated building or structure, any hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair.
- (d) In addition, in determining whether to issue a Certificate of Appropriateness, the Commission shall consider and give weight to any or all of the following standards:
- (1) A property shall be used for its historic purpose or be placed in a new use that requires minimal change to defining the characteristics of the building and its site and environment.
 - (2) The historic character of the property shall be retained and preserved. The removal of historic material or alteration of features and spaces that characterize the property shall be avoided.
 - (3) Each property shall be recognized as a physical record of time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
 - (4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
 - (5) Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize the property shall be retained and preserved.
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- (6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of distinctive features, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.
- (e) If the Commission determines that the application for a Certificate of Appropriateness and the proposed changes are consistent with the character and features of the property or district within the stated guidelines, it shall issue a Certificate of Appropriateness. Upon the issuance of such a certificate, the building permit shall be issued by the Zoning Administrator. The Commission shall make this decision within thirty (30) days of the filing of the application.
- (f) Should the Commission fail to issue a Certificate of Appropriateness due to the failure of the proposal to conform to the guidelines, the Commission shall provide suggestions as to how the proposed alterations could be completed so as to minimize any adverse affects to the Historic Property and to assist the applicant in obtaining the desired Certificate of Appropriateness within the guidelines of this Chapter.
- (g) Applicants may appeal the Commission's decision to the Common Council within thirty (30) days of receipt of the decision of the Commission. The appeal is a de novo review. The owner may seek as a remedy upon appeal rescission of the historical designation, if the owner of the property subject to the historical designation can establish by clear and convincing evidence that the Commission is acting in an arbitrary and capricious manner, which has resulted in an unreasonable hardship to the owner.
- (h) The Zoning Administrator is responsible for assuring that all work is done in accordance with the Certificate of Appropriateness and the issued building permit.
- (i) Agencies of the City and all public utility and transportation companies undertaking projects affecting historic structures, sites, or districts shall be required to obtain a Certificate of Appropriateness prior to initiating any changes in the character of street paving, sidewalks, utility installations, lighting, walls, fences, structures and buildings on property, easements, or streets owned or franchised by the City.
- (j) Ordinary maintenance and repairs may be undertaken without a Certificate of Appropriateness provided the work involves repairs to existing features of a historic structure or site and the replacement of elements of the exterior portion of the structure with pieces identical in appearance and provided the work does not change the exterior appearance of the structure or site and does not require the issuance of a building permit.

Sec. 13-4-7 Rescission of Historic Property Designation.

- (a) If the person listed as the owner of record of a Historic Property is unable to sell his/her property due to the obligations imposed by this Chapter, such a person may petition the

Scott Kluver

From: Don Vlasaty <don@windowsplusmillwork.com>
Sent: Thursday, March 9, 2023 11:13 AM
To: Scott Kluver
Subject: RE: H-Window Quote
Attachments: Washburn City Hall Quote 3-9-23.pdf

Scott,

Attached is the preliminary quote for H-Windows for the City Hall.

I have priced the lower awning window separate from the top arched window in the event you decide against having a top window. I have also added an option for 3 pane glass and an option for tempered if so desired. If you have any questions or would like any changes made, just let me know.

Thanks,

Don Vlasaty
Windows Plus Millwork, LLC
26600 Wannebo Rd
Washburn, WI 54891
715 292-3693
don@windowsplusmillwork.com

H Window Company, LLC

54806 Phone/Fax 715-685-2793/715-685-9441

Quote 109422

Customer Copy

092401

Windows Plus Millwork
26600 Wannebo Road

Delivery Address:

Customer Pickup

Washburn, WI, 54891

Phone: 715.292.3693

Fax:

Att: Don Vlasaty

Seller: Matt Granger

Project: Washburn City Hall

Del. instr.:

Paym.Terms: Net 30 days

Del. Terms: Will Call

Del. mode: Customer Pickup

Job Name: City Hall Windows

Requis. no:

Date: 3/9/2023

Delivery:

Exp. Date: 4/8/2023

Currency:

Glass is quoted as 2-pane glass with low-e 270 #2 with argon fill and warm edge spacer (low-e 272 for tempered): Ug=0.26 ; SHGCg=37% ; VTg=70%

Typical unit NFRC values by product type:

Direct set fixed windows: Uw=0.29 ; SHGCw=0.31

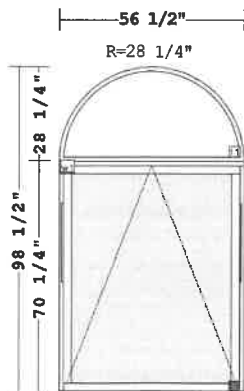
Awning/Casement windows: Uw=0.34 ; SHGCw=0.22

Nordic Outswing doors: Ud=0.34 ; SHGCd=0.21

Please verify all egress, fall protection, and tempering requirements.

No materials or labor are included other than what is listed on the quote. Unloading and jobsite storage is the responsibility of the customer.

REF	PRODUCT / DRAWING	DESCR	QTY	PRICE	TOTAL
w1	D (56.500x28.250)		7 ea	1,660.23	11,621.61



204 Fixed Direct Set
Specification according to drawing
Ext - Std Powder Coat Brown
Int - Red Oak
Int - Stain Colonial
2Pn LE/ARG: 1"
270 #2
Natural Stainless Steel glass spacer
Without Jamb Grooves
No Jamb Extensions
No Fins

REF	PRODUCT / DRAWING	DESCR	QTY	PRICE	TOTAL
w2	P (56.500x70.250)		7 ea	1,996.34	13,974.38
		204 Operable Specification according to drawing Ext - Std Powder Coat Brown Int - Red Oak Int - Stain Colonial 2Pn LE/ARG: 1" 270 #2 Natural Stainless Steel glass spacer H Hinge Brown Push bar non-telesc. Champ Sash Limit Device 12in Screen Champagne Without Jamb Grooves No Jamb Extensions Field Mull Kit (Over) No Fins Sash Limiter Applied. Full Hardware Operation. Will not Rotate.			

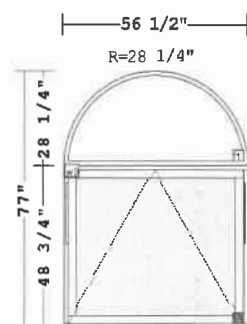
w3

D (56.500x28.250)

3 ea

1,660.23

4,980.69



204 Fixed Direct Set
 Specification according to drawing
 Ext - Std Powder Coat Brown
 Int - Red Oak
 Int - Stain Colonial
 2Pn LE/ARG: 1"
 270 #2
 Natural Stainless Steel glass spacer
 Without Jamb Grooves
 No Jamb Extensions
 No Fins

w4

P (56.500x48.750)

3 ea

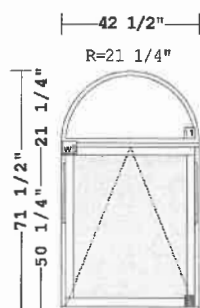
1,595.50

4,786.50

204 Operable
 Specification according to drawing
 Ext - Std Powder Coat Brown
 Int - Red Oak
 Int - Stain Colonial
 2Pn LE/ARG: 1"
 270 #2
 Natural Stainless Steel glass spacer
 H Hinge Brown
 Push bar non-telesc. Champ
 Screen Champagne
 Without Jamb Grooves
 No Jamb Extensions
 Field Mull Kit (Over)
 No Fins

REF	PRODUCT / DRAWING	DESCR	QTY	PRICE	TOTAL
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w5	D (42.500x21.250)		2 ea	1,297.23	2,594.46
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204 Fixed Direct Set
 Specification according to drawing
 Ext - Std Powder Coat Brown
 Int - Red Oak
 Int - Stain Colonial
 2Pn LE/ARG: 1"
 270 #2
 Natural Stainless Steel glass spacer
 Without Jamb Grooves
 No Jamb Extensions
 No Fins

w6	P (42.500x50.250)		2 ea	1,410.94	2,821.88
----	-------------------	--	------	----------	----------

204 Operable
 Specification according to drawing
 Ext - Std Powder Coat Brown
 Int - Red Oak
 Int - Stain Colonial
 2Pn LE/ARG: 1"
 270 #2
 Natural Stainless Steel glass spacer
 H Hinge Brown
 Push bar non-telesc. Champ
 Screen Champagne
 Without Jamb Grooves
 No Jamb Extensions
 Field Mull Kit (Over)
 No Fins

Triple Pane	MISC		0 ea	4,675.00	0.00
-------------	------	--	------	----------	------

For 3Pn E270 #2 #5, Arg, 1-3/8" O.A. : Add -

Tempered Glass	MISC		0 ea	3,025.00	0.00
----------------	------	--	------	----------	------

For Temp Glass on Awning Windows Only : Add -
 Does not Include Radius Units.

Net Total: 40,779.52

Tax: 2,242.87

Total incl. Tax: 43,022.39

Please review order carefully before signing to make sure everything is correct.

A 50% deposit is required to put order into production with balance due upon completion.

Make check payable to WindowsPlus Millwork, 26600 Wannebo Rd, Washburn, WI 54891.

All products shown on this proposal are viewed from the exterior.
This proposal must be checked carefully by the customer before ordering!!!

Note that state sales tax is not included in the total cost unless listed separately.
If included, taxes are estimated and final invoice amount may vary slightly.
Any applicable taxes are the responsibility of the purchaser.
Storage fees may apply to orders held at the factory past two weeks after invoice.

☐ Approved - Convert to Order

☐ Changes - Revise and Resubmit

Signature: _____

Date: _____

Property Owners Full Name: _____

Jobsite Address: _____

City/State/Zip: _____

Phone number/e-mail: _____

Contractor: _____

Architect: _____

PROPOSAL

ANDCO INC.
P.O. BOX 2007
SUPERIOR WI 54880
715-392-4736

4488

DATE
2/21/2023

The City of Washburn
Washburn City Hall
119 Washington Avenue
Washburn WI 54891
Attn: Scott Kluver, City Admin. 715-373-6160 Ext 4

DESCRIPTION

WASHBURN CITY HALL WINDOW REPLACEMENT PROPOSAL

Per request Of Mr. Kluver 2/7/23 following up with job site inspection and walk thru 2/16/23.

Furnish and professionally install twelve (12) ANDCO 5500 SERIES Double Wide Casements with Arch Top infill panel above.

Windows to be manufactured in Bayfield County at ANDCO'S manufacturing site in Iron River WI.

Windows to have 7/8" overall insulating glass with Low E Squared and argon filled.

Glass spacer to be warm edge spacer providing an excellent energy saving glass package.

Windows to be a similar color to the existing windows both interior and exterior.

Arch Top to have an insulated solid panel similar to existing.

As per discussion the installation is planned for June, 2023 with this proposal.

Total Price for all 12 units \$95,561.00 Plus Sales Tax if applicable

Less 10% for local area municipality discount.

Balance after discount \$ 86,000.00

\$ 52,000.00 at contract signing;

\$ 17,000.00 due at start of installation

\$ 17,000.00 due at substantial completion.

Above includes all labor, material, insurance, clean up and disposal of job related debris.

***Permit to be obtained by building owner if required.

***Lead safe practice will be used but does not include lead abatement if required.

Windows are made by ANDCO, INC. in our plant in Bayfield County WI
per series 5500 specifications and details.

ANDCO Windows contractor # WI 7783 MN 7354 References gladly furnished

ANDCO Windows

Making and Installing Windows in MN and WI Since 1976

PROPOSAL

ANDCO INC.
P.O. BOX 2007
SUPERIOR WI 54880
715-392-4736

4488-1**DATE****3/2/2023**

The City of Washburn
Washburn City Hall
119 Washington Avenue
Washburn WI 54891
Attn: Scott Kluver, City Admin.

715-373-6160 Ext 4**DESCRIPTION****ADDENDUM TO PROPOSAL #4488 DATED 2/21/2023**

Additional cost to furnish tempered insulated glass in arch tops in lieu of insulated solid panel.

Also to add tempered glass to the remaining eight Double Wide Casements.

Total price for the above \$8,997.00 Plus Sales Tax if applicable.

Installation for June, 2023 installation is now open to change.

Prices quoted may vary depending on funding and payment dates.

Windows are made by ANDCO, INC. in our plant in Bayfield County WI
per series 5500 specifications and details.
ANDCO Windows contractor # WI 7783 MN 7354 References gladly furnished

ANDCO Windows
Making and Installing Windows in MN and WI Since 1976

Scott,

I believe heat savings are impossible to guaranty, especially since the facts are always changing and the concern of who or how the thermostat is controlled.

But for any consideration the window design package we produced will decrease the air infiltration more than significantly. Some of the windows we looked at could not lock tight or even really close. Therefore, to say I rather crudely they leaked. Andco windows have a very low infiltration reate.

Also, the insulated glass has a U value .28 or R value of 3.6 with Low E glass, argon filled and warm edge spacer. All these factors plus the frame and sash members are our 5500 series vinyl and not cold radiating and conducting metal.

We therefore believe a heat loss reduction of about 30% or even much higher. Life expectancy of windows is approximately 30 years or longer.

Hopefully this answers some of your questions. I will be contacting you this week or next.

**Ron Anderson
Andco, Inc.**

ISLAND LAKE
MN
NEW HOME
UNDER CONSTRUCTION



PRICE

Is what you pay...

VALUE

Is what you get !

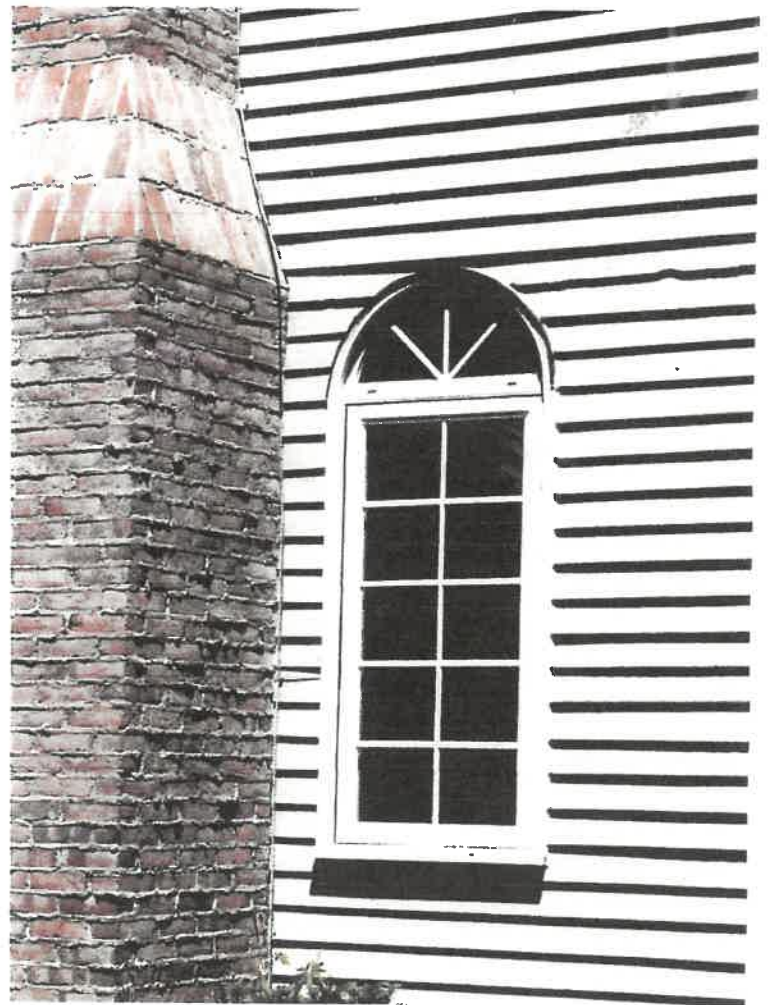
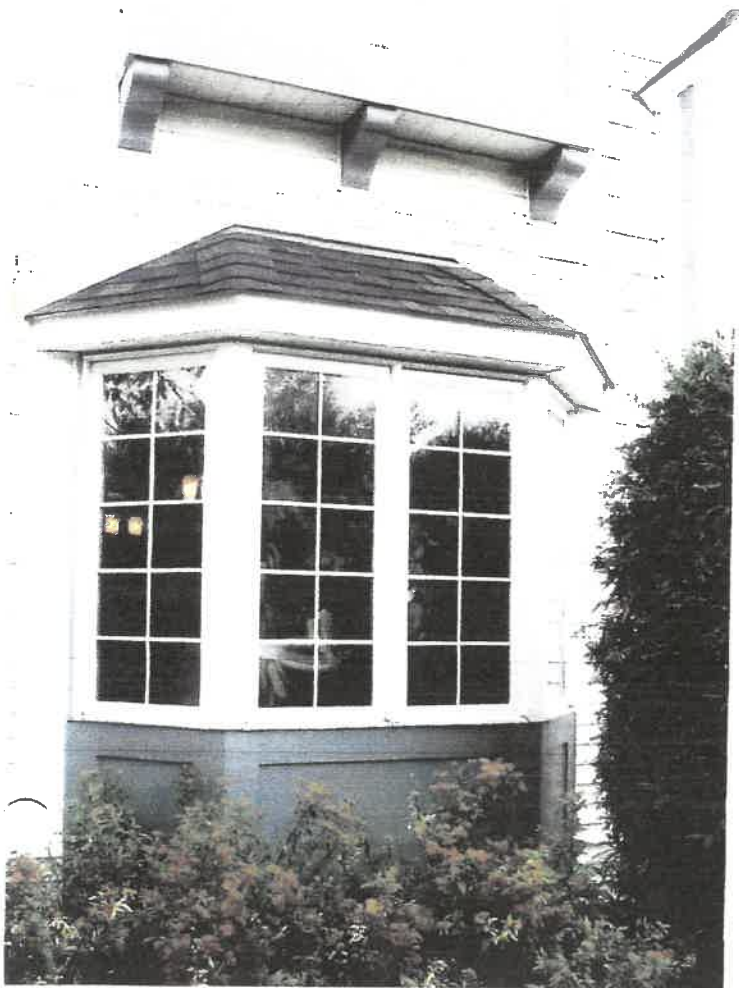


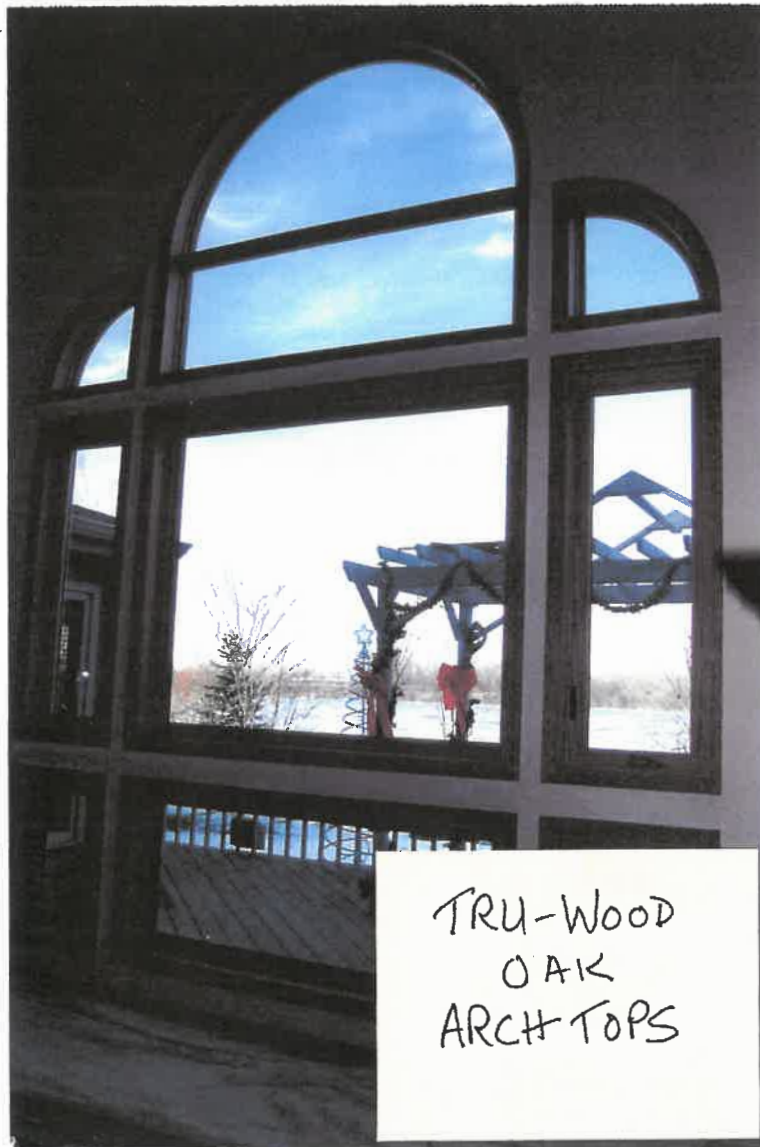


ANDCO Prefinished Tru-Wood Windows
Arch Top and Trim all produced by ANDCO



COMPLETE REPLACE
HALF ROUND
TRU-WOOD
OAK JAMBS & CASING
MAPLE GROVE, MN





TRU-WOOD
OAK
ARCH TOPS



COMPLETED JOBS
USING
AND CO
CASEMENT
WINDOWS



2

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, ^{SA}Administrator

Re: Citizen Participate Committee

Date: March 28, 2023

The Mayor will be nominating five individuals to serve as the Citizen Participate Committee for the Community Development Block Grant application. The Committee is responsible for overseeing the required elements of the Citizen Participate Plan that is required. A copy of that plan, which you approved at the last meeting, is enclosed. The nominations for this committee will be provided prior to the Council meeting.

