

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, September 12, 2022 City Hall 4:30PM

- Committee Review-Monthly Expenditures

NOTICE OF HISTORIC PRESERVATION COMMISSION MEETING Monday, September 12, 2022 City Hall 5:30 PM

- Consideration of Designating the Washburn City Hall as a Historic Property

TAB 1

NOTICE OF CITY COUNCIL MEETING

Monday, September 12, 2022 Washburn City Hall 5:30 PM (Immediately Following Historic Preservation Commission Meeting)

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/85680273294?pwd=WS9nWkxlcU9FTjFGUk16MzA5Z0UrQT09> by calling 1-888-788-0099 (Toll Free) and entering Webinar ID: 856 8027 3294 with passcode 091222 as opposed to being present for the meeting.

AGENDA

- Call to Order/Roll Call/Pledge of Allegiance
- Approval of Minutes – City Council Meetings – August 1 and 18, 2022
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments
 - Appointment to Scenic By-Way Council and Appointment to the Washburn Housing Authority **TAB 2**
 - Discussion & Action on Resolution 22-005 Recognizing League of WI Municipalities Staff
- Discussion & Action on Proposed Certified Survey Map to Redraw Tax IDs 35809 and 32800 as Part of Proposed Land Sale/Swap with Mark Bultmann and Jean Underwood **TAB 3**
- Discussion & Action on Issuance of Declaration of Condemnation for Property Located at 310 S. 9th Avenue West Tax ID 33897 **TAB 4**
- Presentation, Discussion, and Referral to Personnel/Finance Committee of Proposed 2023 General Fund, Capital, and Debt Service Budgets **TAB 5**
- Discussion & Action on Personnel Policy Recommendations from Personnel/Finance Committee Relate to Meal Reimbursements, EMT Incentive for Full Time and Permanent Part-Time Employees, Benefits for Salaried Police Officers; and Elimination of Graduated Wage Scale for New Hourly Hires **TAB 6**
- Discussion & Action Proposed Agreement with Eagle Audit and Accounting, LLC for Audit Services for Fiscal Years 2022, 2023 and 2024 **TAB 7**
- Discussion & Action on Procurement Policy with Federal Grants and Funds **TAB 8**
- Discussion & Action on Ordinance 2022-008 Restricting On-Street Parking on Bayfield Street from 10th Avenue West to Fur Farm Road **TAB 9**
- Discussion & Action on Ordinance 2022-009 Updating the Regulations Related to Outdoor Consumption of Alcoholic Beverages **TAB 10**
- Discussion & Action on Ordinance 2022-010 Removing the Covid-19 Temporary Extension of Premises Regarding the Outdoor Consumption of Alcoholic Beverages **TAB 11**
- Discussion & Action on Issuing a Class “B” Fermented Malt Beverage License Authorizing Notice for Karlyn/Yellowbird Gallery, at 318 W. Bayfield Street **TAB 12**
- Adjourn

August 1, 2022

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM

Washburn City Hall & Remote Call-In

City Council Members:

Present, in-person:

Carl Broberg, Karen Spears-Novachek, Tom Neimes, Dave Anderson

Present, remote:

Jennifer Maziasz

Municipal Personnel:

Present in-person:

Mayor Mary D. Motiff, City Administrator Scott J. Kluver, Assistant City Administrator Tony Janisch, City Attorney Max Lindsey

Present, remote:

none

Absent:

Mary McGrath, Laura Tulowitzky

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

Approval of Minutes – City Council Meeting of July 11, 2022 - A motion was made by Novachek to approve the July 11, 2022 minutes of the City Council, second by Neimes. Motion carried.

Approval of Expenditures – Item tabled for next meeting due to only one Finance Committee member reviewing expenditures.

Public Comment – Kellie Pederson, UW-Extension, spoke on behalf of Bayfield Co. for the recent RFP for housing. This development would be for 40 to 60 units of senior and workforce housing, located within the City of Washburn. Ms. Pederson further explained the details of the RFP, with the date of Sept. 16th to review the submitted proposals.

Mayoral Announcements, Proclamations, Appointments - The Mayor's only announcement was how great the Brownstone Weekend was. She further stated that with Bayfield St. being open, downtown events attracted those driving through town and the car show was able to expand at its new location.

Discussion & Action on Resolution #22-004 to Modify the Lake Superior Scenic Byway Location in the City Washburn – Neimes moved to approve Resolution #22-004, seconded by Anderson. The Mayor stated that this was the start of the process to exempt the downtown and/or industrial areas and allow for more signage along Bayfield St. Novachek stated favor of the motion but expressed caution in a sign ordinance to be thoughtful of the overall look of the downtown. Maziasz echoed Novachek's concern. Discussion continued. Motion carried unanimously.

Discussion & Action on Unattended Public Display Policy on City Property – Broberg moved to approve the policy of Unattended Public Display on City Property, seconded by Novachek. Motion carried unanimously.

Discussion & Action on Goose Control Efforts at West End Park/Treatment Plan Area – Broberg moved to approve Goose Control efforts at West End Park & the Treatment Plant, second

by Neimes. Attorney Lindsey stated that its Canada Goose, not Canadian Goose as the protocols identify. Discussion occurred. Maziasz suggested to also look for other methods to help deter the resident population, adding that the Parks Committee could look at other vegetative options. Lindsey added the harvest is limited by the DNR at five per day between Sept. 1st & 15th, and three per day after Sept. 15th request. Motion carried unanimously.

Discussion & Action Proposed Agreement with Bowmar Appraisal Inc. for Assessing Services and Revaluation for 2023 and 2024 – Novachek moved to approve the agreement with Bowmar Appraisals for Assessing and Revaluation services, seconded by Novachek. Novachek suggested informing the public that revaluation will be occurring and that this is a requirement of the State. Motion carried unanimously.

Discussion & Action on Ordinance 2022-007 Amending the Conditions Relating to Non-Use of an Alcohol License – Anderson moved to approve Ordinance 2022-007 amending the conditions relating to Non-Use of an Alcohol License, seconded by Novachek for the purpose of discussion. Anderson stated that some businesses in town are seasonal and the requirement having to be open 180 days is an issue. The Mayor clarified that the ordinance is not being open for 180 days, its being closed for 180 days or being closed for more than half a year in a 12-month period. Anderson further added that if a business was to close for 6-months, for the winter, they would be in violation. And forcing them stay open is not profitable. Maziasz asked for a comparison of other communities with requirements to stay open. Kluver answered that many communities in Wisconsin have a similar or more restrictive requirements. Janisch added that the City of Ashland also has 180 days of being closed, but also require businesses to be open at least 20-hours a week. Discussion occurred. Anderson added that there are few profitable year-round businesses and by allowing some to close, they make the others more profitable. Forcing businesses to be open for half the year make them less profitable, especially without the foot-traffic. The Mayor added that these licenses would be of benefit for businesses that are open year-round. Discussion continued. Lindsey identified special exemptions to a municipality's quota for additional "Class B" hard-liquor licenses, but none currently exist in the City. Discussion continued including the flow of the area tourist season. Anderson amended his motion that a licensee be open for business for 90 days within a 12-month period instead of 45 days, Novachek agreed to amendment for purpose of vote. Motion failed 1-4, Anderson voting in favor.

Discussion & Action on Authorizing Notice for Karlyn/Yellowbird Gallery, at 318 W. Bayfield Street, for Issuance of a Class "B" Fermented Malt Beverage License – Novachek moved to authorize staff to notice for a Class "B" license for Karlyn Yellowbird Gallery, seconded by Anderson. Motion carried unanimously.

Discussion & Action on Consideration of Sale and Land Swap of Property (Tax IDs 35809 and 32800) to Mark Bultmann and Jean Underwood – Kluver stated that this item is free for open discussion or Council could go into closed session as indicated on the agenda. Novachek moved to approve the land swap and sale of property, seconded by Broberg. Discussion occurred. Motion carried unanimously.

Adjourn – Mayor Motiff adjourned the meeting at 6:32PM.

Tony Janisch
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30pm

Committee Member Karen Spears-Novachek reviewed monthly expenditure vouchers.

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Washburn, WI 54891



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

From: Scott J. Kluver, Administrator *SK*

Re: Designation of a Portion of the Washburn City Hall as a Historic Property

Date: August 16, 2022

The Council will first meet as the Historic Preservation Commission before the regular Council meeting begins on Monday, September 12th. The purpose of this meeting is to consider a request from the Washburn Heritage Association to designate the City Hall as a historic property. Included in this packet is the application materials, a copy of the ordinance that outlines the procedure and implications of the designation. I anticipate that Mary Gruhl (President WHA) and Dora Kling will be present at the meeting to assist in answering questions about the request.

As for process, if the Historic Preservation Commission (Council) is interested in pursuing this, it should agree to the definition of the area to be designated and agree to hold a public hearing at a future meeting on the matter and then decide whether or not to move forward. Per the ordinance, the Council must then also hold a public hearing on the matter and make the ultimate decision. Know that we are just discussing a local designation at this point, not a state designation.

At this point, the area defined to be designated as a historic property is the building itself, not the grounds. The reasons for the request to designate the building as a local historic property is that the original brick portion of the building (Council area) originally served as the library from 1893 until 1905 and is made from bricks no longer manufactured. An addition to the building in 1938 was made from brownstone salvaged from the Northern State Bank building. This gives the building a unique architectural revolution, even after renovations in 1975 and beyond. Please review the criteria in section 13-4-4 of the ordinance. I believe that an argument can be made for the designation.

What would a designation mean and what would the implications be? The detailed provisions are outlined in section 13-4-6 of the ordinance. If there would be exterior modifications to the building, a certificate of appropriateness would need to be issued by the Historic Preservation Commission. Such a thing would be needed for example if the windows are ever replaced.

I do not have an objection to the proposed designation.



**Historic Site Designation Application
City of Washburn, Wisconsin**

1. Name of Building/Site/Object

Historic: Washburn City Hall

Common: N/A

2. Location:

**Address: 119 Washington Avenue
Washburn, WI 54891**

3. Owner of Property

**Name: City of Washburn
Address: 119 Washington Avenue
City/State: Washburn, WI 54891**

4. Classification

Category	Ownership	Present Use	
<input checked="" type="checkbox"/> Building	<input checked="" type="checkbox"/> Public	<input type="checkbox"/> Private residence	<input type="checkbox"/> Industrial
<input type="checkbox"/> Object	<input type="checkbox"/> Private	<input type="checkbox"/> Commercial	<input type="checkbox"/> Museum
<input type="checkbox"/> Site	<input type="checkbox"/> Both	<input type="checkbox"/> Entertainment	
		<input checked="" type="checkbox"/> Other (Police Headquarters)	
		<input checked="" type="checkbox"/> Educational (Public Lectures)	
		<input checked="" type="checkbox"/> Government	

5. Description:

Year Built: The smaller brick portion was built in 1893.