**CITIZEN'S PARTICIPATION PLAN
COMMUNITY DEVELOPMENT PROGRAM
CITY OF WASHBURN
Revised and Approved March 13, 2023**

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. 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 (CPP), as well as offering guidance in preparation of the grant application.

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

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).

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 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

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

- 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.

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.

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.

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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 *SK*

Re: Resolutions for CDBG Application

Date: March 23, 2023

At 5:00 PM prior to the Council meeting, a public hearing will be held regarding the proposed application to the Community Development Block Grant Public Facilities (CDBG-PF) Program. That session will be led by our engineer for that project, Mike Stoffel, of Ayres and Associates. The notice and agenda for that session is enclosed.

Once the Public Hearing is completed, the Council can consider the two resolutions that are included that need to be approved to submit the application. The first resolution is a commitment of funds. To demonstrate that the City has the necessary match for the requested \$1 million application, we need to show that we have at least \$500,000 available. Our March bank statement for the General Fund will be used as evidence for this to show that we have adequate funds. This does not mean that we will actually need to drain the General Fund for this project, but could if we had to. It is my intention to request in the future that the Council borrow money for this project near the end of this year.

The second resolution is authorization to apply for the CDBG-PF program. For clear documentation on this, I suggest a roll-call vote on motions to approve these resolutions. Please let me know if you have any questions related to this application.

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 PUBLIC HEARING

For:

City of Washburn
Proposed Community Development Block Grant Application
City Hall, 119 Washington Ave., Washburn WI 54891
Monday, April 10, 2023
5:00 PM

The City of Washburn will conduct a public hearing regarding its proposed application for Community Development Block Grant (CDBG) Public Facilities (PF) program funds. The public is invited to attend to learn about the CDBG program, provide input on community development and housing needs, and comment on the activities proposed to be included in the CDBG application.

Agenda for the public hearing:

1. Identification of total potential funding available
2. Eligible CDBG activities
3. Presentation of identified community development and housing needs
4. Presentation of activities proposed for CDBG application
5. Review of any potential residential and non-residential displacement
6. Resident input regarding community development and housing needs, the proposed CDBG project, and other CDBG activities

Residents of the City of Washburn, including residents with low and moderate incomes that may be impacted by the project, are encouraged to attend.

The meeting room is ADA accessible.

Public participants can listen to the proceedings and participate by utilizing a computer or smart phone and using the link <https://us02web.zoom.us/j/89602052235?pwd=NEFTUE9iQmNlSCtnaWJDM3JPMnYyZz09> by calling 1-888-788-0099 (Toll Free) and entering Webinar ID: 896 0205 2235 with passcode 038820 as opposed to being present for the meeting.

Persons needing additional accommodations should contact Scott Kluver, City Clerk, at 715-373-6160 Ext. 4, or email: washburnadmin@cityofwashburn.org.

Ashland Daily Press Publication March 21, 2023

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

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

Resolution No. 023-007

Authorizing Resolution to Commit Match Funds & Certification of Match Funds Secured

Related to the City of Washburn's participation in the Community Development Block Grant (CDBG) Program;

WHEREAS, federal monies are available under the CDBG Public Facilities Competition, administered by the State of Wisconsin Department of Administration, for the purpose of the provision or improvement of public facilities; and

WHEREAS, the City Council of the City of Washburn has authorized the submission of a CDBG Public Facilities Application to the State of Wisconsin for the following project: STH 13 (Bayfield St.) Sanitary Sewer and Water Main Replacement; and

WHEREAS, an adequate local financial match must be provided for the proposed CDBG Public Facilities project by the City of Washburn; and

WHEREAS, the City of Washburn must certify that all matching funds required to complete the proposed project have been secured for and committed to the project prior to the submission of the CDBG application; and

WHEREAS, the City of Washburn must acknowledge that a delay in starting construction by July 1, 2024 and/or completing construction by October 31, 2025 due to the City not having the matching funds that are reported as committed and secured in the CDBG application documents, then the State of Wisconsin Department of Administration Division of Energy, Housing and Community Resources may deny a timeline extension and may rescind the CDBG award;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Washburn does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for the match amount of \$ 500,000, from the following secured source(s):

Bremer Bank Money Market Premier Business – Execusweep Account XXXXXX8178

Adopted by the Common Council for the City of Washburn, Wisconsin this 10th Day of April, 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 #23-007 duly and regularly adopted by the Common Council for the City of Washburn on the 10th day of April, 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. 023-008

**Authorizing Resolution to Submit a
Community Development Block Grant (CDBG) Application**

Related to the City of Washburn's participation in the Community Development Block Grant Public Facilities (CDBG-PF) Program;

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the purpose of the provision or development of a **Public Facility Improvement for the CDBG – PF Program**

(Activity and Program, e.g., Public Facility Improvement for the CDBG-PF Program; Plan for the CDBG-PLNG Program)

for the **City** of **Washburn** ;
(County, City, Village, or Town) (UGLG's Name)

WHEREAS, after public meeting and due consideration, the **Common Council**
(Name of Appropriate Committee)

has recommended that an application be submitted to DOA for the following project:

STH 13 (Bayfield Street) Sanitary Sewer and Water Main replacement ; and
(CDBG Proposed Project Title)

WHEREAS, it is necessary for the **Common Council** to
(County Board, City Council, Village Board, Town Board)
approve the preparation and filing of an application for the **City of Washburn** to
(County, City, Town, Village)
receive funds from this program; and

WHEREAS, the **Common Council** has reviewed the
(County Board, City Council, Village Board, Town Board)
need for the proposed project(s) and the benefit(s) to be gained there from;

NOW, THEREFORE, BE IT RESOLVED, that the **Common Council**
(City Council, County Board, Village Board, Town Board)

does hereby approve and authorize the preparation and filing of an application for the above-named project; and that the **Mayor** is hereby
(Council President, Mayor, Board Chair, Village President)

authorized to sign all necessary documents on behalf of the **City of Washburn** ; and
(County, City, Village, Town)

that authority is hereby granted to

Common Council

(Name of Appropriate Committee)

to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

Adopted by the Common Council for the City of Washburn, Wisconsin this 10th Day of April, 2023.

Mary D. Motiff, Mayor

Date

STATE OF WISCONSIN)
)
COUNTY OF BAYFIELD)

I hereby certify that the foregoing resolution is a true, correct and complete copy of a Resolution #23-008 duly and regularly adopted by the Common Council for the City of Washburn on the 10th day of April, 2023 and that said resolution has not been repealed or amended, and is now in full force and effect.

Scott J. Kluver Administrator/Clerk

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To serve as an essential hub of information and support for the citizens of Washburn, anticipating and adapting to meet their current and future needs.

2022/2023 Annual Report Summary

The Department of Public Instruction (DPI) requires all public libraries in Wisconsin to file an Annual Report each February, which is an accounting of that year's revenues and expenditures, circulation and collection development. The interpretation of this document gives the report its value.

Total physical checkouts from the Washburn Public Library

2022 – 24,795

2021 – 19,964

2020 – 15,701

2019 – 36,834

2018 – 38,327

In 2022 the library had 4,472 e-book checkouts. In 2021 the library had 4,363 e-book checkouts. In 2022 the library had 4,688 e-audio checkouts. In 2021 the library had 3,832 e-audio checkouts.

As the library's wireless internet (WI-FI) is on 24 hours a day and accessible from outside the building, its use is important to students and visitors who may need internet access at any time. In 2022 the Washburn Public Library had 15,625 individual uses of the public WI-Fi. In 2021 we had 13,482 individual uses, more than double the 6,349 uses in 2020.

Because the Washburn Public Library is a member of the Northern Waters Library Service it has the ability to access materials from outside the area, materials that patrons might otherwise not be able to get. In 2022 patrons in Washburn borrowed 5,527 items from other libraries.

The biggest project we have undertaken in the past year is replacing the elevator/lift, which is nearly 30 years old. Following the plan the library has had for years to increase accessibility to the building, the new elevator/lift will have automatic opening doors, offering easier access and more opportunities for everyone.

In 2023 the Washburn Public Library received \$135,762 in City Funding. In 2022 the library received \$130,734 in City Funding.

In 2023 the Washburn Public Library received \$56,081 in Bayfield County reimbursement funding. In 2022 the library received \$50,054 in County Funding.

Because the funding formula from DPI governs a library's ability to request reimbursement from County government the amount spent is of importance. Total operating expenditures in 2022 was \$183,840. Dividing this amount by the number of checkouts we had a cost per checkout of \$7.414. This cost per checkout is not significantly higher nor out of line with other libraries. An increase in cost per checkout does not cost the Washburn taxpayer additional money.

2024 budget projection

A library's Annual Report allows for an early educated guess as to the projected budget for the following year. Hard numbers won't come into focus until May or June, and the County doesn't finalize its budget until October.

Of the 2022 circulation 11,338 checkouts are Bayfield County's responsibility. Using the reimbursement formula, the Washburn Public Library can make a 2024 request of \$84,060 at 100-percent. However, Bayfield County could potentially reduce its funding to \$58,842.

It is all but certain that Bayfield County will not fund at 100-percent.

If the City holds its funding at the same level the 2024 budget will be no less than \$195,284 - \$135,762/City and \$58,842/County and \$680/Cross-County.

Total, the 2023 budget is \$194,010.

In 2005 when I came here the library budget was \$161,378.

I have attached the more formal Annual Report document should you wish to peruse all the figures and dollar amounts related to the library.

Darrell Pendergrass

Director

Washburn Public Library

(715) 373-6172

PO Box 248, Washburn, WI 54891

307 Washington Avenue

dpendergrass@washburn.wislib.org





To serve as an essential hub of information and support for the citizens of Washburn, anticipating and adapting to meet their current and future needs.

March 21, 2023

Attached is our 2022/2023 Annual Report, which we submitted to the Department of Public Instruction before the end of February. Please, look it over and bring any questions you might have to Tuesday's meeting.

There are three numbers that are the most important to the library, as they determine how much money we will be reimbursed from Bayfield County in 2024.

Highlighted on Page 3

Total Circulation

24,795

Highlighted on Page 7

Total Operating Expenditures

\$183,840

Highlighted on Page 9

Circulation to nonresidents living in the library's county - those without a library

11,338

Divide \$183,840 by 24,795 to determine a cost per checkout

\$7.414

Multiply \$7.414 by 11,338 to determine a 100-percent reimbursement amount

\$84,060

The minimum amount Bayfield County must pay is 70-percent

\$58,842

This amount is roughly \$2,800 more than in 2023. Which is good.

Checkouts are up by 4,831. Which is good.

Operating expenditures went up just \$2,500. Which is good.

Reimbursable checkouts went up 2,953. Good.

Cost per checkout went down from \$9.08. Again, good.

All indications are the Washburn Public Library is doing more and doing it more efficiently.

Darrell Pendergrass

Director

Washburn Public Library

(715) 373-6172

PO Box 248, Washburn, WI 54891

307 Washington Avenue

dpendergrass@washburn.wislib.org





Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
 PI-2401 (Rev. 01-23)
 S. 43.05(4) & 43.58(6)
FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of the form and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library Washburn Public Library		2. Public Library System Northern Waters Library Service			
3a. Head Librarian First Name C. Darrell	3b. Head Librarian Last Name Pendergrass	4a. Certification Grade Grade 2	4b. Certification Type Regular		5. Certification Expiration Date 07/31/2023
6a. Street Address 307 Washington Ave.	6b. Mailing Address or PO Box PO Box 248	7. City / Village / Town Washburn	8a. ZIP 54891	8b. ZIP4 0248	9. County Bayfield
10. Library Phone Number 7153736172	11. Fax Number (715)373-6186	12. Library E-mail Address of Director dpendergrass@washburn.wislib.org			
13. Library Website URL washburnlibrary.org		14. No. of Branches 0	15. No. of Bookmobiles Owned 0		16. No. of Other Public Service Outlets 0
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 4,845	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number 159537216	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	51	0	0
19b. Number of winter weeks	26	0	0
19c. Summer hours open per week	51	0	0
19d. Number of summer weeks	26	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	2,652	0	0

PUBLIC SERVICES COVID-19	
Closed Outlets Due to COVID-19	No
Public Services During COVID-19	No
Electronic Library Cards issued during COVID-19	No
Reference Service During COVID-19	No
Outside Service During COVID-19	No
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES	
Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
0	

Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION				a. Number Owned / Leased	b. Number Added
1. Books In Print <i>Non-periodical printed publications</i>				21,316	974
2. Electronic Books <i>E-books</i>				172,642	
3. Audio Materials				2,373	51
4. Electronic Audio Materials <i>Downloadable</i>				69,439	
5. Video Materials				3,213	143
6. Electronic Video Materials <i>Downloadable</i>				0	
7. Other Materials Owned <i>Describe kits, projectors, laptops, tablets</i>				14	
8a. Electronic Collections <i>Locally Owned or Leased</i>				0	
8b. Electronic Collections <i>Purchased by library system or consortia</i>				1	
8c. Electronic Collections <i>Provided through BadgerLink</i>				63	
9. Total Electronic Collections <i>Local, regional, and state</i>				64	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>				26	

III. LIBRARY SERVICES				
1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.) 8		2. Interlibrary Loans
a. Total Circulation	b. Children's Materials			a. Items Loaned <i>Provided to</i>
24,795	8,844			b. Items Received <i>Received from</i>
				3,964
				5,315
Method for Counting ILL Transactions Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)		Items Loaned to Other Libraries <i>Provided to</i>		Items Borrowed from Other Libraries <i>Received from</i>
Integrated Library Systems (ILS)		3,782		5,103
WISCAT		182		212
Other (Includes OCLC, manual tracking or other methods)				
3. Number of Registered Users		d. Overdue Fines	4. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count
988	671	1,659	Survey Week(s)	2,080
		Yes		
6. Uses of Public Internet Computers		c. Method		7. Uses of Public Wireless Internet
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	d. Annual Count	a. Method	b. Annual Count
7	6	Actual Count	985	Actual Count
				15,625
8. Website Visits		9. Electronic Collection Retrieval		
525		a. Local	b. Other	c. Statewide
		-1	338	d. Total
				34
10. Uses of Electronic Materials by Users of Your Library				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Materials	e. Uses of Children's Electronic Materials
4,472	4,688	1	9,161	540

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	67	37	2	1	10	117
Total Attendance	1,250	370	54	15	70	1,759

In-Person Programs and Program Attendance Annual Count

	11a. Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	67	37	2	0	10
Total Attendance	1,250	370	54	0	70
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	1	12	116		
Total Attendance	20	72	1,744		

11i. Describe the library's in-person programs: story time; arts and crafts; movies; juggling; music shows; readings; nursing home visits

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	1	0	1
Total Live Virtual Attendance				15		15
Total views of live programs that were recorded and posted for asynchronous viewing						

12g. Which platforms does the library use to host the library's live, virtual programs: zoom

12h. Describe the library's live, virtual programs: Women in Jazz Program

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	0	0	0
Total Pre-Recorded Program Views						

13g. Which platforms does the library use to host the library's pre-recorded programs:

13h. Describe the library's pre-recorded programs:

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Diane	Posner	920 9th Avenue West	Washburn	54891	sdposner@charter.net
2. Christine	Gaber	610 8th St. West	Washburn	54891	fivebeachbums@centurytel
3. Laura	Tulowitzky	419 2nd Ave East	Washburn	54891	ltulowitzky@gmail.com
4. Mary	Obrien-Cotherm	27 East Fifth	Washburn	54891	maryoandsteveo@gmail.com
5. Elsa	Brown	117 4th Street East	Washburn	54891	elsabrown511@gmail.com
6. Margo	Smith	201 Faulkner Road	Washburn	54891	msmith@washburn.k12.wi.
7. Les	Alldritt	417 Fifth St. West	Washburn	54891	laldritt@northland.edu
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members include vacancies in this count		7			

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Washburn	\$130,524
Subtotal 1		\$130,524

2. County**a. Home County Appropriation for Library Services**

Subtotal 2a \$50,054

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Ashland	\$749		
Douglas	\$1,083		
Subtotal 2b			\$1,832

3. State Funds**a. Public Library System State Funds**

Description	Amount	Description	Amount
COLLECTION DEVELOPMENT GRANT	\$930	WLA SCHOLARSHIP	\$0
WLA MEMBERSHIP GRANT	\$0	WAPL SCHOLARSHIP	\$0
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$930

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
Town of Washburn	\$500		
Subtotal 5			\$500

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$0

8. Total Operating Income Add 1 through 7

\$183,840

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$135,762

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations

\$100,987

2. Employee Benefits Include maintenance, security, plant operations

\$21,819

3. Library Collection Expenditures

a. Print Materials

\$12,262

b. Electronic Materials

\$757

c. Audiovisual Materials

\$5,344

d. All Other Library Materials

\$2,591

Subtotal 3

\$20,954

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.

Provider	Amount	Provider	Amount
NWLN Consortium fees	\$8,231	Badgernet	\$1,200
Movie License	\$249	Marketing	\$56
Software Updates	\$282	BookPages	\$51
Delivery	\$600		
WisCat	\$100		
WiscNet	\$345		

Subtotal 4

\$11,114

5. Other Operating Expenditures

\$28,966

6. Total Operating Expenditures Add 1 through 5

\$183,840

7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?

\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal	0	\$0	\$0
b. State	0	\$0	\$0
c. Municipal	0	\$0	\$0
d. County	0	\$0	\$0
e. Other	0	\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$0	\$0

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(e)

1. Total Amount of Other Funds at End of Year

\$124,842

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

\$100,000

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	No MLS	\$47,407	40.00				
library assistant	Other	\$6,639	8.00				
library assistant	Other	\$20,748	25.00				
library assistant	Other	\$19,918	24.00				
library assistant	Other	\$9,927	17.00				

b. Other Paid Staff See Instructions

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian

Master's Degree from an ALA Accredited Program (FTE)

0.00

Other Persons Holding the Title of Librarian (FTE)

1.00

Subtotal 2a

1.00

b. All Other Paid Staff (FTE)

Include maintenance, plant operations, and security

1.85

c. Total Library Staff (FTE)

2.85

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, Item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			13,790
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in Item 1 above.		a. Those with a Library	b. Those without a Library
2. Circulation to Nonresidents Living in the Library's County		596	11,338
3. Circulation to Nonresidents Living in Another County in the Library System		840	131
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		0	0
5. Circulation to All Other Wisconsin Residents		128	6. Circulation to Persons from Out of the State
			377
7. Are the answers to Items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(1)(b)?	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
Actual	No		
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County		Circulation	
a. Ashland	53		
b. Douglas	72		
c. Sawyer	2		
d. Washburn	1		
e.			