The brownstone portion was completed in 1938.

Architect/Builder: O'Connor, Porter & Padley/Windahl & Company

Written Description of building/site/object:

The smaller brick portion of the building was originally built to serve Washburn residents as a library. This part has a central, arched opening that defines the entrance. On either side of the entrance are matching arched windows. The brick used is unique in that it is rounded on the exposed edge. The outer edge of the three arches has a raised border of molded brick.

In 1938, a brownstone portion was added. The brownstone used was salvaged from the old Northern State Bank building.

In 1975, exterior and interior renovation was done.



6. Areas of Significance:

Architecture

Landscape architecture

Politics/government

History of Washburn

The photo shows where people gathered at the post office. Today, that area is the current city fountain.



Photo: Post office on the left, City Hall on the right.

7. Written Statement of Significance



The original brick building served as Washburn's library from 1893 until 1905. It was constructed out of unique bricks which are no longer manufactured, and the source is unknown. When the Carnegie Free Library was built in 1905, books were moved to the new location and the building was turned over to the Commercial Club to become the town hall.

An addition was planned in the 1930s. However, the unusual bricks could not be sourced so the new addition was constructed with salvaged brownstone from the Northern State Bank building which was being dismantled nearby. The addition was completed in 1938 and consisted of a fire hall and council chambers. Similar brownstone to cover the brick of the original building could not be found or quarried, so it was left as built. The building is a true example of architectural evolution, guaranteed to confuse the most ardent historian.



Date: July 11, 2022

All photos are from *Wood, Stone and Water*, pages 18,19.

Form Prepared By: Dora Kling, Dave Nyhus and Mary Gruhl

Title: Washburn Heritage Association board members

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To: Honorable Mayor and City Council Members
From: Scott J. Kluver, Administrator *SSK*
Re: Mayoral Appointments
Date: August 31, 2022

Mayor Motiff is nominating Tracey Snyder to be the primary representative on the Scenic By-Way Council. Tracey had been the alternate representative; however, Dora Kling has requested to not be renewed. As such, there will be an opening for an alternate representative. This is a two-year appointment.

Mayor Motiff is also nominating Richard Avol for re-appointment to the Washburn Housing Authority. This is a five-year appointment. Know that we have recently been made aware of the resignation of Roy Halverson from that board. A nomination for that vacancy will be made at a later date once there is a chance for interested individuals to submit an application.

Scott Kluver

From: Jerry Deschane <jdeschane@lwm-info.org>
Sent: Friday, August 26, 2022 10:47 AM
To: Jerry Deschane
Subject: [SPF-Error] May I request a resolution?
Attachments: sumi witynski draft resolution (MD).docx

Good morning, municipal leaders. Many of you know that the League will be losing two of our most cherished team members this year, as Deputy Director Curt Witynski and Communications Director Gail Sumi are planning to retire.

The League will be honoring these two for their 50+ years of combined service to local government at the October Annual Conference in La Crosse. If your municipality would like to participate in a special way, I have a recommendation: please ask your Village Board or City Council to adopt a version of the attached resolution. I can't think of a better way for our cities and villages to say "Thank you" to this pair of dedicated public servants.

We will assemble all of the local resolutions into a pair of binders to present to Curt and Gail on Thursday night, October 20. Instructions for adopting and returning the resolution are included at the top of the attached document. If your board or council chooses to participate in this honor, email your adopted version to League@lwm-info.org no later than Close of Business Friday, October 14.

Thank you for your time and support.

Jerry Deschane
Executive Director
608-347-1792

P.S., Since we are local government, there's not much point in trying to keep this a secret. However, I would appreciate it if you could avoid mentioning this action to Curt and/or Gail.

We finally have a
NEW ADDRESS!
316 W. Washington Ave, Suite 600
Madison, WI 53703

COMMON COUNCIL FOR THE CITY OF WASHBURN, WISCONSIN

Resolution No. 22-005

Resolution in Recognition of Curt Witynski and Gail Sumi

WHEREAS, since 1987, Curt Witynski has been providing leadership, guidance, and advocacy to benefit the cities and villages of Wisconsin; and

WHEREAS, since 2011, Gail Sumi has given voice to, and enlightened and informed Wisconsin's local leaders through her direction and coordination of the League of Wisconsin Municipalities' multiple channels of communication, including editing and production of The Municipality; and

WHEREAS, Mr. Witynski and Ms. Sumi have been thought leaders and trusted advisors for local officials, both elected and appointed; and

WHEREAS, Curt Witynski and Gail Sumi have contributed in countless ways to the prosperity and success of local government in Wisconsin; and

WHEREAS, in addition to their tireless efforts on behalf of municipal government, Curt Witynski and Gail Sumi have been role models for thousands of local leaders; and

WHEREAS, Mr. Witynski and Ms. Sumi will be retiring from daily service to local government at the end of calendar year 2022,

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Washburn expresses its profound gratitude to Curt Witynski and Gail Sumi for their service; and

BE IT FURTHER RESOLVED that the Common Council for the City of Washburn congratulates them both on their careers of leadership and wishes them well in future endeavors.

Passed and adopted this 12th day of September, 2022

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 #22-005 duly and regularly adopted by the Common Council for the City of Washburn on the 12th day of September, 2022.