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i>	3. Is the library CIPA compliant?
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes	Yes a. State TEACH line No b. Other broadband connection Local, cable, telco, community network, etc.	No

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
a. Children (0-5)		b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
d. Adult (19+)		e. General Interest (all ages)	f. Total
Number of Self-Directed Activities			
Total Self-Directed Activity Participation			
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
C. Darrell	Pendergrass	dpendergrass@washburn.wislib.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
C. Darrell	Pendergrass	dpendergrass@washburn.wislib.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 8.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee

> Diane Posner

Name of President or Designee Print or type

Diane Posner

Date Signed

2/8/2023

Library Director / Head Librarian Signature

> C. Darrell Pendergrass

Library Director / Head Librarian Print or type

C. Darrell Pendergrass

Date Signed

2/8/2023

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Bayfield

The Washburn Public Library Board of Trustees hereby states that in 2022 the Northern Waters Library Service
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

> *Diane Posner*

Name of President or Designee Print or type

Diane

Posner

Date Signed

2/8/2022

	COMMENTS	
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SECTION II

6. Electronic Video Materials (downloadable)

OD no longer supplies video services--2023-02-08

8b. Other Electronic Collections (purchased by library system or consortia)

System had to cut back on offerings--2023-02-08

Total Local and other databases

System had to cut back on offerings--2023-02-08

SECTION III

3c. Registered Users

At the end of 2022 inactive card holders were purged resulting in a lower patron count.--2023-01-25

4a. Method Used to Count Reference Transactions

We didn't keep count in the past; this year we did.--2023-02-08

4b. Reference Transactions

We didn't keep count in the past; this year we did.--2023-02-08

SECTION VI

b. Electronic Materials

Costs were the same this year; verified by NWLS.--2023-02-01

At the end of 2022 inactive card holders were purged resulting in a lower patron count.--2023-01-30

5

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



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

CITY OF WASHBURN
NOTICE OF PUBLIC HEARING
COMPREHENSIVE PLAN ADOPTION

A public hearing will be held at the regularly scheduled monthly City Council Meeting, Monday, April 10, 2023, 5:30 P.M., City Hall, 119 Washington Ave., for public comment on the following issue(s):

Plan Commission Resolution 2023-01 recommending to the Common Council of the City of Washburn that the Comprehensive Plan 2023 be adopted. The Comprehensive Plan Contains the following required elements:

- (a) Issues and opportunities
- (b) Housing
- (c) Transportation
- (d) Utilities and community facilities
- (e) Agriculture, natural, and cultural resources
- (f) Economic Development
- (g) Intergovernmental cooperation
- (h) Land use
- (i) Implementation

In addition, the Comprehensive Plan 2023 also contains elements on Waterfront and Coastal Resources, and Outdoor Recreation.

Any interested individual may contact the Washburn City Hall, 119 Washington Avenue, on Tuesdays through Fridays from 10:00AM – 4:30PM, or call 715-373-6160 x#4, to review or obtain further details and/or a copy of the comprehensive plan. The document may also be viewed by going to <http://www.cityofwashburn.org/> and clicking on the “Comprehensive Plan Update” button.

Scott J. Kluver
City Clerk

Daily Press – Box Ad 2/24/23
Posted – Website, Facebook, City Hall, Public Library, Bremer Bank

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: ^{sk} Scott J. Kluver, Administrator

Re: Comprehensive Plan Adoption

Date: March 27, 2023

First, a public hearing needs to be held on the adoption of the proposed 2023-43 Comprehensive Plan as approved and recommended by the Plan Commission. After that, the Comprehensive Plan can be adopted by approving the ordinance which is enclosed in your packet. A copy of the draft Comprehensive Plan is not included in your packet as it is 165 pages and I previously sent a link to it to you and there is a link on the front page of the City's website that will lead you to it. If you would like a paper copy of the Comprehensive Plan, please let me know and I will prepare one for you.

After funding was obtained via a Coastal Management Grant, this project started in the later part of 2020. Northwest Regional Planning was the consultant for this project, and the Plan Commission served as the steering committee for this update. Do keep in mind that this was never intended to be a full re-write of the Plan, but just an update. The document contains updated statistics and information throughout, as well as updated maps and graphs to show current information. In addition, the Parks Committee spent a great deal of time creating a new Outdoor Recreation Plan which has been incorporated into the document as well. Over the past several years, the Plan Commission reviewed and updated several components to the document including the land use map, the policy objectives, and the text of the document.

Overall, I would state that the document is improved with the changes and updates that have been incorporated. Of course, there are going to be components of the Plan and policy objectives that each of us are not going to agree with. The Plan Commission had spirited debate at times while discussing certain items. Keep in mind that this is a generic document, and the policy statements within will need to be further debated and discussed. Not everything contained within will become reality. It is not a document that should be used to beat people over the head with, as it is not carved in stone. Should situations change or new ideas come along, this is a document that can be amended. The last Comprehensive Plan was amended seven times, so I do not get too excited about what it says or does not say.

Before the Council adopts the Plan, the Harbor Commission requests that you consider one change to the Land Use Map. The Land Use Map is the one piece of this document that has some teeth, as it is the “guide” as to what future zoning should be. To make the distinction with the zoning map, the zoning map is what is in place today and what we must base decisions off of for requests and applications. The Land Use Map is the “plan” for what we might want to change the zoning map to in the future. Zoning map changes must be consistent with the Land Use Map. I have enclosed a copy of the Land Use Map for your reference.

At the February Plan Commission meeting, the Commission heard a request from Mr. Greg Gynnild who would like to build an additional boat storage facility on Lot 48 at the intersection of Central Avenue and Harborview Drive. Mr. Gynnild is the managing member of WWS LLC that owns the two tan boat storage buildings on the neighboring property. He can not pursue his request because the zoning on Lot 48 does not allow for indoor boat storage facilities, and the Land Use Map would not allow for a change to Marina zoning. Mr. Gynnild requested that Lot 48 on the Land Use Map be changed from Mixed Use Waterfront to Marina so that a zoning map amendment could be pursued. The Plan Commission denied the request on a 4-2 vote.

Previously, the Harbor Commission requested to the Council in June of 2021 that Lot 48 be dedicated for Marina purposes; however, the Council did not approve that request, in part because there was not a specific plan. As there is now a specific request that the Harbor Commission would like to pursue for the benefit of the Marina, it is not able to because of the current classification on the Land Use Map.

So, the question before the Council is should Lot 48 be classified as Mixed Use Waterfront or Marina on the Land Use Map of the Comprehensive Plan? That decision could lead to the potential for a future zoning change that could result in a future boat storage building on that property. If the Council does not want to change the status quo which would not allow for a future zoning change, then no additional action besides adopting the Comprehensive Plan Ordinance is necessary. If the Council would like Lot 48 to be allowed for a potential boat storage facility in the future, an amendment to the Land Use Map to change Lot 48 to “Marina” would need to be approved prior to approving the Comprehensive Plan ordinance. Please let me know if you have any questions related to this issue or the Comprehensive Plan document or approval process as a whole. At the end of the day, regardless of how the Council decides on the Lot 48 issue, I would like to see the Comprehensive Plan adopted so that the Coastal Management Grant can be closed out and we can get full reimbursement. No further extensions of the grant will be allowed.

CITY OF WASHBURN
Ordinance No. 23-002

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of April 10, 2023, for the purpose of adopting the City of Washburn Comprehensive Plan 2023-2043, this ordinance to repeal and replace Title 1, Chapter 4, of the City of Washburn's Code of Ordinances, and the Comprehensive Plan to be set out as an appendix thereto.

Section 1-4-1. Findings.

(a) The City of Washburn Common Council has carefully reviewed the City of Washburn, Wisconsin, Comprehensive Plan 2023-2043 ("Comprehensive Plan 2023"), dated, and prepared by the Northwest Regional Planning Commission, including the maps and other figures contained therein, and the appendices attached thereto.

(b) The Common Council finds that the Comprehensive Plan contains an adequate treatment of each of the following elements specified for a Comprehensive Plan in sec. 66.1001(2) of the Wisconsin Statutes:

- (1) Issues and opportunities
- (2) Housing
- (3) Transportation
- (4) Utilities and community facilities
- (5) Agricultural, natural, and cultural resources
- (6) Economic development
- (7) Intergovernmental cooperation
- (8) Land use
- (9) Implementation;

In addition, the Comprehensive Plan 2023 also contains elements on Waterfront and Coastal Resources, and Outdoor Recreation

(c) The City of Washburn Plan Commission has reviewed and approved the Comprehensive Plan and has recommended its adoption by the Common Council, having passed a resolution to that effect.

(d) The Comprehensive Plan has been sent to each of the bodies listed in sec. 66.1001(4)(b) of the Wisconsin Statutes.

(e) The Common Council has conducted a public hearing on the Comprehensive Plan, after having provided a class 1 notice 30 days in advance of the hearing, complying with the requirements of sec. 66.1001(4)(d) of the Wisconsin Statutes.

(f) The adoption of the Comprehensive Plan will benefit the health, safety and welfare of the public.

Section 1-4-2. Adoption of Comprehensive Plan.

The Common Council adopts the Comprehensive Plan, with all amendments (if any) approved by the Common Council as of the date of this Ordinance and shown in the minutes of the meeting at which this Ordinance is approved. The Comprehensive Plan shall be shown as an Appendix to this Section, and shall have the same force and effect as if it were set forth in its entirety herein.

Section 1-4-3. Effective Date of Ordinance. This ordinance shall take effect upon passage and publication.

Attest:

Mary D. Motiff
Mayor

Scott J. Kluver
City Clerk

Adopted: April 10, 2023

Date of publication: _____

CERTIFICATION

The undersigned, as City Clerk of the City of Washburn, hereby certifies that the above ordinance was approved at a duly noticed public meeting of the Washburn Common Council on April 10, 2023; that the Common Council is composed of seven members plus the Mayor who votes only in case of tie; that ____ members were in attendance at the meeting, constituting a quorum, and that the vote to approve the ordinance was _____ for, _____ against, _____ abstaining, and that the ordinance was approved by a majority vote of the members-elect of the Common Council.

Dated: _____, 2023.

Scott J. Kluver
City Clerk

PLAN COMMISSION FOR THE CITY OF WASHBURN, WISCONSIN

Resolution No. 23-001

WHEREAS, the City of Washburn Plan Commission (“Plan Commission”) has carefully reviewed the City of Washburn, Wisconsin, Comprehensive Plan 2023 (“Comprehensive Plan”), dated February 6, 2023, and prepared by the Northwest Regional Planning Commission, including the maps and other figures contained therein, and the appendices attached thereto; and

WHEREAS, the Plan Commission finds that the Comprehensive Plan contains an adequate treatment of each of the following elements specified for a Comprehensive Plan in sec. 66.1001(2) of the Wisconsin Statutes:

- (a) Issues and opportunities
- (b) Housing
- (c) Transportation
- (d) Utilities and community facilities
- (e) Agricultural, natural, and cultural resources
- (f) Economic development
- (g) Intergovernmental cooperation
- (h) Land use
- (i) Implementation; and

WHEREAS, the Plan Commission is required under sec. 62.23 and 66.1001 of Wisconsin Statutes to review and approve the Comprehensive Plan before its final consideration by the Common Council; and

WHEREAS, the Plan Commission finds that the adoption of the Comprehensive Plan will aid the Plan Commission and the Washburn Common Council in the performance of their duties; and

WHEREAS, the Plan Commission finds that the adoption of the Comprehensive Plan will benefit the health, safety and welfare of the public;

NOW THEREFORE BE IT RESOLVED, that the City of Washburn Plan Commission hereby recommends that the City of Washburn Common Council adopt the Comprehensive Plan, with all amendments (if any) approved by the Plan Commission as of the date of this Resolution and shown in the minutes of the meeting at which this Resolution is adopted.

BE IT FURTHER RESOLVED, the City Clerk is directed to send a copy of this resolution, a copy of the Comprehensive Plan, and a copy of the upcoming public hearing notice to each of the following:

- a. the clerk for Bayfield County;
- b. the clerk of every local government unit that is adjacent to the City;
- c. Wisconsin Land Council;
- d. State of Wisconsin Department of Administration;
- e. Northwest Regional Planning Commission; and
- f. those public libraries that serve the City.

Passed and adopted this 16th day of February, 2023



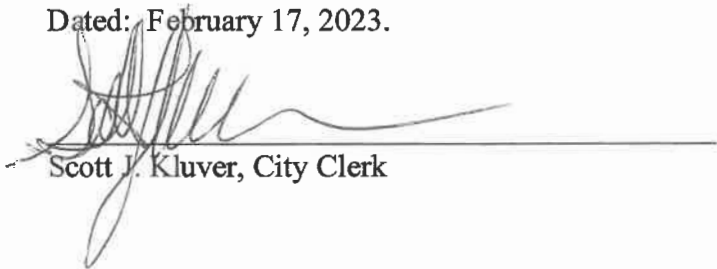
Mary D. Motiff, Plan Commission Chair

STATE OF WISCONSIN)
)
COUNTY OF BAYFIELD)

CERTIFICATION

The undersigned as Clerk of the City of Washburn, hereby certifies that the above Resolution was approved at a duly noticed public meeting of the Washburn Plan Commission on February 16, 2023; that the Plan Commission is authorized to have seven members; that six members were in attendance at the meeting, constituting a quorum, and that the vote to approve the Resolution was six (6) for, zero (0) against, zero (0) abstaining, and that the Resolution carried by a majority vote of the entire Plan Commission.

Dated: February 17, 2023.



Scott J. Kluver, City Clerk

February 16, 2023

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall

COMMISSION MEMBERS: Dave Anderson, Felix Kalinowski, Michael Malcheski, Mary Motiff, Leo Ketchum-Fish, Nicolas Suminski

ABSENT: Matt Simoneau

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

Meeting called to order at 5:30 pm by Motiff, attendance as recorded above.

Approval of Minutes – January 23, 2023 Minutes – Motion by Anderson to approve the minutes of January 23, 2023, second by Ketchum-Fish. Motion carried 6-0.

Discussion and Action on Request to Adjust Comprehensive Plan Land Use Map to Allow for Construction of Boat Storage Facility on Lot 48 at the Corner of Central Avenue and Harborview Drive – Greg Gynnild, Petitioner – Mr. Gynnild is owner of WWS LLC and currently has two 15,000 sq ft boat storage buildings adjacent to the Marina facility. He would like to purchase Lot 48 to construct an 8,000 sq ft building for additional boat storage. For Mr. Gynnild to move forward a number of things need to happen. First, the Land Use Map of the Comprehensive Plan would need to be adjusted from Waterfront Mixed Use to Marina. Since the Comprehensive Plan is up for approval, the change could still occur prior to that vote. If the Commission agrees to change it now, Mr. Gynnild would not need to apply for a formal Comprehensive Plan amendment. The amendment is necessary because boat storage buildings are not allowed in the Mixed Use Waterfront District, they are allowed conditionally in the Marina and Industrial Districts. Moved by Ketchum-Fish to decline the request to change to the Land Use Map, seconded by Anderson. Ketchum-Fish reasons this has already been discussed 3 or 4 times and anything built on this lot would affect the properties above it, he also feels there could be other locations that would be better suited. Suminski motions to open floor, second by Anderson. Motion carried 6 to 0. Carl Broberg, Harbor Commission President expressed the need for additional boat storage, this would benefit the Marina/Harbor Commission and City giving them additional revenue. Mr. Gynnild states he understands the concerns about the height of the building blocking the view, which is why he is planning on 80' x 100' with 16' to 18' walls and would use this building for the lower boats. This location would be close to the other two buildings making it easier for overall maintenance and the distance the boats would need to be transported. Jeff Moberg, owner of The Washburn Inn and Harborview Event Center, is opposed to storage building on this site. His business along with many others in the City depend on tourism and feels this would be poor planning and would ruin the view. Motion by Malcheski to close the floor, seconded by Ketchum-Fish. Motion carried 6 to 0. Malcheski, feels this would fit in with the existing use and with a nice design and landscape it would work. Malcheski calls the question. Vote on the original motion, passes by 4 to 2 vote with Malcheski and Suminski opposed.

Discussion and Action on Plan Commission Resolution #2023-01 Recommending the Adoption of the 2023-2043 Comprehensive Plan – Plan was updated and sent out electronically to each member prior to the meeting. Motiff explains at the last meeting we did do a page by page review with some corrections made at that time. Malcheski moves to approve Resolution #2023-01 recommending the adoption of the 2023-2043 Comprehensive Plan, seconded by Suminski. Kluver said he has found a couple of minor typos that will be corrected. Motion carried 6 to 0.

Discussion on Bayfield Street Beautification Planning – Chamber Director Melissa Martinez and Dr. Foster of Northland College, were present and would like to help by doing an initial survey of business and property owners along Bayfield Street, to give the Commission some ideas as to what they would like. Dr. Foster's students would do the initial interviews and possible on-line survey, with Melissa working with the different organizations. The timeline given was from March 21st to April 5th, the results would then be presented to the Commission. Commission members felt this would be a good first step. Suminski asked if this would include signage, with Melissa confirming it would.

Discussion on Draft Architectural Review Expansion Ordinance – Motiff explains this is a draft for the Commission's review based on prior discussions and no action would be taken at tonight's meeting. With a number of business owners in attendance, Ketchum-Fish gave a statement to explain why the Commission is discussing this, in part he stated this would bring uniform architecture, would enhance and make the City more attractive in the long term. Anderson feels tourism is what keeps Washburn going, these rules already exist in center of town, should be extended to the entire main street of the city to enhance the looks and grow the Community. Suminski, unhappy with the restrictions, and adding more to City staff who are unable to enforce things now, putting further expense on business by restricting materials and referencing the section outlining when a business would be required to come into compliance and including residential properties. Malcheski, feels Washburn is stagnant in growth and this is a mechanism to be used to promote growth. Motiff feels we have many other things such as signage and completion of the Land Matrix changes that we should concentrate on before we continue with this expansion. Moved by Suminski to open floor, second by Kalinowski. Motion carried 4 to 2 with Anderson and Malcheski opposed. Rick Gruebele, 1028 W. Bayfield Street is opposed to this ordinance change, this will make people want to leave and not move to the city. Kea McCulley, part owner of North Coast Coffee, spoke in opposition to the change, she feels business properties are not a problem, each of them do what they can afford to maintain and keep their buildings looking nice. Forcing more restrictions on materials and other things

will only limit what some can do, no one wants their buildings to be unappealing. She also mentioned that vinyl siding has a bad rap and is more economical and easier to maintain. Jeff Moberg, owner of The Washburn Inn supports the change but feels the Commission should look at a better way to educate the business, as to what they are trying to do, rules can give stability and are a good investment. John Carlson, 122 W. Bayfield, supports the change, but feels the entire zoning code should be simplified. Nick Wills, owner of Coco's, opposes ordinance change, as any additional expense can mean the difference of improvement or leaving things go, he also is not happy about the restriction on vinyl. Randy Daigle, 1047 W. Bayfield Street made sure he placed his business outside the downtown area for this reason. You will be adding time restraints and expenses and he is opposed to the change. Bill Luckenbill, owner of Bill's Collision Center, asked were the Commission was when the decorative lighting discussion happened, that will not go all the way through town, we will be going through a street reconstruction project next year and now you want to add more problems and cost for us. This is just wrong. Malcheski moves to close the floor, second by Anderson. Motion carried 6 to 0. City Attorney Lindsey joins the meeting via zoom. Suminski, asked Lindsey for some clarification on minor and major changes that would require a business to come into compliance. Ketchum-Fish, some of these issues could be addressed or changed. Motiff, it is obvious that this will need further discussion, it's only a first step and will be discussed at a future meeting but also wants to put it on hold until we can update the sign ordinance, the main street beautification plans and update the land matrix. Some members of the Commission are opposed and feel this is more important and could be worked on at the same time.

Motiff adjourns the meeting at 7:45PM.

Respectfully Submitted,
Tammy DeMars
City Treasurer/Deputy Clerk

June 14, 2021

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, Carl Broberg, Dave Anderson, Jennifer Maziasz, Laura Tulowitzky, Mary McGrath

Present, remote:

none

Municipal Personnel:

Present in-person:

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

Present, remote:

none

Absent:

none

Call to Order - Meeting called to order at 5:30PM by Mayor Motiff. Roll call attendance depicted six (6) of seven (7) members of the Common Council in attendance. Quorum of the Council recognized. Broberg arriving at 6:07PM.

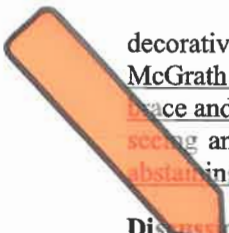
Approval of Minutes – City Council Meeting of May 10, 2021 & May 26, 2021 - A motion was made by Novachek to approve the May 10 & 26, 2021 minutes of the City Council with the corrections noted, second by Tulowitzky. Motion carried unanimously.

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

Public Comment – Melissa Martinez, Washburn Chamber of Commerce Director, spoke in support of the Washburn Iron Works sewer line relocation, as well as Farmers Market move to Central Ave. Ms. Martinez stated concern over the Short-Term Rental Ordinance and asked that no action be taken until those affected by the change have had a chance to review and comment. She further stated that the Chamber had not been contacted about this proposed ordinance and there was a difference on fee amount, \$300 vs \$500, in the information. Jeff Silbert, 410 5th Ave. E, stated that as a citizen he supports the use of the American Rescue Plan Act funds for the relocation of the sewer line at Washburn Iron Works for their expansion. As a County Board Member, Mr. Silbert stated that while no decision has been made, discussions have been favorable for support of this project, and he would like to see a County/City/Private partnership moving forward.

Mayoral Announcements, Proclamations, Appointments- The Mayor stated that with Covid restrictions relaxing, she may start up mayor get-togethers again. The Mayor also made the following proclamations: World Elder Abuse Awareness Day and A Community for All.

Discussion & Action on Potential American Rescue Plan Act Funds; Action on Negotiation of Development Agreement with Washburn Iron Works for Relocation of Sewer Main/Iron Works Expansion – The Mayor stated that the City should soon be receiving the first year of American Rescue Plan Act funding with about the same amount coming next year. Kluver stated this year's funding should be \$106,052.59 specifically. The Mayor continued that one such project for this funding could be the relocation of the sewer main at the Washburn Iron Works, to allow for their expansion. Taylor Pearson, owner Washburn Iron Works, shared with Council that they primarily produce casting for several products including electric buses. Pearson also stated that the Iron Works offer full-time, year-round jobs and supply \$2 million to the local economy in wages. With the removal of the existing sewer line, the company and facilities would be able to expand to increase production and jobs. Discussion continued of other potential projects for this funding, including support for EMS services and expansion of broadband. The Mayor further stated that she would like to forgive or partially forgive the Covid business loans from last year. Novachek moved to direct staff to develop an agreement for the Sewer Main relocation, seconded by Anderson. Motion carried unanimously. Anderson moved to use up to \$97,000 in ARPA funds for the Sewer Relocation, seconded by Neimes. Motion carried with six (6) voting in favor, McGrath abstained. Maziasz moved to use remaining ARPA funds to forgive and reimburse Covid Business Loans, seconded by Novachek. Kluver asked if this is to forgive a portion or all of the loan amounts. Maziasz amended her motion to use ARPA funds to forgive



decorative brace, Charleston vs. Hamilton vs. North Yorkshire. The consensus was the North Yorkshire base. McGrath moved to approve a streetlight design with a GlassWerks light fixture, round horizontal arm, rigid brace and North Yorkshire base, seconded by Novachek. Tulowitzky stated apprehension on voting without seeing an example of this design. Motion carried five (5) to one (1), Anderson voting nay, Tulowitzky abstaining.

Discussion & Action on Harbor Commission Recommendation to Restrict Sale Possibilities for Lot 48 on City's Property For Sale List – Broberg stated disappointment with Pearl Beach project failure to develop Lot 48. It was anticipated that revenue generated from that development would help pay for the \$2.4 million bond used for the repairs to the Coal Dock for commercial use. Broberg continued that the Harbor Commission's preference would be for some type of development that supported marina operations. Discussion ensued regarding type of development and size of buildings. Lindsey stated that storage buildings are not zoned in that area and maximum building height is 45 ft. However, a boat yard or outdoor storage is zoned for that area. Broberg added that this is the last vacant lot adjoining the marina where equipment or boats can be moved without having to use the roads. The Harbor Commission is requesting this lot to be used/sold for something that supports the operation of the marina. Broberg moved that Lot 48 support marina operation and be developed as such, seconded by Novachek. Discussion continued. Motion failed two (2) to five (5), Novachek & Broberg voting in favor.

Discussion & Action on Resolution #21-005 Approving the 2020 Compliance Maintenance Annual Report for the Sewer Utility – No discussion occurred. Novachek moved to approve Resolution #21-005, seconded by McGrath. Motion carried unanimously.

Discussion & Action on Amending Fee Structure for Use of Non-Motorized Vessels on City Property – No discussion occurred. McGrath moved to approve the amended fee structure for Non-Motorized Use on City Property, seconded by Neimes. Motion carried unanimously.

Discussion & Action on Special Event Request to have Temporary Intermittent Closures along W. 4th St. from 8th Avenue West to 5th Avenue West on June 27, 2021 for Washburn Challenge Road Race– Dave Wilcox, Petitioner – No discussion occurred. McGrath moved to approval the Special Event Request to temporary closure along W 4th St. from 8th Ave. W to 5th Ave. W on June 27, 2021, seconded by Novachek. Motion carried unanimously.

Discussion & Action on Recurring Special Event Request to Temporarily Close Central Avenue from Bayfield Street to the Alley on Wednesdays from 2:00 until 7:00 Starting June 16 until October 20 for Washburn Farmers Market – Aaron Irmiter, Petitioner – McGrath moved to approve the Special Event Request to temporarily close Central Avenue from Bayfield Street to the alley on Wednesdays from 2:00p until 7:00p, from June 16 to Oct. 20 for the Washburn Farmers Market, seconded by Maziasz. Maziasz stated that she spoke with area residents, and they were supportive of the event and location. Motion carried unanimously.

Discussion & Action on Approval of Annual Alcohol License Renewals – McGrath moved to approve the Alcohol License Renewals, seconded by Novachek. Motion carried unanimously.

Adjourn – Mayor Motiff adjourned the meeting at 8:57PM.

Tony Janisch, Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30pm

Committee Members Karen Spears-Novachek & Mary McGrath reviewed monthly expenditure vouchers.

6

CITY OF WASHBURN
PUBLIC HEARING TO APPROVE LIST OF REAL PROPERTIES FOR SALE

A public hearing will be held at the regularly scheduled monthly City Council Meeting, Monday, April 10, 2023, 5:30 P.M., City Hall, 119 Washington Ave., on the update to the listing of properties “for sale” by the City of Washburn.

Any interested individual may contact the Washburn City Hall, 119 Washington Avenue, on Tuesdays through Fridays from 10:00AM – 4:30PM, or call 715-373-6160 x#4, to review or obtain further details and/or a copy of the listing. For additional questions, please call the City Administrator at 715-373-6160 Ext. 4 or e-mail at washburnadmin@cityofwashburn.org. The proposed listing is as follows:

Lot 2 (portions thereof) – Tax ID 32479 – 50 Acres (approximate) Zoned – Light Industrial

Lot 23 (portions thereof) – Tax ID 37334 – 1.8 Acres Zoned Downtown Commercial

Lots 43-48 – Tax IDs 37054, 37055, 37056, 37057, 32612, 32607 – Approximately 8 Acres Zoned Mixed-use Waterfront

Lot 49 – Tax ID 38430 – 3.89 Acres Zoned Single Family Residential

Lot 52 – Portion of Tax ID 32922 - .09 Acres just north of proposed Holman Lakeview Drive Reroute east of intersection with 8th Avenue West

Scott J. Kluver, Administrator

Publ: Ashland Daily Press – Box Ad – March 24, 2023

March 16, 2023

CITY OF WASHBURN PLAN COMMISSION MEETING

5:30PM Washburn City Hall

DRAFT

COMMISSION MEMBERS: Dave Anderson, Felix Kalinowski, Michael Malcheski-(Zoom 5:36pm), Mary Motiff, Leo Ketchum-Fish(5:35pm), Matt Simoneau(Zoom), Nicolas Suminski

ABSENT:

MUNICIPAL PERSONNEL: Scott Kluver-City Administrator, Tammy DeMars-Treasurer/Deputy Clerk, Max Lindsey-City Attorney

Meeting called to order at 5:30 pm by Motiff, attendance as recorded above.

Approval of Minutes – February 16, 2023 Minutes – Motion by Suminski to approve the minutes of February 16, 2023, second by Anderson. Motion carried 5-0.

Discussion & Action on Development Application From DGI-Washburn, LLC for Dollar General Retail Store At 1047 W. Bayfield Street, Tax ID 36169 – Geno Carlson, Petitioner/Agent – Jim Lundberg representative for petitioner in attendance, along with Todd Platt, and Ed Fisher Via Zoom . Kluver gave a brief outline of his review process and what the Commission should be basing their decision on. It was decided to do the review and discuss before making a motion. **Site Plan Review** 1) Effects of the project on traffic safety and efficiency and pedestrian circulation, both on-site and off-site; *Entrance area is off 11th Ave. West, this will allow parking on two sides of the structure, along with the space necessary for stormwater detention and landscaping. The entrance on Bayfield Street will be eliminated.* 2) Effects of the project on the natural environment; *No known detrimental effects.* 3) Effects of the project on surrounding properties; *Anticipated increase in parking/traffic but nothing beyond reason for a commercial district.* 4) Compliance with the site design principles enumerated in s. 8-163; *Project does not appear to be in conflict. The loading area is at the rear of the paved area near the enclosed dumpster and has a hashed area in between the parking area, but it is not otherwise separated.* 5) Compliance with the design principles for parking lots enumerated in s. 17-3; *One 1 space for each 300 square feet of gross floor is required. Based on the submitted drawing of 10,640 square feet, 36 parking spaces are required and 36 spaces are provided including the required handicap spaces (2).* 6) Compliance with other applicable requirements contained in this chapter; *All setback and general provisions are complied with. Impervious surface is at 47.2% slightly below the maximum allowed of 50%. The revised outdoor lighting plan submitted, along with the specification of the fixtures used shows that there will be six of the QubePak Regal 3 lights at 37 Watts. In addition, there will be a parking lot light with two of the Dorado XLR fixtures at 148 watts, minimum light for the parking lot will be achieved. This is in the Zone 2 lighting district and maximum allowed lumen for the property is 69,000 total, total lumens to be 48,486. The landscaping plan as depicted on sheet L1.0 meets the requirements for street frontage, building foundation, parking lot and lot interior landscaping requirements.* 7) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law; *No other known factors.* **Plan of Operation Review;** 1) The nature of the land use with regard to the number of employees, nature and extent of truck shipments to and from the site, hours of operation, use of hazardous substances, and other operational characteristics; *There are none know.* 2) The nature and extent of anticipated positive and negative effects on properties in the area; *Unknow.* 3) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed land use; *There are no known negative effects.* 4) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law; *Ketchum-Fish questions the size of the bldg., as it's over 10,000 sq feet and the intent of the cottage commercial is for small scale business of 5,000sq fee or less. Kluver and Lindsey, explains this is not a hard and fast rule and since the overall size of the bldg. does not go over the allowable size on a lot it should not be used as a deciding factor. No other factors were discussed.* **Architectural Review;** 1) Excluding residential buildings and Industrial Zoning Districts, all building exteriors facing a street, not including an alleyway, shall have at least 50 percent of the street face constructed with brick, decorative masonry, glass panel, or other appropriate similar finished façade as may be approved by the Plan Commission. Such brick, masonry, glass, or other decorative facing shall extend for a distance of at least 25 feet along the sides of the structure that do not face a street or at least 25 percent of the that side wall distance, whichever is greater. *The south and west elevations, street facing, are at least 50 percent decorative masonry, the north and east elevations are at least 25 percent decorative masonry.* 2) Outside of Industrial Zoning Districts, the appearance of any buildings with a front elevation or any building elevation facing Bayfield Street of more than 750 square feet in area shall be divided into distinct planes of 500 square feet or less. The following design features can be used to meet this provision (1) canopies or awnings; (2) arcades; (3) porches; (4) vertical wall offsets having a minimum depth of 8 inches and a minimum width of 10 feet; (5) horizontal offsets having a minimum depth of 2 feet; (6) pilasters having a minimum depth of 8 inches, a minimum width of 12 inches, and a minimum height of 80 percent of the wall height; (7) recessed areas for entryways and the like having a minimum depth of 8 inches; and (8) other suitable multidimensional design features. *The front façade exceeds 750 square feet, but the front entrance area is recessed at least 8 inches for over 10 feet. This will create three distinct planes under 500 square feet, except the sign will have to be downsized to fit within the center plane.* 3) On any building on Bayfield Street, the front entrance of a building shall be encouraged to face Bayfield Street. When that does not occur, the Bayfield Street Elevation shall have the same, or similar, materials and designs as the front entrance of the building. Except for one or two-family residential buildings, when a building rake elevation faces Bayfield Street the roof line must be hidden behind the façade facing Bayfield Street. *The main entrance does face Bayfield Street.* 4) Oversized fenestration elements which tend to create a monumental scale shall not be used unless specifically required by the type of building or relationship to its surroundings. *The windows/doors on the front do not appear to be oversized.* 5) Building entrances must be clearly recognizable from parking lots and pedestrian circulation routes. *Entrances are clearly recognizable.* 6) Rooftop mechanical equipment shall be positioned

so it is not readily visible from a public street or an abutting property in a residential zoning district or in a planned development district that allows residential uses. Rooftop mechanical equipment may be placed in an enclosure or screened from view provided such enclosure or screening is used as an element of the building's architecture. *Rooftop HVAC units are present on the structure and are placed on a line near the center of the north/south elevations, and the slope of the roof helps to block the visibility from the west. The trees on the east are not acceptable screen. Plan Commission added condition if visible, they will need to be screened.* 7) Fencing shall complement the appearance of buildings onsite. *Fencing is placed around the dumpster enclosure. It is made of wood slats with gaps as depicted on sheet C6 of the plans.* 8) The exterior building materials of an accessory building shall be the same as or similar to those used on the principal building. *No accessory building is proposed.* 9) Overhead doors shall not face a public street. The Plan Commission may permit overhead doors to face a public street, but only when it has made a finding that there is no feasible alternative location for such doors. Consistent with the requirements in Article 7, the Plan Commission may approve a special exception to allow an overhead door to face a public street when there is no feasible alternative. *No overhead doors involved.* 10) HVAC (heating, ventilating, air conditioning) equipment shall be screened from view. No HVAC shall create a noise level of more than 50 decibels as measured on a dB(A) scale at the nearest existing adjacent residence. *The HVAC equipment is located on the roof and is screened per item six of the architectural standards. The decibel level of the HVAC equipment is projected to be less than 50 decibels on the weighted scale, at the property line.* 11) When trash, garbage and recyclable materials are stored out-of-doors, such materials shall be concealed or suitably screened from public view. A brick or stone wall, wood fence, chain-link fence with slats, and/or landscaping shall be used to totally obstruct vision into the storage areas. Any wall, fence, and gate, and/or vegetative screening shall be installed or erected to a height at least 1'- 6" above the highest point of the dumpster as generally depicted below. *An outdoor garbage enclosure is located at the rear of the parking lot on the west side. The enclosure will be constructed of wood slats with gaps as depicted on sheet C6 of the plans.* Conditions Imposed: *If HVAC is visible from any street, it must be screened from view, sign above entry must be downsized to comply with the second architectural standards keeping at or below the 500 sq ft planes.* **Change of Topography Review;** Evaluation criteria was addressed by the petitioner as follows; 1) *Overall drainage patterns will be maintained (Erosion Control/Storm Water Management Report on file).* 2. *Neighboring properties will not be impacted by constructions efforts.* 3) *Limited wetland fill will occur onsite (<10,000s.f); permit application will be submitted to DNR.* 4) *Treed areas of lot will be maintained & undisturbed as much as possible (Layout Plan was attached).* 5) *Grading design does not promote standing water (Grading Plan was submitted).* 6) *Fill will be placed within the site as required for construction; site boundaries will not be negatively impacted.* 7) *Slopes will be reinforced with erosion control measures (Erosion Control Plan on file).* 8) *Lot is zoned C-1 with General Retail Sales listed as permitted use.* All criteria are addressed satisfactorily. Anderson moves to approve the four plans as reviewed with the conditions that if the HVAC equipment on the roof is visible from the street they must be screened and the sign on the front of the building will need to be fit within the entrance plane as stated in the architectural review # 2, seconded by Kalinowski. Discussion on asking them if they would consider using different types of material other than metal. The response was it would be a challenge and they could not agree to redesign the building. They have already incorporated more into this store than most because of the zoning standards. They would like open around November 1, 2023. Anderson moves to open floor, second by Ketchum-Fish. Motion carries 7 to 0. Jenifer Maziasz, 26 E. 3rd Street, speaking as a resident and Council member thanks the developers for their excellent job and details on the plan, but ask that they consider the fact that this is the entrance to the city and even some smaller upgrades such as some decorative lights would be beneficial to the community. Suminski moves to close floor second by Anderson. Motion carries 7 to 1. Ketchum-Fish states this plan meets the very minimum, but still feels the intent of the code is to only allow business 5,000 feet or less. Motiff ask if they could consider a different color other than the proposed brown. Todd states they could explore the color combo along with the decorative lighting but could not make any guarantee. Motiff ask for vote on the original motion. Motion carried 6 to 1 with Ketchum-Fish opposed.

Discussion and Recommendation of City Property Inventory and Land "For Sale" List – The property inventory list has been reviewed by the other committees and two comments were received. First, the Parks Committee questioned if there has been any environmental impact study on Lot 2 as that is zoned industrial and has steep ravines. The answer is no environmental study has been done. There was a plan created as to how to make buildable parcels in that are which keep the ravines intact. If the parcel is sold, at that time depending on what was going to be built, the City could require a study if they felt it necessary. Second, the comment Harbor Commission on Lot 48 have no objection to it being on the list, they do object to the current zoning of the property and will be requesting the City Council to take the necessary steps to re-zone the property for indoor boat storage. Ketchum-Fish ask how the zone could be changed since the Plan Commission has already denied the request, it was explained they have the right to ask the Council to do so during their Comprehensive Plan public hearing, prior to the adoption of the Plan. Motion by Ketchum-Fish to recommend approval of the City property inventory and land sale list, seconded by Anderson. Motion carried 7 to 0.

Motiff adjourns the meeting at 7:33PM.