Scott J. Kluver, City Clerk

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To: Honorable Mayor and City Council Members

From: Scott J. Kluver, Administrator *SK*

Re: Proposed Certified Survey Map – Bultmann/Underwood

Date: August 25, 2022

Enclosed you will find a copy of a draft certified survey map that would reconfigure property between Mr. Bultmann and Ms. Underwood and the City as discussed at the August 1st meeting. This allows the City to obtain the property where it is encroaching with the access to the lift station, and allows an equal area to be transferred to Mr. Bultmann and Ms. Underwood. In addition, they would purchase the remaining portion of what would be left of that parcel and make it part of their lot (Lot 2 on the map).

In reviewing this, two lots are created, with both lots meeting the minimum lot size for the MUW district. No new nonconformities are created in relation to dimensional standards as all setbacks and frontages are met. The new lot the City would own, would not front a public street, but we would have no intention of selling or further developing the lot. Lot coverage is also not a concern.

As for conformance to the MUW Mixed Use Waterfront District the properties conform to all other dimensional standards. Since the Comprehensive Plan is currently in an update process, I would recommend that the new City-owned lot be changed on the future land use map from Waterfront Residential to Waterfront Open Space. Eventually, the new City owned lot could be combined with the existing large City-owned parcel and be zoned Lakefront Corridor.

Property taxes are up to date, and utilities are also current on the Bultmann/Underwood property.

I recommend approval of the proposed survey map. Please let me know if you have any questions on this matter.

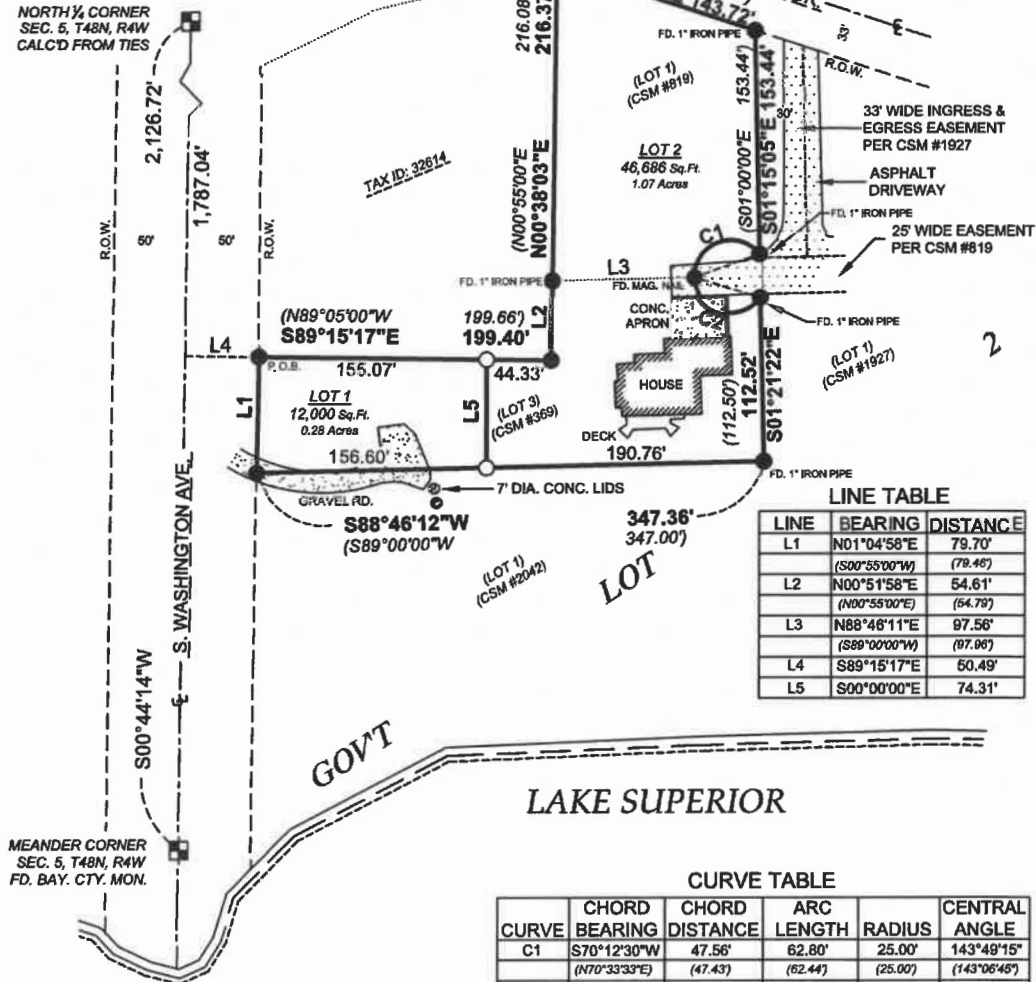
BAYFIELD COUNTY CERTIFIED SURVEY MAP NO. _____

LOT 1, CSM #819 RECORDED WITH THE BAYFIELD COUNTY REGISTER OF DEEDS AS DOCUMENT #410253 IN VOL. 5 OF CSM'S ON PG. 287, TOGETHER WITH PART OF LOT 3 OF CSM #369 RECORDED WITH THE BAYFIELD COUNTY REGISTER OF DEEDS AS DOC. #345568 IN VOL. 3 OF CSM'S ON PG'S 240-242, LOCATED IN GOV'T LOT 2, SECTION 5, TOWNSHIP 48 NORTH, RANGE 4 WEST, CITY OF WASHBURN, BAYFIELD COUNTY, WI.