Respectfully Submitted,
Tammy DeMars
City Treasurer/Deputy Clerk

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 Plan Commission Members
From: Scott J. Kluver, ^{SK}Administrator
Re: Property Inventory and "For Sale" List Review and Recommendation
Date: March 7, 2023

The property inventory list changes have been reviewed by the other Committees of the City and the staff. Two comments have been received.

The first comment is from the Parks Committee wondering if there has been any environmental impact study that has been done on Lot 2 as that is zoned industrial and has steep ravines. The answer is there has not been such a study done to my knowledge. In the past there was a plan that was created as to how to make buildable parcels in that area which sought to keep the ravines intact, but that was the only activity that I am aware of.

The second comment is from the Harbor Commission on Lot 48 at the intersection of Central Avenue and Harbor View Drive. While the Harbor Commission does not have an objection to Lot 48 being on the list, they object to the current zoning of the property which is not supportive of the Marina. The Harbor Commission will be requesting that the Council take the necessary steps to re-zone the property for indoor boat storage.

The Plan Commission can now take action on the proposed changes to the list, given the comments above. Once the final list is recommended, a public hearing will need to be noticed prior to final action by the Council. Please let me know if you have any questions regarding this matter.

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



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

To: Committees and Department Heads
From: Scott J. Kluver, Administrator
Re: Review of Property Inventory and "For Sale" List
Date: January 24, 2023

Periodically, it is necessary to review the City property inventory and "For Sale" list. Enclosed you will find a copy of the current property inventory map, a copy of the proposed property inventory map, a memo outlining the changes, and other documents related to the proposed changes, and the ordinance outlining the process.

This is your time to speak up. If you do not like something or want to recommend a change, please let me know by March 6, 2023. Any of your comments will go to the March 16 Plan Commission meeting for consideration.

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 Plan Commission Members
From: Scott J. Kluver, Administrator
Re: Review of Property Inventory and "For Sale" List
Date: January 11, 2023

The time has come to review the property inventory and "For Sale" list. While this is supposed to be done every year, about every other year has been sufficient. There have been a few changes with properties being added and subtracted from the inventory. The current map is dated May 21, 2021. The new proposed map is dated December 22, 2022. The differences between the two are as follows:

Lot 2 – A little smaller as a portion of this property was sold.

Lot 24 – This property was sold as part of a land swap in that area. Lot 25 will need to have a small adjustment that is not yet indicated.

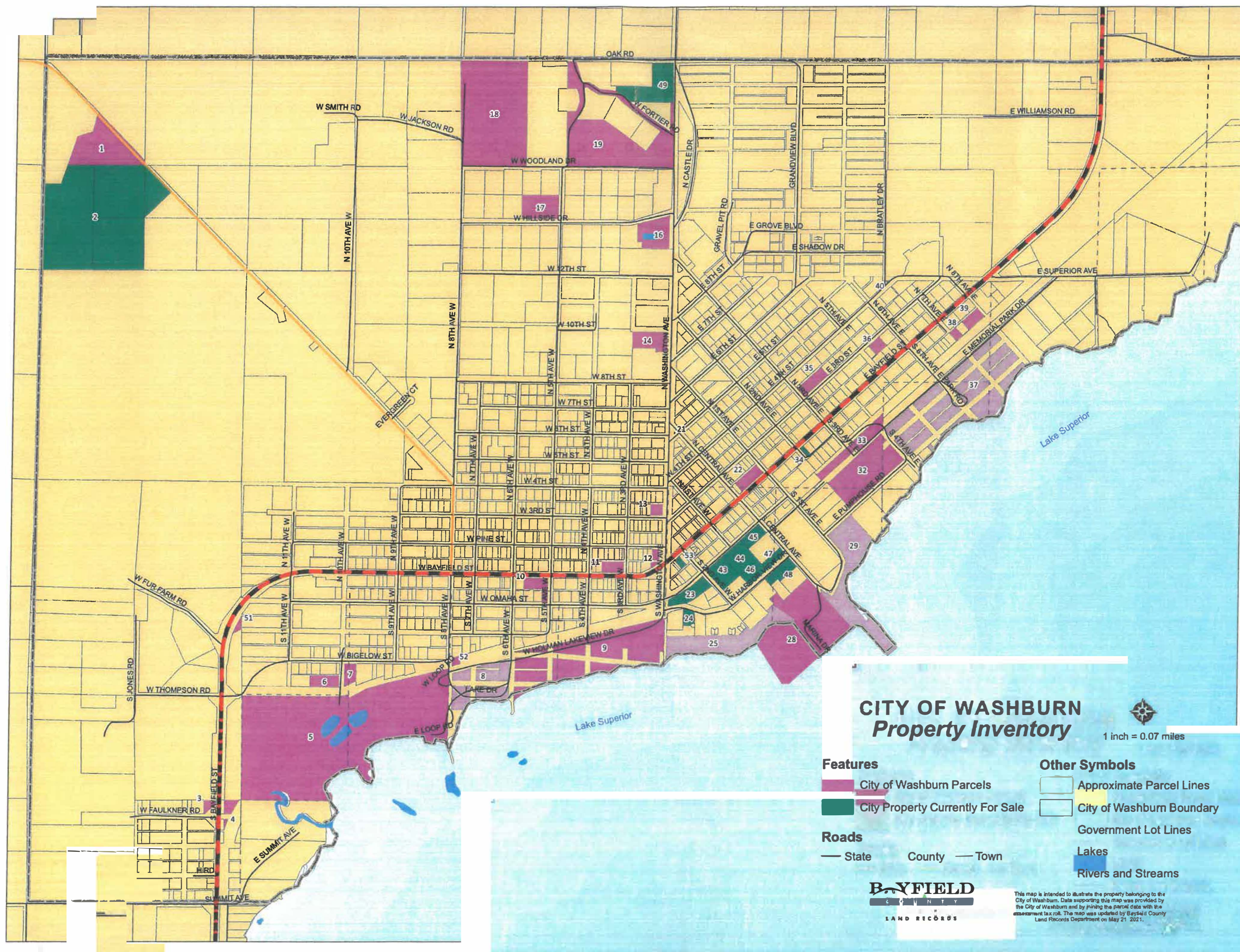
Lot 33 – This property was expanded as a donation to the City. It is part of the old railroad grade and recreational trail.

Lot 34 – Is in the process of being sold.

Lot 52 – Change color from purple to green to add to "For Sale" list. A portion of lot 52 has been used to reconfigure the connection of Holman Lakeview Drive with Bigelow St. This is part of the detour route for the STH 13 project in 2024. The remainder of the lot is desired to be transferred to the adjacent property owner. A draft certified survey map is included to show the proposed reconfiguration of the lot. On that map "Parcel 1" would be the portion that would be added to the "For Sale" list.

Lot 53 – (Brokedown building) has been sold.

Please let me know if you have any additional proposed changes to the listing. This list will need to be distributed to the other committees and department heads for comment prior the Plan Commission making a final recommendation. After that, a public hearing will be held along with a vote by the Council.



1 inch = 0.07 miles

This map is intended to illustrate the property belonging to the City of Washburn. Data supporting this map was provided by the City of Washburn and by joining the parcel data with the assessment tax roll. The map was updated by Beysell County Land Records Department on May 21, 2021.

BAYFIELD COUNTY CERTIFIED SURVEY MAP NO. _____

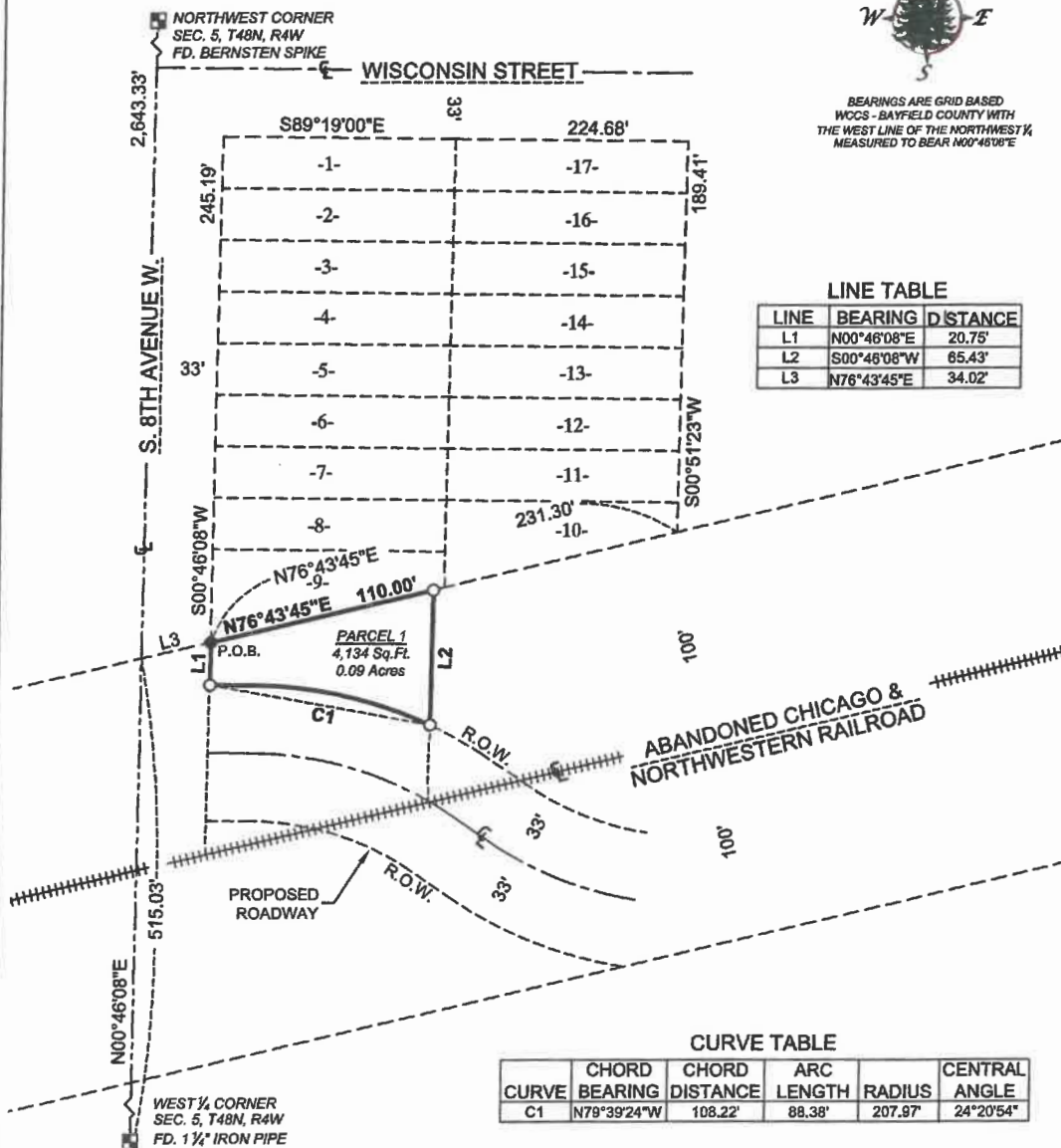
A PARCEL OF LAND LOCATED WITHIN THE ABANDONED RAILROAD
RIGHT OF WAY, LOCATED ADJACENT TO LOT 9, BLOCK 3 OF THE
ORIGINAL TOWNSITE OF WASHBURN, SECTION 5, TOWNSHIP 48
NORTH, RANGE 4 WEST, CITY OF WASHBURN, BAYFIELD COUNTY, WI.



BEARINGS ARE GRID BASED
WCCS - BAYFIELD COUNTY WITH
THE WEST LINE OF THE NORTHWEST 1/4
MEASURED TO BEAR N00°46'08"E

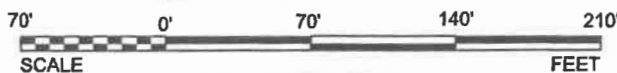
LINE TABLE

LINE	BEARING	DISTANCE
L1	N00°46'08"E	20.75'
L2	S00°46'08"W	65.43'
L3	N76°43'45"E	34.02'



LEGEND

- - SET 1 1/4" O.D. x 18" IRON PIPE WEIGHING 1.68 LBS PER LIN. FOOT
- - FD. 1" O.D. IRON PIPE



Pine Ridge Land Surveying, LLC.

Professional Land Surveying Services

Value & Quality in a Timely Manner...

PATRICK A. MCKUEN, PLS

1424 1/2 Lake Shore Dr. W.

Ashland, Wisconsin

Phone (715) 682-2969

WWW.PINERIDGESURVEYING.COM

PROJECT NO. C.O.W.23-WASHBURN

SHEET 1 OF 2 SHEETS

BAYFIELD COUNTY CERTIFIED SURVEY MAP NO. _____

A PARCEL OF LAND LOCATED WITHIN THE ABANDONED RAILROAD
RIGHT OF WAY, LOCATED ADJACENT TO LOT 9, BLOCK 3 OF THE
ORIGINAL TOWNSITE OF WASHBURN, SECTION 5, TOWNSHIP 48
NORTH, RANGE 4 WEST, CITY OF WASHBURN, BAYFIELD COUNTY, WI.

Surveyor's Certificate

I, Patrick A. McKuen, Professional Land Surveyor S-2992, hereby certify that I have surveyed, divided and mapped; A parcel of land located within the abandoned railroad right of way, located adjacent to Lot 9, Block 3 of the Original Townsite of Washburn, Section 5, Township 48 North, Range 4 West, City of Washburn, Bayfield County, WI more particularly described as follows:

Commencing at the West $\frac{1}{4}$ Corner of said section; Thence N00°46'08"E along the west line of the NW $\frac{1}{4}$ of said section a distance of 515.03 feet to the intersection with the northerly right of way of the abandoned Chicago & Northwestern Railroad; Thence N76°43'45"E along said right of way a distance of 34.02 feet to the intersection of the east right of way of S. 8th Ave. W. which is the Point of Beginning; Thence N76°43'45"E and continuing along said northerly right of way a distance of 110.00 feet; Thence S00°46'08"W a distance of 65.43 feet to the northerly right of way of a proposed roadway; Thence continuing along said northerly right of way of the proposed roadway 88.38 feet along a curve to the left, said curve having a radius of 207.97 feet, a central angle of 24°20'54" and a chord which bears N79°39'24"W a distance of 108.22 feet to the intersection with the east right of way of S. 8th Ave. W.; Thence N00°46'08"E along said east right of way a distance of 20.75 feet to the intersection with the northerly right of way of the abandoned Chicago & Northwestern railroad which is the Point of Beginning.

That the above described parcel of land contains 4,134 square feet or 0.09 acres.

That I have made this map at the direction of Scott Kluver, Agent for said lands.

That said parcel is subject to any easements, restrictions and right-of-ways of record.

That I have fully complied with the provisions of Section 236.34 of Wisconsin Statutes and with the subdivision regulations of the City of Washburn in surveying, dividing and mapping said parcel.

That this map correctly and accurately depicts the exterior boundaries of said parcel and the division thereof made.

dated this _____ day of _____

Pine Ridge Land Surveying
Patrick A. McKuen
WI PLS S-2992

CITY OF WASHBURN ZONING APPROVAL CERTIFICATE

I, SCOTT KLUVER, CITY OF WASHBURN ZONING DIRECTOR,
DO HEREBY APPROVE THIS BAYFIELD COUNTY CERTIFIED SURVEY MAP

SIGNED: _____
SCOTT KLUVER

DATED THIS _____ DAY OF _____, 2023.

Pine Ridge Land Surveying, LLC.

Professional Land Surveying Services
Value & Quality in a Timely Manner...

PATRICK A. MCKUEN, PLS

1424 1/2 Lake Shore Dr. W.
Ashland, Wisconsin

Phone (715) 682-2969

WWW.PINERIDGESURVEYING.COM

PROJECT NO. C.O.W.23-WASHBURN

SHEET 2 OF 2 SHEETS

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: ^{SSK} Scott J. Kluver, Administrator

Re: Request to Transfer Portion of Lot 52 to Megan Collins

Date: December 1, 2022

As you are aware, staff have been working on the redesign and construction of a new roadway at the intersection of Holman Lakeview Drive and Bigelow Street at 8th Avenue West. This has been part of the detour planning related to Phase 1 of the Bayfield Street Project. As part of this, the City has been utilizing a significant portion of its Lot 52 for the placement of the new roadway.

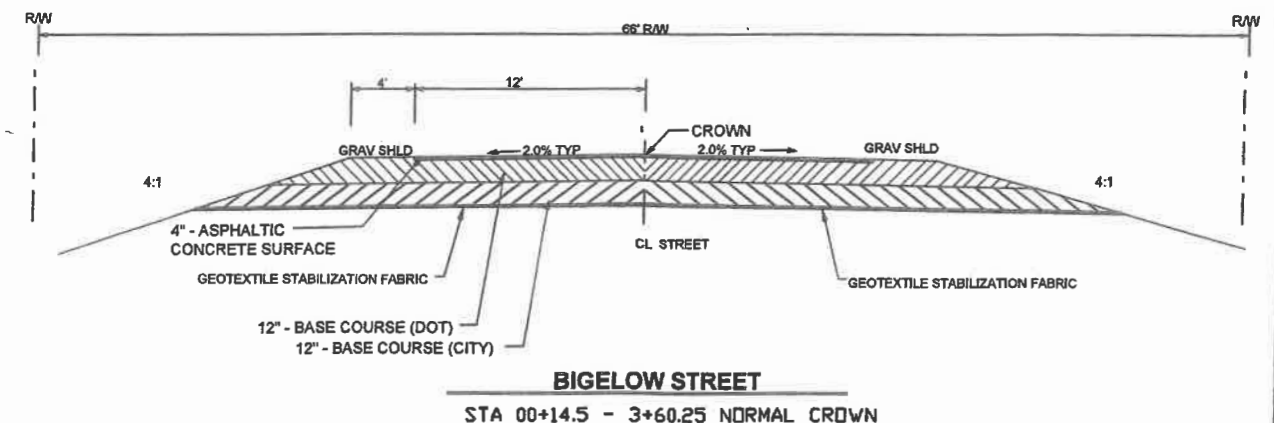
When this area was surveyed prior to the placement of the road, it was discovered that Ms. Collin's home is partially over the lot line. About a foot or two of the deck of the house is actually on City property. You will note the property line stake on the far-left side of the enclosed photograph of the property. This is not Ms. Collin's fault, it is an issue of the proper placement of the home whenever it was built. Ms. Collins, and the previous owners, have been taking care of that property assuming she/they owned it.

Referencing the overhead view from Ayres which also shows the placement of the road being constructed, you will note Lot 52 and the property line which goes through Ms. Collin's deck. There is also a curved line below that which indicates the right-of-way limit of the new road. My rough measurements show that there is about 20 feet between the right-of-way line and Ms. Collin's property line at 8th Avenue, 25 feet between the right-of-way line and the west end of Ms. Collin's deck, and 35 feet at the east end of the deck. It is my recommendation to take the necessary steps to eventually transfer the area between the right-of-way line and Ms. Collin's property line to Ms. Collins. Transferring this area to Ms. Collins will provide the appropriate setback that is needed for the property to eliminate the non-conformity/trespass issue. Staff have no desire to maintain this area after the roadway is completed.

As this location is not on the City's "For Sale" list, the Council should first decide if this is a location that they would like to consider selling/transferring to Ms. Collins. If so, the process outlined in the City's Land Sale ordinance must be followed, and if approved, a parcel will need to be created at least with a meets and bounds description, possibly with a certified survey. This process will take several months to complete. Once it is done and a parcel is created, the City can then act upon the property sale/transfer.

Please let me know if you have any questions related to this recommendation. I will note that costs involved for creating the lot should be borne by the City. While a sale/transfer can not be completed at this meeting, for the record, I am recommending the transfer be considered for minimal/no cost to Ms. Collins.





BIGELOW STREET
STA 00+14.5 - 3+60.25 NORMAL CROWN

DES BY	MCS	PROJ NO	23-1795.00						
DR BY	MGN	DATE	JUNE 2022	NO	DATE	REVISION	NO	DATE	REVISION
CHK BY	AYRES								

BIGELOW STREET
WASHBURN, WISCONSIN



STREET PLAN

Title 3 ► Chapter 6

Sale of City-Owned Property

3-6-1	Findings and Purpose
3-6-2	Definitions
3-6-3	Sale of Listed Properties
3-6-4	Creation of List
3-6-5	Changes to the List
3-6-6	Sale of Property Included on List
3-6-7	Requests for Land Donation
3-6-8	Vacation of Streets and Alleys
3-6-9	General Provisions

Sec. 3-6-1 Findings and Purpose.

The Common Council finds that the sale of real property owned by the City of Washburn is in the City's interests when such lands are properly designated as available for sale and when such sales are carried out in a fashion that promotes the common good. The purpose of this Chapter is to establish comprehensive procedures for identifying real property owned by the City that is suitable for sale and for processing such sales.

Sec. 3-6-2 Definitions.

The following definitions shall be applicable in this Chapter:

- (a) **List of Properties Available for Sale.** The list created and maintained pursuant to this Chapter, and approved by the Common Council, and may be referred to as the "list."
- (b) **Real Property.** Land and any permanent improvements thereon, except that it does not include any improvement sold on the condition that it be removed from City-owned land, and it does not include any parcel within any City-designated business, commercial or industrial park or City-owned residential subdivision for which the City has adopted specific lease or sale procedures, but it does include any transfer to or from the City's Redevelopment Authority and any transfer pursuant to the provisions of Sections 66.1331 through 66.1337, Wis. Stats.

Sec. 3-6-3 Sale of Listed Properties.

The City may sell any real property included on the list. The City may not sell any real property that is not included on the list.

Sec. 3-6-4 Creation of List.

- (a) No later than six (6) months after the passage and publication of this Chapter, the Plan Commission shall recommend to the Common Council parcels of real property to be included on the list.
- (b) In recommending a parcel to be included on the list, the Plan Commission shall take into account all factors relevant to the parcel, including but not limited to the following:
 - (1) The location of the parcel, including the uses of real property near the parcel.
 - (2) The current and past uses of the parcel.
 - (3) The zoning of the parcel.
 - (4) An estimate of the value of the parcel.
 - (5) The potential for future municipal uses of the parcel.
 - (6) Interest expressed in the parcel by potential purchasers.
 - (7) Any special conditions that should be attached to the sale of the property.
- (c) Before recommending that a parcel be included on the list, the Plan Commission shall notify the following departments and shall offer them a reasonable time to file a written objection to the parcel's inclusion on the list. Any department filing such an objection shall state the reason for the objection:
 - (1) Police Department.
 - (2) Fire Department.
 - (3) Ambulance Service.
 - (4) Public Works Department.
 - (5) Harbor Commission.
 - (6) Recreation Department.
 - (7) Redevelopment Authority.
 - (8) Housing Authority.
- (d) The list recommended by the Plan Commission may be modified by the Common Council provided that the addition of any parcel shall be first referred to the Plan Commission for recommendation. The Common Council shall conduct a public hearing on the list prior to a vote on its adoption. The public hearing shall require a Class I notice published in the official newspaper of the City a minimum of ten (10) calendar days prior to the scheduled hearing.
- (e) A current copy of the list shall be posted at City Hall and published no less frequently than once each year in the official newspaper of the City.

Sec. 3-6-5 Changes To The List.

- (a) **Regular Review.** During the second quarter of each calendar year, the Plan Commission shall review the list and recommend any additions, deletions or other changes to the list, using the same factors and procedures as set out in Section 3-6-4. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (b) **Referrals.** The Mayor, Common Council, City Administrator, or the Plan Commission on its own motion may refer any parcel to the Plan Commission for its recommendation as to inclusion on the list or deletion from the list based on the factors as set forth in Section 3-6-4(b). Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval.
- (c) **Requests.** Any party with an interest in purchasing a parcel of real property that does not appear on the list may request the Plan Commission to recommend inclusion of the parcel on the list, based on the factors as set forth in Section 3-6-4(b). The Plan Commission shall provide notice as provided under Sec. 3-6-4(c) before making any such recommendation. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Section 3-6-4(d) prior to a vote on its approval. Any party making such a request shall be required to deposit with the City Treasurer a sum sufficient to pay for the actual costs of considering the recommendation, including but not limited to copy, postage, publication and appraisal costs.
- (d) **Properties Purchased for Redevelopment.** Any property acquired by the City for the express purpose of redevelopment shall, upon acquisition, be placed on the list. A property is "acquired by the City for the express purpose of redevelopment" if the motion or resolution approving the acquisition expressly states that the property is being acquired for a general or specific redevelopment purpose.

Sec. 3-6-6 Sale of Property Included on List.

- (a) **Negotiation Authority.** The City Administrator is authorized to negotiate the sale of any parcel included on the list, subject to any conditions attached to the parcel's listing, and subject to final approval by the Common Council.
- (b) **Establishment of Fair Market Value.** No property shall be disposed of without an appraisal unless otherwise directed by the Common Council. This provision shall not prevent the Council from entering into a sale of property for terms as determined by the Common Council that may include a sale price of less than fair market value.
- (c) **Sale Documents.** The City Attorney shall prepare all documents related to the property disposition.
- (d) **Property Survey.** A certified survey map may be required for any parcel sold or donated prior to closing.

- (e) **Retention of Utility Easements.** If applicable, the City of Washburn will retain all rights and easements for the operation, maintenance, repair, replacement, and extension of municipal utilities across the City-owned property to be sold including the rights of ingress and egress for municipal employees, agents, and contractors and the City Attorney shall insure such rights are retained in all deeds and leases that are prepared and executed.
- (f) **Waiting Period.** No parcel shall be sold less than thirty (30) days after placement on the list pursuant to Sections 3-6-4 or 3-6-5.

Sec. 3-6-7 Requests for Land Donation.

- (a) Any party seeking the donation of municipal lands shall include in its written request:
 - (1) Proof of the tax-exempt status of the party.
 - (2) The reason the land should be donated.
 - (3) The public purpose for which the land is being sought.
 - (4) The intended use for the donated land including the anticipated construction dates, types of services to be offered, the expected number of users of the service, and anticipated neighborhood impact.
- (b) Any request for a donation of City-owned lands shall be referred to the Plan Commission for consideration and recommendation using the same factors and procedures as set out in Section 3-6-4. Any such recommendation shall be referred to the Common Council for public hearing as set forth in Sec. 3-6-4(d) prior to a vote on its approval.

Sec. 3-6-8 Vacation of Streets and Alleys.

Unless the Common Council determines, after receiving the recommendation of the Plan Commission, that the public interest does not so require, the City shall retain utility easements to all vacated streets, alleys and other public ways. Absent such determination, any motion to vacate, and all recorded vacation documents, shall explicitly state that:

"The City of Washburn retains all rights for the operation, maintenance, repair, replacement or extension of municipal utilities within the vacated property including the right of ingress and egress for its employees, agents and contractors, and the benefiting property owner shall be prohibited from creating any improvement, constructing any building or structure, or planting any vegetation that will interfere with this right retained by the City."

Sec. 3-6-9 General Provisions.

- (a) **Severability.** If any section, subsection, sentence, clause, phrase, or portion of this Chapter is for any reason held invalid or unconstitutional, such portion shall be deemed a separate, distinct and independent provision and such ruling shall not affect the validity of the remaining portions of this Chapter.
- (b) **Contravening Ordinances and Resolutions Repealed.** All ordinances or resolutions or parts of ordinances or resolutions contravening the provisions of this Chapter are hereby repealed.

7

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: ^{SK} Scott J. Kluver, Administrator

Re: Bayfield Street Phase 2 Design Amenities

Date: March 22, 2023

So far, the Council has made decisions related to decorative lighting and concrete terrace locations for Phase 2, as well as approved the recommended detour route. Decisions have not been made on turn lanes, bump-outs/crosswalk enhancements, sidewalk extensions, or other decorative features.

On March 9th, two public sessions were held at City Hall to discuss these items and the overall project. Enclosed you will find the results of the questionnaire for those that attended or submitted after viewing a recording of the presentation on our website. It is now up to the Council to decide on these items in order to inform WisDOT of our desires.

Based in the results of the questionnaire and the comments at the meeting, it is my belief that most were in favor of maintaining the right turn lane into Memorial Park, considering extending sidewalk on the north side to Superior Avenue, and considering bump-outs at 3rd and 6th. Other features or decorative options did not have wide support.

Bayfield Street Reconstruction Project - Phase 2



This project will combine efforts with the Wisconsin Department of Transportation and the City of Washburn to reconstruct Bayfield Street, from 2nd Ave. W to Superior Ave. Anticipated construction in 2026 or 2027

Scope of Work

Wisconsin DOT

- Reconstruct roadbed and place new pavement
- New Curb & Gutter where needed

City of Washburn - Utility Upgrades

- Water
- Sanitary Sewer
- Storm Sewer
- Other items to be determined
 - Sidewalks
 - Curb and Gutter as requested
 - Others Amenities

Suggested Improvements

Lane Configuration Options

(6th Ave E)

- Install a Left Turn Lane
- Leave current conditions in place

Pedestrian Crossing Options

(Central Ave 3rd Ave E and 6th Ave E)

- Install Curb Bump-Outs
- Leave current conditions in place

Pedestrian Options

- Sidewalk to Superior Ave
- Intersection Art
- Public Space
- Leave current conditions in place



Bayfield Street Reconstruction Project - Phase 2

Left Turn Lane Options

200' east of 6th Ave E

- Provide a safer driving corridor at Memorial Park entrance
- May choose the no change option



Pedestrian Crossing Options

Central Ave, 3rd Ave E and 6th Ave E

Curb Bump-Outs

- Provide safer pedestrian crossing at Central Ave, to the Athletic Fields and to Memorial Park
- Increase sidewalk winter maintenance



Other Options

Central Avenue

- Intersection or Crosswalk Art
- Close Central Ave north to alley for Public Space



Questions/Comments,

Please call: (715) 373-6160, ext. 1 or 4

Or email: asstadmin@cityofwashburn.org

Opinions on the Phase 2 Bayfield Street Project

March 9, 2023

9:00am - 17 attendees

6:00pm - 14 attendees

online -

22 Surveys returned



Questionnaire:

- 1) Do you favor a left turn lane at 6th Ave E for better access to Memorial Park?
6 A) Yes
13 B) No
- 2) Do you favor the addition of a curb bump-out at the intersections of Central Ave, 3rd Ave. E and 6th Ave E?
3 A) Yes - All three intersections
15 B) Yes, but only one or two. *Please identify location in comments below.*
5 C) No
- 3) Do you favor a sidewalk, at least on one side of Bayfield St, down to Superior Ave?
16 A) Yes
5 B) No
- 4) Do you favor the addition of intersection or crosswalk art at Central Ave?
7 A) Yes
12 B) No
- 5) Do you favor the closure of Central Ave, north of Bayfield St to the alley, for public space?
8 A) Yes
13 B) No

Comments:

Left Turn Lanes

- 1) Would favor if it can be done without widening the highway.
- 2) Not sure it's necessary at this time. (at 6th Ave E for Memorial Park)
- 3) Righthand turn lane coming from City Hall side - Yes.
- 4) Instead make Right turn lane "Turn Only" and arrow on the lane to assist stopping passing on the Right. (at 6th Ave E for Memorial Park)
I do not see traffic backed up when it's coming from Bayfield. Current turn lane going toward Bayfield is enough.
- 5) Yes, only if there is enough space for pedestrians (sidewalk/shoulder).
- 6) 6th Ave. E, right turn lane only. No passing lane.

Bump-outs

- 1) Central Ave. sees too much truck & trailer traffic to install bump outs, as much as I'd personally like it. 3rd Ave E. would be good to have one for families and kids going to the ball fields & skating rink. 6th Ave E., maybe contingent on the housing project going forward, but still may not be necessary other than to slow traffic as identified at meeting. Plus, a better marked right turn only lane.

2) I favor bump-outs but not turning lanes. This combination will slow traffic down and emphasize that pedestrians are higher priority. This is important for three reasons. 1) The safety issue with people passing on the right is real and should be considered as more of a need than a want. Painted arrows on road surfaces will not be visible for much of the year due to snow. Signs "No passing on the Right" could have some effect, but their messaging will be superseded by what the design of the road encourages drivers to do. Less turn lanes and more intrusive sidewalks will send a visual message to drivers that says, "Drive slowly. Do not pass EVER. Pedestrians are present." And they can't pass on the right if the lane is blocked by a bump out. If we don't do a structural change like bump-outs to address the safety of passing on the right, an alternative solution to our safety issue needs to be proposed. 2) In the past few years we have put more investment into promoting Washburn as a tourist destination. We also have a blossoming arts scene and in the coming years may find ourselves with an identity as a place for the arts which could potentially become an important part of a long-term economic plan (come for the arts, stay for the food and night life). Our roadways should support the idea of slowing down and observing the town, and of giving the town the appearance of someplace where people stop, get out, and walk. Bump-outs and less turn lanes, which will also leave more parking, will send that message to tourists: slow down, stop, walk out town. 3) The city continues to make improvements toward the end of getting our residents outside in physically active, nature-friendly pursuits. The coal dock improvements, plans for West End Park, additional campground space, outdoor exercise equipment, brownstone trail... we need to stay consistent with the direction we're taking with these other projects by taking this opportunity to prioritize walkers and bicyclists over drivers.

3) Central Ave. only

4) On the west side of Central (corner of The Club).

5) Central only.

6) Bump outs narrow the turning radius that will hinder trucks going to businesses.

7) Instead put crosswalk lanes at 6th Ave. E, currently no crosswalk and right turn only lane as stated above.

8) Instead of bump outs, restrict parking on street by cross walks so that pedestrians are more visible when crossing streets. I think bump outs will create lots of problems for plowing snow. Plows will hit the bump outs and will end up with broken concrete at curbs. A nice idea for warmer climate areas, but not northern Wisconsin.

9) Bump out: only on Central Ave. Other traffic calming measures should happen at the other intersections, such as clearly marked crosswalks, and signs that it is law to stop for pedestrians. Also, if pedestrians are a focus for the 6th Ave. E crossing then the speed should drop to 25 mph. Car typically don't stop for pedestrians at 6th, while they might closer in to the center of town.

10) Bump out at Central Ave. I know this will bottleneck traffic, but lots of people cross here, so traffic needs to slow down anyway.

11) No bump out on Central Ave. Yes bump out at 3rd. Yes bump out at 6th Ave. E, plus a crosswalk and lower speed limit to slow traffic there.

12) I favor one-sided bump outs at Central Ave. The bump out could be placed on the East half of the intersection, which would provide safety for pedestrians, while not having bump outs on the west side would accommodate trailering and reduce winter maintenance efforts and cost. Other locations could have paint on road or signage.

Sidewalks

1) If trees are cut down on the terraces, we need to replace for shade and aesthetics.

2) Prefer to encourage pedestrians to use Memorial Park parkway and lake walk. If it must happened: a) should be on northside; b) designed carefully to maintain wooded look and experience on the eastside; c) should remove zero trees; and d) city should do snow removal due to large snowbanks from road crews; e) avoid enlargement of road and urbanization, and protect current natural & forested beauty of the eastside.

3) Not absolutely necessary, but I would personally like it. (sidewalk to Superior Ave.)

4) We are not able to maintain the sidewalks we have, nor have the finances or political will to do so - why add more?

5) Sidewalks are really a must for walkers along the highway! But emphasis on snow removal from all Washburn sidewalks would help with us walkers walking in the streets. This is my opinion. My husband disagrees. So I digress. He will always walk in the streets, he says.

6) This would be very handy for walkers and also bikers. Sidewalks should be a priority before spending money on curb bump outs or crosswalk art.

7) One side, north side.

8) Prefer one side.

9) I favor walkability. This winter, some people walk on the shoulder on Bayfield St., as it is well-plowed. Sidewalks may make it more comfortable for more pedestrians, but there is the risk of sidewalks not being cleared of snow in the winter or more slippery than the road. Maybe a continuous sidewalk should extend where there is not enough shoulder to walk on, then end the sidewalks but leave a wide empty shoulder for walking.

10) The city has many sidewalks in poor condition. The city should focus on fixing/maintaining what we already have rather than adding new sidewalk, especially along a busy road. I would support one on one side to 3rd St. E. Sidewalks should be focused off of Bayfield St. once out of the downtown area.

Central Ave. Intersection/Crosswalk Art

1) Please maintain white painted crosswalks.

2) Especially if grant funded.

3) Not on pavement but some art that can be seen year-round is needed.

4) Too expensive to maintain. NO to the poetry sidewalks - too much expense & maintenance. NO to the colored concrete on street terraces.

5) Yes, if it can be maintained.

6) Perhaps re-design to make more attractive and easy to close for events, but not all the time.

7) I highly support the arts and think we should make it s focus of a longer-term city plan. But when it comes to the highway and sidewalk project I must speak in the name of practicality. We already have a crisis with sidewalk maintenance. We should not be talking about anything that will require an even higher maintenance budget in the future. Crosswalk art has half the longevity of regular sidewalks and roadways. It would look nice for 3-6 years, for only about 6 months out of each of those years because it would be covered with snow the other half. After that it would start to look faded, plow-scraped and worn, and become an eyesore instead of an improvement. There are other ways we could incorporate poetry and arts throughout the community without building them into our utilities.

8) Street infused art - if we have funds to maintain this & all the other wonderful amenities we "could" have - I'd say great! We need to focus on basics and get our financial situation stabilized. What we "hope" to do and are doing is not sustainably fiscally.

9) Consider hanging 4 sidewalk "squares" with poetry imprints (limited number, fewer maintenance issues). Businesses or residents could opt to have the poem be in front of their location, in the sidewalk, and approve the poem or poems (could be on 4 sides/corners of Central Ave. intersection). Write grant (CBAC, WFOP, Wisconsin Arts Board) to fund imprints (four). Keep poems short to limit cost. Use local poets or local selection of poem lines.

10) I like the idea

Central Ave. Closure

1) Yes, if parking alternatives don't cut any trees. Currently what is the process to get barricade permits? Can you do it frequently?

2) The Club and Museum need the parking.

3) As much as I'd love a plaza, this street sees too much traffic and has too much parking to cut off.

4) It should be allowed to be closed for events, such as Farmers Market or other community events.

5) Only if you can find more parking without cutting trees.

6) If could address parking issues raised by The Club.

7) This street needs to stay open for access to The Club and also for boaters down to the marina.

8) Although I park frequently on Central Ave., more public gathering space is needed to make Washburn a place people want to stop and visit (and live).

9) Yes, if there is a plan for how to use it. Should be used for more than just the farmer's market.

10) Yes, I'm not strongly favoring this, though. There are good reasons for keeping it open as well.

Other

1) I am for any improvements to make crossing streets safer. I would like to see flashing lights at crosswalks.

2) Suggestion: create a bike path on Bayfield Ave.

- 3) We would favor extending the 25 mph speed limit on Bayfield St. to Superior Ave.
- 4) I do think a dedicated right hand turn lane in front of the Time Out would be a good thing to assist tourist, boater, fishing people, ice-fishing, snowmobiling. This is a major draw & does cause back-ups there.
- 5) Right Turn only lanes at both intersections, in front of Time Out restaurant and into Memorial Park.
- 6) While DOT is doing this work, please petition them to lower the speed limit to 25 mph at Superior coming from the East and slowing down to 45 mph at the curve instead of 55 mph.
- 7) I like the idea of planters for summer beautification, if trees are out of the question.
- 8) Tree near mailbox on 7th Ave. E/Hwy 13 - I am requesting to pull down this tree. It is very hard to see around, especially in winter.
- 9) My family favors keeping as many trees as possible, especially the 100+ year old tree at the corner of Bayfield St./Hwy 13 and 7th Ave. E.
- 10) No to concrete terraces. Tree City ?!