BEARINGS ARE GRID BASED
WCCS - BAYFIELD COUNTY WITH THE N-S-Y
LINE MEASURED TO BEAR
S00°44'14"W

NORTH 1/4 CORNER
SEC. 5, T48N, R4W
CALCD FROM TIES



LINE TABLE

LINE	BEARING	DISTANCE
L1	N01°04'58"E	79.70'
	(S00°55'00"W)	(79.46')
L2	N00°51'58"E	54.61'
	(N00°55'00"E)	(54.79')
L3	N88°46'11"E	97.56'
	(S89°00'00"W)	(97.98')
L4	S89°15'17"E	50.49'
L5	S00°00'00"E	74.31'

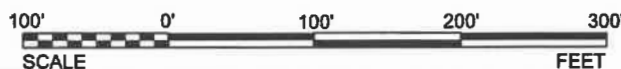
CURVE TABLE

CURVE	CHORD BEARING	CHORD DISTANCE	ARC LENGTH	RADIUS	CENTRAL ANGLE
C1	S70°12'30"W	47.56'	62.80'	25.00'	143°49'15"
	(N70°33'33"E)	(47.43')	(62.44')	(25.00')	(143°06'46")
C2	S73°01'40"E	47.40'	62.28'	25.00'	142°38'33"
	(N72°33'41"W)	(47.43')	(62.45')	(25.00')	(143°07'43")

LEGEND

- - SET 1 1/4" O.D. x 18" IRON PIPE WEIGHING 1.68 LBS PER LIN. FOOT
- - FD. 1 1/4" O.D. IRON PIPE (UNLESS OTHERWISE NOTED)
- () - PREVIOUSLY RECORDED AS DIMENSION

FIELDWORK COMPLETED:
8/16/22



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. COW22 - 5-48-4

SHEET 1 OF 2 SHEETS

BAYFIELD COUNTY CERTIFIED SURVEY MAP NO. _____

LOT 1, CSM #819 RECORDED WITH THE BAYFIELD COUNTY REGISTER OF DEEDS AS DOCUMENT #410253 IN VOL. 5 OF CSM'S ON PG. 287, TOGETHER WITH PART OF LOT 3 OF CSM #369 RECORDED WITH THE BAYFIELD COUNTY REGISTER OF DEEDS AS DOC. #345568 IN VOL. 3 OF CSM'S ON PG'S 240-242, LOCATED IN GOV'T LOT 2, 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 and mapped; Lot 1, CSM #819 recorded with the Bayfield County Register of Deeds as Document #410253 in Vol.5 of CSM's on Page 287, together with part of Lot 3 of CSM #369 recorded with the Bayfield County Register of Deeds as Doc. #345568 in Vol. 3 of CSM's on Pg's 240-242, located in Gov't Lot 2, Section 5, Township 48 North, Range 4 West, City of Washburn, Bayfield County, WI more particularly described as follows:

Commencing at the North $\frac{1}{4}$ corner of said section; Thence S00°44'14"W along the north-south $\frac{1}{4}$ line a distance of 1,787.04 feet; Thence S89°15'17"E a distance of 50.49 feet to the east right of way of Washington Ave. which is also the Point of Beginning; Thence S89°15'17"E a distance of 199.40 feet; Thence N00°51'58"E a distance of 54.61 feet; Thence N00°38'03"E a distance of 216.37 feet to the southerly right of way of W. Harbor View Dr.; Thence S71°50'57"E along said right of way a distance of 143.72 feet; Thence S01°15'05"E a distance of 153.44 feet; Thence 62.80 feet along a curve to the left, said curve having a radius of 25.00 feet, a central angle of 143°49'15" and a chord which bears S70°12'30"W a distance of 47.56 feet; Thence 62.28 feet along a curve to the left, said curve having a radius of 25.00 feet, a central angle of 142°38'33" and a chord which bears S73°01'40"E a distance of 47.40 feet; Thence S01°21'22"E a distance of 112.52 feet to the north line of Lot 1 of CSM #2042; Thence S88°46'12"W along said north line a distance of 347.36 feet to the east right of way of Washington Ave.; Thence N01°04'58"E along said right of way a distance of 79.70 feet to the Point of Beginning.

That the above described parcel of land contains 58,686 square feet which is 1.34 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 and Bayfield County 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 _____, 2022.

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. COW22 - 5-48-4
SHEET 2 OF 2 SHEETS

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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: Declaration of Condemnation

Date: July 29, 2022

The property located at 310 S. 9th Avenue West has fallen into serious disrepair. Part of the roof appears to have collapsed into the structure. I am asking that the Council declare this property to be “dilapidated and out of repair as to be dangerous, unsafe, unsanitary, or otherwise unfit for human habitation.” By taking this action, the Council will allow staff to issue an order that the property owner demolish the building or return the building to habitable condition. There are a few different avenues the City could take depending upon the response of the property owner, but the declaration would need to be made to get notice to the property owner first.

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





From: mlindsey@ncis.net
Sent: Monday, April 11, 2022 2:15 PM
To: washburnadmin@cityofwashburn.org
Cc: 'Mary Motiff'
Subject: RE: Raze Order/Condemnation ???