8

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 *SK*

Re: Contract Amendment for Marina Management Inc.

Date: March 23, 2023

At the last Harbor Commission meeting, a recommendation was approved to allow for a “compilation” of financial statements for the Marina fiscal year which ends (ended) March 31st. This would be used as opposed to a “review” for just this past fiscal year. The contract currently calls for a “review” (Section 9 enclosed).

What is the difference between a “review” and a “compilation?” Essentially, a compilation is using and organizing the financial report based solely on the information that is provided. There is no testing or questioning of any of the figures. A review has some degree of testing and scrutiny of the information that is provided.

So why is this an issue? The “auditing world” continues to get more complex. Certified Public Accountants (CPAs) need to get certain amounts of training to complete reviews and audits. Many of them are finding that it is not worth the extra expense to them and are getting out of the business. This is what has occurred for Marina Management Inc., that has reviews done every other year. There are fewer people able to do it, especially in this area, and when you do find someone it is far more expensive. What is normally a cost of just a couple thousand, is now three times more expensive for Marina Management, Inc. The City has observed this phenomenon when it comes to audits as well.

While a review could be done by a firm outside of the area for Marina Management Inc., it will be more expensive and require a two-year commitment. The intent of the recommendation is to make an exception on the “review” requirement only for this year to allow for more time to seek options for the future. Please let me know if you have questions related to this request.

Scott Kluver

From: Scott Kluver <washburnadmin@cityofwashburn.org>
Sent: Friday, January 20, 2023 8:48 AM
To: 'crbroberg@centurytel.net'; 'Michelle Shrider'
Subject: Compilation or Review
Attachments: SKM_C36823012008350.pdf

Carl and Michelle,

In looking at the agreement and what the expectation is on "Exhibit 4", I believe that a "review" is what is expected. If we would want to change that, the agreement would need to be modified and require approval from Marina Management, the Harbor Commission, and Council. If we are just changing who is doing the review, Marina Management and Harbor Commission would just need to agree on the CPA.

Scott J. Kluver
City of Washburn

From: xerox@cityofwashburn.org <xerox@cityofwashburn.org>
Sent: Friday, January 20, 2023 8:36 AM
To: washburnadmin@cityofwashburn.org
Subject: Message from KM_C368

9. Fiscal inspections and audits. The Harbor Commission shall have the right, upon reasonable notice, to inspect the Management Company's books and financial records. The Harbor Commission shall conduct an annual review of operations by a mutually agreed upon certified public accountant under this Agreement. The scope and standards for such reviews are set forth in Exhibit 4 attached hereto. The cost of such reviews shall be included in the operating expenses of the Marina and shall be included as a Marina expense under sec. 7(e). The Harbor Commission may, at its own expense, commission a special audit of operations under this Agreement. The Management Company will cooperate with all such inspections, reviews, and audits.

10. Physical plant inspections. The City and Harbor Commission shall have the right at any reasonable time to inspect the physical plant managed by the Management Company. The Management Company shall provide a summary report annually of the condition of the physical plant. This report will be reviewed by designated members of the Harbor Commission with a physical inspection of such.

11. Indemnity.

(a) **Management Company's indemnification of City.** Management Company covenants at all time to indemnify and save the Harbor Commission and City harmless from any and all loss, liability, cost or damages (not including operating losses) that may occur or be claimed after the date of this Agreement with respect to any person or property within the "Lease Boundary" (as modified pursuant to sec. 3) or to the physical assets of the City under the Management Company's management, resulting from any act done or omission by or through the Management Company, its agents, employees, invitees, or any person on the premises by reason of Management Company's use or

March 29, 2012

To Marina Management, Inc.
Michelle Shrider, General Manager
1 Marina Drive
Washburn, Wisconsin 54891

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

- 1) We will review the balance sheet of Marina Management, Inc. as of December 31, 2012, and the related statements of income, retained earnings, and cash flows for the year then ended, and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

The objective of a review engagement is to obtain limited assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

You are responsible for:

- a) the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- c) preventing and detecting fraud.
- d) identifying and ensuring that the company complies with the laws and regulations applicable to its activities.
- e) the selection and application of accounting principles.
- f) making all financial records and related information available to us and for the accuracy and completeness of that information.
- g) providing us, at the conclusion of the engagement, with a letter that confirms certain representations made during the review.

We will conduct our review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A review includes primarily applying analytical procedures to your financial data and making inquiries of company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review does not contemplate obtaining an understanding of the Company's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion regarding the financial statements as a whole.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the performance of our review procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our review procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. In addition, we have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

If, for any reason, we are unable to complete our review of your financial statements, we will not issue a report on such statements as a result of this engagement.

- 2) We will also prepare the schedule reconciling cash transfers to and from the Washburn Harbor Commission to reported revenues and expenses.

You are responsible for making all management decisions and performing all management functions, and for designating an individual who possesses suitable skill, knowledge, or experience to oversee any bookkeeping services, tax services, or other services we provide. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Darryl M. Helenius, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees for these services will be \$2,815. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the work performed. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

dmh Roe Meyer

Acknowledged:
Marina Management, Inc.

General Manager

Date



RE: Financial Review of MM, Inc financials

washburnadmin@cityofwashburn.org

Received: Feb 3, 2023 2:43 PM
Expires: Mar 5, 2023 2:43 PM
From: mattc@chippewavalleybank.com
To: michelle@washburnmarina.com
Cc: washburnadmin@cityofwashburn.org
Subject: RE: Financial Review of MM, Inc financials

Attachments: image001.png

This message was sent using Zix

Good afternoon Michelle,

I have reached out to Ryan for a discussion but we have not been able to connect just yet. I hesitate to give my recommendation before speaking with Ryan, but as it stands right now my recommendation would be reviewed statements versus a compilation. As I understand it, the way this was written up originally, and agreed to by all parties, was to have reviewed financial statements so that there wouldn't be a shred of doubt as to their accuracy. Personally, as I've mentioned previously, I have no doubts as to the accuracy of your numbers, but if the matter ever came under the scrutiny of the public we might have an issue. As you know, it can get touchy when the amount of the management company's incentive bonus is determined by unverified financial statements submitted by the same company.

I will continue to reach out to Ryan. My hope is that he will agree to review the financial statements you provide and give some level of assurance to the Harbor Commission that he checked your numbers and verified as much info as possible, without doing an actual financial statement review, which I know he can no longer do for us. I'll try to pick his brain a little about what a "compilation with notes" is by his definition. I will report back to you as soon as he and I talk.

Thanks,

Matt Crowell

Vice President

NMLS# 1264658

Office: 866-282-3501

Direct Dial: 715-631-7246

Mobile: 715-209-5709

www.chippewavalleybank.com



Institution NMLS# 793029

From: Michelle Shrider <michelle@washburnmarina.com>
Sent: Friday, February 3, 2023 9:46 AM
To: Crowell, Matt <mattc@chippewavalleybank.com>
Cc: Scott Kluver <washburnadmn@cityofwashburn.org>
Subject: Financial Review of MM, Inc financials

Greetings Matt:

I am wondering if you've had an opportunity to contact Ryan Pierce yet to discuss the review versus compilation reports. I suspect that if you have a recommendation one way or the other, the balance of the Harbor Commission will follow your lead. If you feel that a compilation will be adequate after talking to Ryan, I won't contact the firm that I found that will do a review. If you are leaning towards a review recommendation, I will contact them so that I can get in the queue. Thanks!

Sincerely,

Michelle Shrider, CMM

Washburn Marina, Gen'l Mgr.

Marina Management, Inc. Pres.

1 Marina Drive

Washburn, WI 54891

715-373-5050

www.washburnmarina.com

[Live Webcam at the Marina – Click Here](#)

[Join us on Facebook](#)

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9

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: Thompson's West End Park Campground Expansion
Date: March 28, 2023

At the November 14, 2022 meeting, Council approved the Overflow Area for RV campground expansion. At the March 13, 2023 meeting, Council approved camping expansion in the Open Field Area for Yurt camping, as recommended by the Parks Committee.

You will find a proposal from Cooper Engineering to provide more detailed expansion plans, specifications, permitting and bidding documents for RV and Yurt camping along with a year-round bathroom between each of these sites. The City contracted with Cooper Engineering last year to provide the initial RV camping layouts and proposed costs for the various amenities.

The fee estimate for this work is \$73,535. Payment of this fee would need to be approved using the Park Designated Fund, which currently has a balance of \$289,000. Please understand that this would be a chunk of that fund, and there are other projects that have been discussed about using these funds for. The question is if this project is the priority for the use of these funds.

After more detailed plans and updated costs estimates, the City will begin developing financing for construction, along with estimated yearly upkeep & maintenance, management & operation, and a return on investment.

Please contact me if you have any specific question regarding this proposal.



March 24, 2023

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

via email to: asstadmin@cityofwashburn.org

RE: Addendum to Proposal for Thompson's West End Park Campground Expansion
Plans, Specifications, Permitting, Bidding Documents
Open Field Yurt Expansion

Dear Mr. Janisch:

On January 6, 2023 we provided a proposal for engineering services for an expansion of Thompson's West End Park Campground for additional RV and tent sites. This letter proposal expands on the original proposal to include the creation of a camping area east of 6th Ave W and south of W Holman Lakeview Drive. This area was referenced as the "open field" in the feasibility study completed by our office in July of 2022.

It is our understanding that the site will be designed to have a trail system that extends easterly from 6th Avenue West across the ravine to the open field area, this trail system will include a connecting loop for up to 2 parking areas along W Holman Lakeview Drive and an extension down to the existing walking trail along the lake. Areas in the camping expansion will be designated for native plantings and community space, some planting to shield the area from adjacent roads and 4 areas for yurt construction. See attached sketch illustration provided by the City.

The scope for the effort will be same as in our January 6, 2023 proposal letter including survey, design, permitting assistance, plan preparation, and bidding assistance. One added element of the design is to include a pedestrian bridge across a ravine to connect the expanded area with the remaining campground. We propose to prepare plans for the crossing for a pre-engineered and prefabricated bridge installed at a location that provides efficient use of the crossing while minimizes the length needed to cross.

We anticipate additional soils work will be required for the bridge crossing and stormwater management design and estimate an additional \$4,000 for added borings over the original Twin Ports Testing estimate of \$4,800 for soils work. We did not reach out to Twin Ports to provide updated pricing because the location and other structure information is still to be determined. The cost for the soils work is not included in our proposal.

Phone: 715.234.7008
Fax: 715.234.1025
e-mail: info@cooperengineering.net
2600 College Drive, P.O. Box 230
Rice Lake, WI 54868-0230

Mr. Tony Janisch, City of Washburn
Page 2

Our original proposal had an estimated fee for tasks of \$46,990 - \$49,265. Expenses were estimated to be \$1,660 and are in addition to the fee estimated.

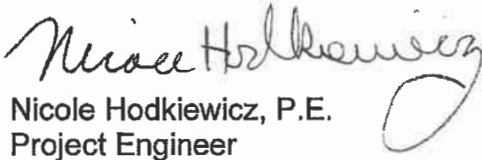
To add in the expanded area, trail, bridge, parking, and utility design we estimate an increase of \$24,270 bring the total design fee estimate to be \$73,535.


The additional expenses related to the increased effort is \$1,370 bring total estimated expenses to \$3,030.

Attached is the original January 6, 2023 proposal, our updated fee schedule, and the sketch from the City of the yurt camping area.

If the proposal is acceptable, we will provide a short form agreement for execution by both parties.

Sincerely,


Nicole Hodkiewicz, P.E.
Project Engineer


Scot J. Balsavich, P.E.
Vice President



January 6, 2023

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

via email to: asstadmin@cityofwashburn.org

RE: Proposal for Thompson's West End Park Campground Expansion
Plans, Specifications, Permitting, Bidding Documents

Dear Mr. Janisch:

Thank you for the opportunity to provide a proposal for additional engineering services for completing plans, specifications, bidding documents, and permits for an expansion of Thompson's West End Park Campground for additional RV and tent sites. Last summer Cooper Engineering completed a feasibility study for expanding the campground at two different locations. You reported that the Washburn City Council approved the expansion at the overflow/group camping area.

The scope of our proposal includes plans, specifications, bidding documents, and permitting for expanding the campground as shown in the feasibility study layout, for the overflow/group camping area, which includes five RV sites, five tent camping sites, a winterized bathroom, and sanitary, water, and electric utilities. You stated that the City would like the plans, specification, and bidding documents on May 1, 2023 so information can be used to apply for a grant for this project.

The following is the scope of our proposal.

1. Site Topographic Survey

A site topographic survey will be completed. An existing conditions map will be created that will detail land features used to design the site. The survey will include topography, utilities, pertinent existing roads and driveways, pertinent existing buildings, and other physical features. This map will be the basis for the construction plans.

Our site survey includes contacting Diggers Hotline to locate existing public utilities and surveying their location in the field. Any information or maps you have for private utilities, including the lift station, will be needed, and incorporated in our existing condition mapping effort and utility design of the campsites.

With winter surveying and the amount of snow this year, we are providing a range for survey of \$6,600 - \$8,875. If the City has areas plowed that will reduce costs, but snow piles in unfavorable places makes the task more difficult.

Phone: 715.234.7008
Fax: 715.234.1025
e-mail: info@cooperengineering.net
2600 College Drive, P.O. Box 230
Rice Lake, WI 54868-0230

2. Site Design

The site design will be based on the concept plan layout for the overflow/group camping area. This design will include five RV sites and five tent sites. A grading design will be completed for RV parking, tent pads, car parking, and picnic table pads that will be accessed from the existing gravel driveway through the area. Grading design will also include the bathroom, an access path, and access to the artesian well at the entry to the campground.

The site plan will also incorporate the stormwater BMPs that are discussed below.

The grading design will match existing grades as close as possible to minimize disturbance.

3. Sanitary, Water, and Electrical Utility Design and Permit Application Submittals

We will design water and sanitary utilities to comply with Wisconsin Department of Health Services (DHS) 178 and submit applications for sewer and water approval to the Department of Safety and Professional Services (DSPS). Water is planned to be provided from the existing watermain at the Well #2 pumphouse. Sanitary sewer is planned to connect to the existing lift station in the campground, assuming, by gravity sewer.

If it turns out that the grades will not allow gravity flow, we will have to investigate alternatives; however, our proposal does not include time for this effort and we would request a contract amendment for an alternative design if necessary.

The electrical utility design will comply with SPS 316 and the National Electrical Code NFPA 70 2017. Where required, plans will be submitted to DSPS for approval. Electrical inspection by an authorized DSPS inspector is required once the electrical installation is completed. Completed Certificates of Inspection will be furnished.

Bayfield County requires a campground plan approval application. We will submit the application as part of the approval process.

4. Wetland Delineation

Based on the DNR Surface Water Data Viewer and field observations, we know there is a wetland between Holman Lakeview Drive and the proposed campground location. That wetland boundary needs to be delineated on the west, south, and east sides so our design has no wetland impact.

The delineation cannot be completed until the growing season starts, which is in conflict with your wish to have the plans done in May. We have a reasonable idea of the wetland boundary and will design the site based on that understanding and confirm the boundary as soon as possible in spring.

5. Stormwater Design and Stormwater Permit Application - City of Washburn

The City's post-construction stormwater management code becomes applicable with a disturbance of 10,000 square feet. This project will exceed 10,000 square feet of disturbance, so the City's stormwater code will need to be met. Because the area is currently used for parking and overflow camping and it is continually maintained (mowed), it appears that it fits into the redevelopment category, requiring 40% TSS reduction with no peak flow reduction, infiltration requirements, or protective area setbacks.

Applications for the stormwater permitting will be submitted to the City.

6. Stormwater Permit Application – DNR

With all disturbance, construction will likely disturb more than one acre of land. If the final design requires a disturbance of over one acre, the DNR post-construction stormwater performance standards must be met.

For redevelopment, the standard is as follows:

- Reduce TSS by 40%

Since we know the City of Washburn code requires post-construction stormwater design of 40% TSS reduction, that design will also meet the DNR requirement. At this point, we will assume that we will have to apply for a DNR stormwater construction permit and have included this cost in our proposal. If the design keeps disturbance under one acre, this task will not be required.

Since the majority of stormwater work will be performed under Task 5, Task 6 is taking the stormwater design and documentation and uploading it to the DNR site.

Our fee for this is \$900 and will not be charged if the DNR stormwater construction permit is not necessary.

7. Construction Plans

We will prepare plans suitable for construction that will include a layout plan, grading plan, sanitary, water, and electrical plans, erosion control plan, stormwater BMPs, and details. The plans will be suitable for bidding.

8. Construction Specifications

We will prepare specifications to accompany the construction plans that will be part of the bidding documents.

9. Bidding Services

The specifications will include bidding documents. We will facilitate the bidding including advertising, answering questions, and opening and reviewing bids. A recommendation will be provided to the City.

This task may be done by the City. If the City would like Cooper Engineering to perform this task, our fee is \$4,650.

10. Soil Investigation

The design of stormwater BMPs requires understanding soil conditions. DNR also requires soil borings or test pits for proper BMP design. Test pits or soil borings with soil classification and a gradation will be required for stormwater design. That information will be used for BMP design and submitted to the City and DNR as design documentation.

An estimate was provided from Twin Port Testing for two soil borings 25 feet deep and providing the required DNR reporting. The estimate for soil boring is \$4,800. This is a separate cost that will be revisited during the design process. This cost is not included in the price of this proposal.

The total estimated fee for tasks 1-9 is \$46,990 - \$49,265. The range incorporates the survey cost range (See 1. Site Topographic Survey)

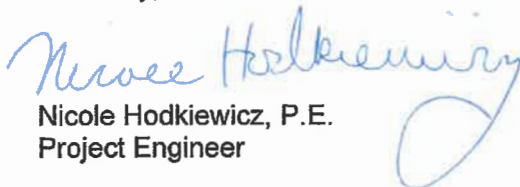
Expenses are estimated to be \$1,660 and are in addition to the fee for tasks 1-19, as shown above.

We propose to complete this work on a time and materials basis and will only charge for the time spent. We will not go over the contract amount without your authorization and will keep in close communication with you on the status of our time spent.

All permit fees will be paid by the City of Washburn. The estimated fees for review agencies are estimated to be approximately \$2,000-\$4,000. We will not know the exact fees until we begin the applications.

We hope we can continue to work with the City of Washburn on seeing this project through bidding. Once you have had a chance to review the proposal, please give us a call and we can discuss it. If you decide to move forward, we can provide you with an engineering service agreement.