Scott and Mary,

The procedure for razing a building is set forth in Wis. Stats. § 66.0413. There are several options that the City could follow to get this done:

1. The City can order that the property owner demolish the building. If the property owner does not demolish the building, then the City can either pay to have the property demolished and charge the cost against the real estate as a special charge, or it could apply for a court order requiring the property owner to tear down the building.
2. The City can order that the property either be demolished, OR returned to a habitable condition. If the owner fails to do either, the City can continue with either option as stated in example 1.
3. The City can seek an order declaring the building a public nuisance, get an order appointing a receiver over the property who would take title to the property, raze the building, and then the receiver would sell the property to offset the cost of razing the building.

Ultimately, I think that the route the City wants to go is dependent on how responsive you think the property owners are going to be. No matter what route the City chooses to take, the first step is for the "Building Inspector, Common Council, and/or their designees" to declare this building as to be "so old, dilapidated, or out of repair as to be dangerous, unsafe, unsanitary, or otherwise unfit for human habitation."

Let me know when is a good time to discuss.

Thanks,

Max

From: washburnadmin@cityofwashburn.org <washburnadmin@cityofwashburn.org>
Sent: Monday, March 21, 2022 4:12 PM
To: mlindsey@ncis.net
Cc: Mary Motiff <washburnmayor@gmail.com>
Subject: Raze Order/Condemnation ???

Max,

This property (Tax ID 33897) on S. 9th Ave W between Omaha and Bigelow had a portion of the roof collapse. Our ordinance 15-1-6 references state statute process as to how we can address that. If memory serves, that was changed recently by the legislature. Can you please provide me some guidance on how to proceed with getting that structure removed/repaired?

Scott Kluver
City of Washburn

From: Washburn Dept Of Public Works <dpw@cityofwashburn.org>
Sent: Monday, March 21, 2022 3:35 PM


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715-373-6160
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FAX 715-373-6148

To: Honorable Mayor and City Council Members

From: Scott J. Kluver,  Administrator

Re: 2023 General Fund, Debt Service, and Capital Budgets

Date: September 6, 2022

The above referenced budgets will be distributed prior the Council meeting. At this time, I am working on the memo explaining the draft budgets.

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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: Personnel Policy Recommendations from Personnel Committee
Date: August 24, 2022

The Personnel/Finance Committee has met twice recently to discuss and make some recommendations on various personnel policies for your consideration. There are four separate recommendations that are outlined in this memo with a recommendation for approval. Those recommendations are:

1. It has been a few years since the travel/meal allowance has been updated. As such, the current rates do not reflect reality when employees travel for conferences/training. The policy would apply to all employees (except the Library unless the Library Board also approves). The current policy is \$7.20 for breakfast, \$10.25 for lunch, and \$18.40 for dinner, or a \$36 allowance for the day. The recommendation is to make it \$10 for breakfast, \$15 for lunch, \$25 for dinner, or \$50 for the day and to have it effective immediately upon approval. Receipts are required for reimbursement.
2. With some questions on the current EMT Incentive Policy for full-time and permanent part-time employees, along with the anticipated new hiring of full-time EMTs, the following change to the incentive policy is proposed:

SEC. 4.15 **NON-EMT EMPLOYEE EMT INCENTIVE**

The City provides an annual bonus of \$1,500.00 to City employees who have EMT certification and are on active EMT status. Full-time EMTs and paid-on-call EMTs shall not be eligible for this benefit. Bonuses are paid in December, and on a pro-rated basis if service was only provided for part of the year. Employees are allowed to attend refresher courses and other EMT training with respective approval from their department heads on paid time for refresher courses and other training that occur during the employee's regular scheduled hours.

3. Attached you will find a flyer for additional benefits that can be provided to our two salaried police staff through the Wisconsin Professional Police Association for a modest cost of \$72 per person per year. Our officers receive the benefit as part of their association membership. Historically, we have provided the same benefits to the salaried staff that the union officers receive. Our regular liability insurance provides some, but not all of the benefits listed particularly the criminal defense. The recommendation is to also provide this to the salaried police staff.

4. Current policy for hiring hourly staff is that during the first six months of employment the employee is at 85 percent of the listed wage. For the second six months of employment, the employee would be at 92 percent of the listed wage. The full hourly wage would be provided after the first year of employment. Given difficulties in filling positions, the Committee is recommending that this policy be abolished effective the beginning of the year. In addition, any new staff hired until the beginning of the year would be at 92 percent of the listed wage until January 1. This policy change was discussed in conjunction with a proposed step increase for staff after certain milestones of employment. That recommendation will be incorporated into the budget and budget discussion.

Please let me know if you have any questions on any of these policy recommendations.

Recognizing the need for specified legal coverage for sworn law officers in the state of Wisconsin, members in good standing with the WPPA may participate in this pre-paid legal plan.

Extended Legal Protection Plan Highlights:

1. Under this **optional** plan, the WPPA will **cover all of the costs** in connection to the following types of legal matters that are not currently covered by your WPPA membership:
 - **Criminal defense** in actions stemming from conduct performed in the capacity of a law enforcement officer;
 - **Civil defense** (e.g., civil rights claims) in actions stemming from conduct performed in the capacity of a law enforcement officer for which an officer's employer does not provide representation;
 - **Worker's compensation** cases; and
 - **Duty disability** cases.
2. This plan is **only** available to **members in good standing**.
3. Each member **must enroll in the extended plan on an individual basis** by completing the plan contract available at wppa.com and submitting the annual plan fee. Local associations may pay for their members out of their treasuries.
4. The **annual fee for this extended legal plan is \$72**.
5. The **plan even covers outside (non-WPPA) attorneys** that have been vetted and approved by the WPPA.