Sincerely,


Nicole Hodkiewicz, P.E.
Project Engineer



FEE SCHEDULE

Effective February 5, 2023

Classification	Hourly Rate
Principal	\$190.00
Senior Structural Engineer	\$175.00
Senior Professional Engineer	\$147.00
Professional Engineer	\$126.00
Registered Electrical Designer	\$145.00
Professional Land Surveyor	\$110.00
Staff Engineer	\$110.00
Senior Environmental Scientist	\$115.00
Environmental Scientist I	\$85.00
Senior Technician	\$95.00
Technician II	\$84.00
Technician	\$74.00
Clerical	\$74.00

Expenses and Equipment Fee	
Mileage – Employee/Company Vehicles	Current IRS rate
Direct Expenses	Cost + 10%
Outside Consultants	Cost + 10%
Per diem	\$40/day/employee
GPS	\$35/hour
GPS Hand-Held Unit or Robotic Total Station	\$25/hour
All-Terrain Vehicle	\$100.00/day
UAV System (Aerial Drone Mapping System)	\$450.00/day

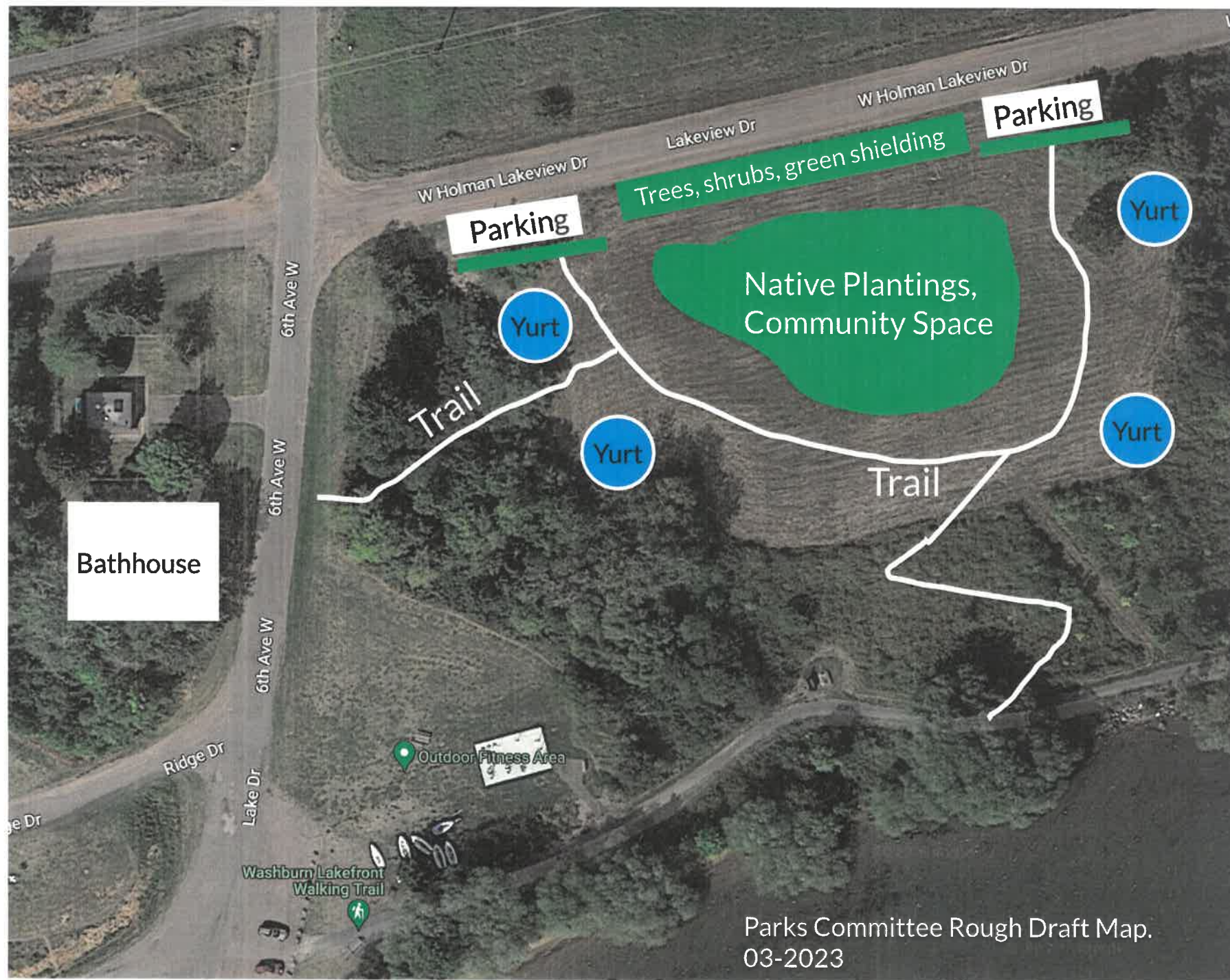
Phone: 715.234.7008

Fax: 715.234.1025

e-mail: info@cooperengineering.net

2600 College Drive, P.O. Box 230

Rice Lake, WI 54868-0230



10

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, ^{SSK}Administrator

Re: Special Event Request – North Coast Car Show

Date: March 22, 2023

Enclosed you will find various request to restrict parking on certain streets for the North Coast Car Show which this year will be held at the Harbor View Event Center. This request has been reviewed by Chief Johnson, and there is no objection.

Along with this will be a request to relax open container on the outside property of the Harbor View Event Center and Inn at Washburn as well as the City owned property on the Omaha Block (Harbor View Drive to Omaha and S. Central Avenue to S. 2nd Avenue West from 9:00 am to 9:00 pm.

There is no change to the request compared to last year.

Please let me know if you have any questions related to this request.

March 19, 2023

To: Mayor Motiff, City Council, and Administrator Kluver

RE: Parking

The 13th Annual North Coast Car Show will be held, Saturday, July 29, 2022 from 9:00am to 3:00pm. As in the past we are asking the city to place no parking signs along the west side of S. Second Avenue to Harbor View Drive and the South side of Harbor View Drive, from second Avenue to Central Avenue. With parking only allowed on one side of the street it will help alleviate any congestion and ensure that all emergency vehicles can get through and pedestrians are able to walk safely.

We would also like to request the use of the city's Omaha Street property for spectator parking, this would allow people to park and then walk down the ATV/Snowmobile trail to the car show.

Thank you for your consideration of our request, and hope you have a chance to come down to the show.

Sincerely,

A handwritten signature in black ink, appearing to read "Tammy L. DeMars".

Tammy L. DeMars

For

North Coast Car Show

March 27, 2023

City of Washburn:

I am requesting permission for open container for the North Coast Car Show to be held on the site of The Harbor View Event Center, Washburn, WI.

The date of this year's event is July 29, 2023. This annual event is a big part of Brownstone Days.

Thanks for your consideration.

Respectfully,

A handwritten signature in blue ink, appearing to read 'J Moberg', is written over the printed name. The signature is stylized with a large 'J' and a cursive 'Moberg'.

Jeff Moberg

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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: Special Event Request – Brownstone Block Party

Date: March 27, 2023

Enclosed you will find a request from the Washburn Chamber related to the Brownstone Block Party on July 28-30, 2023. The requests have been reviewed by Chief Johnson. Do note that open container along Bayfield Street is from alley to alley, and the open container along Omaha Street will include the Omaha property. Please let me know if you have any questions related to this request.

119 Washington Avenue P.O. Box 638
Washburn, Wisconsin 54891
715-373-6160 • www.cityofwashburn.org

Reservations are not deemed valid until the fee of \$25.00-usage and \$25.00-security deposit has been paid at City Hall. The security deposit is refundable upon inspection. The applicant must pick up the security deposit or indicate to staff to destroy.

■ **Conv of Permit Must Be In Possession During Use** ■

Facility Use Requested: *(Check all that apply)*

Memorial Park			Thompson's West End Park			
	Waterfront			Beach		Boat Landing
	East Campground*			Campground *		Fishing Pier
	Open area within circle			Open area south of campground		Overflow area behind boat landing
				Fishing Pier		Pavilion #
				Playground		

Athletic Fields			Jackie's Field	
	Baseball Field			
	Softball Field			Hillside Park
	East Ice Rink			
	Pavilion		✓	Wikdahl Park
			✓	Coal Dock (possibly)
	(Other)		✓	Omaha property

please see attached Request letter.

Date(s) of Use: July 28th - July 30th
Time of Use: From: 7 AM PM To: 5 AM PM
Date(s) of Use: _____
Time of Use: From: _____ AM/PM To: _____ AM/PM
Set Up Date: July 27th Clean Up Date: July 30th

APPLICANT'S RESPONSIBLE PARTY WHO IS TO BE ON-SITE ON THE DAY OF THE EVENT

Name: Melissa Martinez

Cell Phone: 715-292-4562 Home Phone: ☒

Any change, alteration or modification of intended use must be approved by the Common Council. Change of intended use, change in charges and fees, or change in disposition of funds raised may result in cancellation of this permit or a change in municipal fees. Any misrepresentation of your group or use, or failure to comply with municipal rules may result in expulsion from the park, forfeiture of future use and/or forfeiture of all fees & deposits.

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT APPLICANT/ORGANIZATION SHALL HOLD THE CITY OF WASHBURN, ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS HARMLESS FROM ALL DAMAGES, COSTS, OR EXPENSES IN LAW OR EQUITY THAT MAY AT ANY TIME ARISE OR BE SET UP BECAUSE OF DAMAGES TO PROPERTY OR PERSONAL INJURY RECEIVED BY REASON OF OR IN THE COURSE OF USING OR OCCUPYING THE FACILITY.

I and/or my organization, further expressly certify that I and/or my organization will be responsible for any damage or loss sustained to the grounds, building furnishings or equipment occurring, or clean-up required as the result of my and/or my organization's occupancy of the municipal facility.

Print Name Melissa Martinez

Title or Position: Director

Address: 100 W. Bayfield St.

City & Zip: Washburn 54891

Signature: Melissa Martinez

WI Driver's License: _____

Cell
Home Phone: 715-292-4562

Work Phone: 715-373-5017

Fax: _____

e-mail: director@washburnchamber.com

Date: 3/22/23

FOR OFFICIAL USE ONLY

PERMIT NO: _____

Application Reviewed by Common Council (Date): _____ Approved _____ Denied _____

Authorized Signature: _____ Date: _____

Fee	Amount	Date Paid	Receipt No.	Waived By Council?	YES	NO
Facility Deposit	\$			Waived By Council?		
Cleanup Deposit	\$			Waived By Council?		
Pavilion Fee	\$			Waived By Council?		
Campsite Fee Charged	\$			Waived By Council?		
Park Use Fee	\$			Waived By Council?		
	\$					



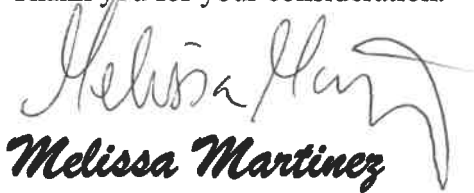
March 22, 2023

Mayor Motiff & Washburn City Council Members,

Please accept this communication as our official requests for the following items to be considered at the next available council meeting in regards to this year's Brownstone Block Party.

1. Relaxation of the open container and noise ordinance beginning at 9am July 28, 2023 and ending at 5PM on July 30 between 10th Ave. W. and Central Ave. along Bayfield St. With the corresponding hours:
 - *9am on Friday until 4am on Saturday
 - *9am on Saturday until 4am on Sunday
 - *9am to 5pm on Sunday
2. Relaxation of the open container on Sunday July 30th between 2nd Ave. W. and 1st Ave. W. along Omaha St.
3. Exclusive Chamber use of Wikdal Park beginning at 7am on July 28th and ending at 5pm on July 29th. With 3rd Ave W. From Bayfield St. to the ally marked as no parking during the same time for use by vendors and or food trucks.
4. Use of Omaha property for Water Fights on Sunday the 30th from 9am-5pm. Road barricades at at S 1st Ave W and S 2nd Ave W starting at 8am.
5. Request of the closure of the following streets:
 - a. South 4th Ave. W. between Bayfield St. and the ally starting at 3pm on Friday July 28th through Sunday 30th at 5pm (Staying within Patsy's regular hours)
6. Use of Coal Dock for the fireworks on the 29th. (We are still discussing this)

Thank you for your consideration.


Melissa Martinez

Director, Washburn Area Chamber of Commerce

WASHBURN AREA CHAMBER OF COMMERCE

P.O. Box 74 - 126 W. Bayfield St Washburn, WI 54891 715-373-5017 info@washburnchamber.com www.washburnchamber.com


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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: Request to Close Central Avenue for Farmers Market

Date: March 24, 2023

Enclosed you will find a request to close Central Avenue from Bayfield Street north to the alley to accommodate the Washburn Farmers Market activities during the summer. The request will be every Wednesday from June 14 until October 18 from 1:00 pm until 7:00 pm. Both the Police Chief and DPW Director have reviewed this. It is the same arrangement as last year.

Scott Kluver

From: joe casey <morelandtone@yahoo.com>
Sent: Thursday, March 23, 2023 9:47 PM
To: Scott Kluver
Subject: Fw: farmers market 2022

----- Forwarded Message -----

From: joe casey <morelandtone@yahoo.com>
To: washburnadmin@cityofwashburn.org <washburnadmin@cityofwashburn.org>
Sent: Sunday, February 27, 2022 at 08:33:40 PM CST
Subject: farmers market 2022

To Washburn City Council,

I am requesting on behalf of the vendors and myself, hereafter referred to as "Washburn Farmers Market", the temporary closure of Central Avenue, from Bayfield Street to the adjacent alley. The dates and times I'm requesting are June 14, 2023 to October 18, 2023, every Wednesday from 2 P.M. to 7 P.M.. I am also requesting a similar arrangement to previous years, having the city public works set up barricades at approximately 1 P.M. each Wednesday. The Washburn Farmers market will be responsible for removing the barricades after each market. As with last year, the barricades can be stored behind the "Club" or WCC. Thank you for the consideration.

Aaron Irmiter
Market Manager
715-292-3249

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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: Special Event Request – Dandelion Days

Date: March 27, 2023

Enclosed you will find a request from the Ava Kay related to the Dandelion Days event at Wikdal Park on June 24, 2023. The request has been reviewed by the Police Chief and Public Works Director. The only reason this request needs Council approval is that a portion of 3rd Avenue West adjacent to the park is requested for setup and staging. This has been an annual event for several years, and there have been no issues. I recommend approval. Please let me know if you have any questions related to this request.

Will there be an admission charge, sale, solicitation, donation, or collection involved with your use? Yes

What will the money raised be used for? Booth fees and donation will go toward paying for the event.

Will there be vendors and/or concession booths at event provided by individuals not associated with sponsor?

Yes ___ No ___ Will there be a charge to vendors/concession booths? yes If yes, amount of charge: \$ 60

Will paid performers, speakers, etc., be used during the event? yes

Will there be a separate charge to attend the speaker's program? no If yes, the amount of the charge \$ _____

Planned Activities:			Estimated Attendance:		
Yes	No	Check all Planned Activities	Yes	No	Check All Planned Activities
y		Is food to be served by applicant?	y		Will a caterer be used?
no		Will alcohol be served? Sold? _____			Alcohol Beverage License: _____
no		Will Fireworks be displayed?			Fireworks Display Permit: _____
y		Will Porta-Toilets be provided?			Number of Porta-Toilets Planned: 32 <u>2</u>
y		Will a dance be held?		no	Bonfire (Special Permit Only)
		Tents, canopies to be placed?	y		Amplified sound equipment to be used?
y		Stages to be placed?		no	Generators to be used?
y		Electricity to be used?			
y		On-site signs/banners to be placed?		no	Off site signs/banners to be placed?

If off site signs/banners are to be placed, note types and dimensions: none

Provide locations for off-site signs & banners: _____

Applicant's Certificate of Insurance Must Be Received by the City at Least 10 Days Prior to the Event			
Who is providing Insurance Coverage? Applicant? _____ Chamber? _____ Other: _____			
Type of Insurance	Name of Insurance Co.	Per Occurrence Limit	Aggregate Limit
General Liability	Progressive/EventHelper	\$1,000,000	\$2,000,000
Alcohol Liability		\$	\$
Spectator Liability		\$	\$



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945		CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL: info@theeventhelper.com ADDRESS: FAX (A/C, No):	
INSURED Ava Kay 801 W 10th Ave Washburn WI 53705		INSURER(S) AFFORDING COVERAGE INSURER A: Lloyds Syndicate 2623 INSURER B: Lloyds Syndicate 623 INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # AA-1128622 AA-1126623	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	EH-771323-L3768442	06/24/2023 12:01 AM	06/25/2023 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (other than fire) \$ 1,000,000
	Host Liquor Liability					MED EXP (Any one person) \$ 5,000
	Retail Liquor Liability					PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
	OTHER:					PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY					Deductible \$ 500
	<input type="checkbox"/> ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> OWNED AUTOS ONLY					BODILY INJURY (Per person) \$
	<input type="checkbox"/> HIRED AUTOS ONLY					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY					\$
	UMBRELLA LIAB					EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR					AGGREGATE \$
	EXCESS LIAB					\$
	<input type="checkbox"/> CLAIMS-MADE					\$
	DED RETENTION \$					PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					E.L. EACH ACCIDENT \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A			E.L. DISEASE - EA EMPLOYEE \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached CG 20 26 04 13.

Attendance: 500, Event Type: Country Festivals and Fairs - No Rides.

CERTIFICATE HOLDER**CANCELLATION**

Wkdal Park Ava Kay W Bayfield St Washburn WI 54891	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Schedule

Name of Additional Insured Person(s) or Organization(s):

Wikdal Park
Ava Kay
W Bayfield St
Washburn, WI 54891

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. SECTION II - WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to SECTION III - LIMITS OF INSURANCE:

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations;
whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

APPLICANT'S RESPONSIBLE PARTY WHO IS TO BE ON-SITE ON THE DAY OF THE EVENT.

Name: Ava Kay

Cell Phone: 608.886.7936

Home Phone: _____

Any change, alteration or modification of intended use must be approved by the Common Council. Change of intended use, change in charges and fees, or change in disposition of funds raised may result in cancellation of this permit or a change in municipal fees. Any misrepresentation of your group or use, or failure to comply with municipal rules may result in expulsion from the park, forfeiture of future use and/or forfeiture of all fees & deposits.

IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT APPLICANT/ORGANIZATION SHALL HOLD THE CITY OF WASHBURN, ITS OFFICERS, AGENTS, EMPLOYEES AND VOLUNTEERS HARMLESS FROM ALL DAMAGES, COSTS, OR EXPENSES IN LAW OR EQUITY THAT MAY AT ANY TIME ARISE OR BE SET UP BECAUSE OF DAMAGES TO PROPERTY OR PERSONAL INJURY RECEIVED BY REASON OF OR IN THE COURSE OF USING OR OCCUPYING THE FACILITY.

I and/or my organization, further expressly certify that I and/or my organization will be responsible for any damage or loss sustained to the grounds, building furnishings or equipment occurring, or clean-up required as the result of my and/or my organization=s occupancy of the municipal facility.

****** Reservations are not deemed valid until the fee of \$25.00 - usage and \$25.00 - security deposit has been paid at City Hall. The security deposit is refundable upon inspection. The applicant must pick up the security deposit or indicate to staff to destroy.**

Pickup _____ Destroy^X _____

Print Name Ava Kay

WI Driver's License: K000-0199-4941-01

Title or Position: Lead Organizer

Home Phone: 608.886.7936

Address: PO box 884

Work Phone: _____

City & Zip: Bayfield, WI, 54814

Fax: _____

e-mail: avakay@sbcglobal.net

Signature: 

Date: March 16, 2023

Did you remember to mark Pickup or Destroy? The City Will Not Mail Security Deposits.

FOR OFFICIAL USE ONLY

PERMIT NO: _____

Application Reviewed by Common Council (Date): _____ Approved _____ Denied _____

Authorized Signature: _____ Date: _____

Fee	Amount	Date Paid	Receipt No.	Waived By Council?	YES	NO
Facility Deposit	\$			Waived By Council?		
Cleanup Deposit	\$			Waived By Council?		
Pavilion Fee	\$			Waived By Council?		
Campsite Fee Charged	\$			Waived By Council?		
Park Use Fee	\$			Waived By Council?		
	\$					

CITY OF WASHBURN

PO BOX 638

WASHBURN, WI 54891

Receipt Nbr: 34041

Date: 3/16/2023

Check

RECEIVED
FROM

AVA KAY

\$25.00

Type of Payment

Accounting

Description

PARK FEES

WIKDAHL JUNE 24 DANDELION DAYS +SECURITY

Amount

25.00

TOTAL RECEIVED

25.00