For more information about this important extended service option, or to enroll and begin receiving the added protection that it provides, visit our website: www.wppa.com/elpp

\$72 Could Save You Thousands

Situations for which we have assisted our members:

- *An officer suffering from the effects of numerous duty-related concussions;*
- *An officer diagnosed with PTSD as a result of being threatened and stalked after a shooting; and*
- *An officer that developed a hearing loss caused by 30 years of exposure to the loud noises that are common to the law enforcement profession.*

All of these cases were initially rejected by the employer's worker's comp administrator, and ordinarily the officers would have had to make the tough choice between hiring an attorney or trying to navigate all the complicated medical and legal paperwork alone. But each of these officers had made the wise choice to spend **\$72** to enroll in the ELPP. Each one has the huge advantage of being guided and represented by WPPA attorneys at no additional charge.

No additional fees. Ever.

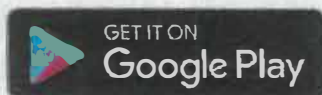
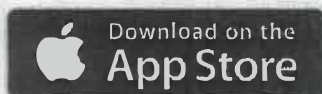
Check Out Our App For Members and Staff Only

- One-Tap Emergency Hotline
- ELPP Enrollment and Renewal
- One-Tap Business Agent Contact
- News and Issues That Affect You

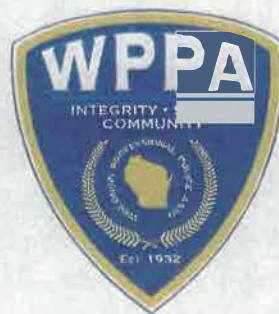
To download, scan this code
with your camera app



Find it on the App Store
and Google Play



Wisconsin Professional Police Association



660 John Nolen Dr., Suite 300
Madison, Wisconsin 53713

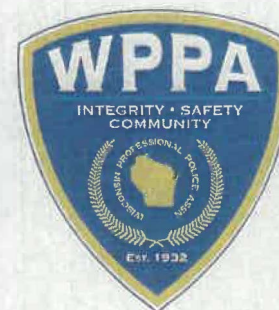
(608) 273-3840
(608) 273-3904 Fax

wppa.com

Find us on Facebook:
The Wisconsin Professional Police Association

Extended Legal Protection Plan

Wisconsin Professional Police Association



July 21, 2022

CITY OF WASHBURN

PERSONAL & FINANCE COMMITTEE MEETING

11:00AM

Washburn City Hall

Present City Council Members:
Present, remote:

Karen Spears-Novachek, Mary McGrath
Laura Tulowitzky

Municipal Personnel:

Mayor Mary D. Motiff, City Administrator Scott J. Kluver,
Assistant City Administrator Tony Janisch

Absent:

Call to Order - Meeting called to order at 11:01AM by Novachek. Roll call depicted two (2) of three (3) members of the Finance & Personnel Committee in attendance. Tulowitzky arriving late. Also present were municipal personnel Mayor Motiff, City Administrator Kluver, & Asst. City Administrator Janisch.

Approval of the September 23, 2021 Meeting Minutes - A motion was made by McGrath to approve the minutes of September 23, 2021, second by Novachek. Motion carried unanimously.

Discussion & Recommendation on Adjustment of Personnel Policy Meal Allowance – Kluver stated that it had been several years since the meal allowance policy had been updated and given current costs he recommends the following update: \$10-breakfast, \$15-lunch, \$25-supper, or \$50-for the day. McGrath moved to recommend the Meal Allowance be adjusted at presented, seconded by Novachek. Motion carried unanimously.

Discussion & Recommendation to Adjustment of EMT Incentive for Full Time Employees – Kluver began discussion with the following recommendations to the EMT incentive policy: that employees starting mid-year the incentive be prorated and that the incentive not apply to the full-time EMT positions. It is expected that full-time EMT's perform their duties during regularly scheduled hours and not take call during off-hours. Discussion ensued. Kluver added that there are now three classifications of EMTs: full-time EMTs, full-time employees with active EMT status, and paid on-call (volunteer) EMTs. He concluded that a policy would be needed to clarify salaried and hourly employees' and that the labor attorney has been contacted to provide the language. Tulowitzky moved to recommend more details be included and the EMT Incentive Policy be revisited, seconded by Novachek. Motion carried unanimously. Discussion continued. The Mayor suggested that with full-time EMTs starting, maybe the incentive be limited to certain positions.

Discussion & Recommendation on Instituting a Step-System Pay Structure for Hourly Staff/Discussion on Overall Pay Structure and Pay Rates – Kluver stated that there have been some adjustments with employee salaries, most recently with the police, but generally for most of the staff it's been a 2% increase each year. He further continued that this is not keeping up with inflation and the City has not kept up with competitive wages. Kluver added that new employees actually start at 85% of the base wage for the first six months, that 92% for the next six months. Kluver next presented the proposed Step Plan for Hourly Staff; with increases at 2, 4, & 6 years. Novachek asked if initiated if it would be retroactive for employees. Kluver responded yes. Discussion ensued. With the current 85/92% new employee salary, it was suggested to adjust the Step-System pay increase to 3, 5, & 7 years. McGrath moved to recommend the Step-System be initiated beginning January 1st, seconded by Tulowitzky. McGrath withdrew her motion, Tulowitzky agreed. Discussion occurred regarding the elimination or adjustment of the 85/92% starting pay of new employees. McGrath moved to recommend the Step-System Pay Structure at 2, 4, & 6 year increases and the elimination of the 85/92% of base salary for new employees beginning January 1, 2023, seconded by Novachek. Motion carried unanimously. Regarding the currently open and advertised

Public Works laborer position, Kluver recommended the newly hired position start at 92% of base pay and be adjusted to full base pay at the start of the year, assuming the prior motion passes Council. McGrath moved to recommend the new laborer employee start at 92% of base wage and be adjusted to full base wage at the first of the year, seconded by Tulowitzky. Motion carried unanimously. Discussion began of the pay rate & structure of salaried employees and will be continued at the next meeting along with discussion of the 2023 budget.

Discussion on Planning for Borrowing for Equipment and Upcoming Capital Projects – Discussion began of the expected borrowing for the Highway 13 Project. This could be up to \$3 million, and the City's debt has been restructured to allow for this. Discussion continued regarding potential large equipment needs or capital improvements that could be included in the borrowing. These would be long-term items, lasting 20 years or more. Items identified include a fire truck, City Hall improvements and other items on the capital project list. Discussion concluded with potential grant opportunities for the highway department.

Adjourn – Novachek adjourned the meeting at 12:40PM.

Tony Janisch
Assistant City Administrator

August 22, 2022

CITY OF WASHBURN

PERSONAL & FINANCE COMMITTEE MEETING

2:00PM

Washburn Public Library

Present City Council Members:

Karen Spears-Novachek, Laura Tulowitzky

Municipal Personnel:

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

Absent:

Mary McGrath

Call to Order - Meeting called to order at 2:02PM by Novachek. Roll call depicted two (2) of three (3) members of the Finance & Personnel Committee in attendance. Also present were municipal personnel City Administrator Kluver, & Asst. City Administrator Janisch.

Approval of the July 21, 2022 Meeting Minutes - A motion was made by Tulowitzky to approve the minutes of July 21, 2022, second by Novachek. Motion carried unanimously.

Discussion & Recommendation on Legal Protection Plan for Salaried Police Officers – Kluver presented an offer from the Wisconsin Professional Police Association (WPPA) for extended legal protection coverage for non-union/salaried officers. The extended coverage would include criminal defense, civil defense, worker's compensation, duty disability. This coverage is already available to union officers. Janisch checked with the City's insurer and most identified extended coverage is already provided, except for criminal defense. Kluver stated that the cost is \$72 per officer, or \$144 per year for the two salaried officers. Tulowitzky moved to recommend the Legal Protection Plan coverage for Salaried Police Officers, seconded by Novachek. Motion carried unanimously.

Discussion & Recommendation to Adjustment of EMT Incentive for Full Time Employees – Kluver stated that at the last meeting it was recommended to contact the labor attorney to provide language and better clarification of the proposed adjusted changes to the EMT Incentive Policy. The Committee discussed the provided new language. Tulowitzky moved to recommend the adjustments to the EMT Incentive Policy, seconded by Novachek. Motion carried unanimously.

Discussion & Recommendation on Instituting a Step-System Pay Structure for Hourly and Salaried Staff – Kluver stated that at the last meeting it was recommended to look at a Step-System Pay Structure for Salaried staff as well. Kluver presented costs and budgetary increases if a step-system was instituted for salaried employees as well. Basing his figures on a 2.5% increase for cost of living. The Committee discussed these increases and budgetary figures. Kluver further stated that because the City will already excide the Expenditure Restraint in 2023, because of the tax levy, this would be a good year to institute this pay structure. The Committee stated support for the concept of a Step-System Pay Structure but asked to see how this increase would look in the overall 2023 budget.

Adjourn – Novachek adjourned the meeting at 2:55PM.


Tony Janisch
Assistant City Administrator

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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: Contract for Audit Services 2022, 2023, and 2024
Date: August 15, 2022

Enclosed you will find a proposed agreement with Eagle Audit and Accounting, LLC to provide audit services for the 2022 through 2024 fiscal years. The cost for 2022 is \$17,000 and will increase by \$500 for each of the two additional years. If there would be a need to a single audit due to a large federal grant, there would be an additional charge of \$4,500 for that year. This agreement assumes that the City will still retain a separate accountant to complete certain tasks and forms required by the state. This is an arrangement the City has had in place for several years.

Please let me know if you have any questions regarding this proposed agreement. I recommend approval of the agreement.

EAGLE AUDIT & ACCOUNTING, LLC
CERTIFIED PUBLIC ACCOUNTANTS
MEMBERS OF:
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
WISCONSIN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
GOVERNMENT AUDIT QUALITY CENTER

August 12, 2022

City Council
City of Washburn
Washburn, WI

We are pleased to confirm our understanding of the services we are to provide the City of Washburn, WI ("the City") for the years ended December 31, 2022, 2023 and 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the years ended December 31, 2022, 2023 and 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budget to Actual Statement of Revenues, Expenditures & Changes in Fund Balance
- 3) WRS pension and OPEB life supplemental information

We have also been engaged to report on supplementary information other than RSI that accompanies the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining statements for non-major funds

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that

an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to

render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the City in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws,

regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City of Washburn; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Eagle Audit & Accounting, LLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Wisconsin Department of Revenue or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Eagle Audit & Accounting, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the

forementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Wisconsin Department of Revenue. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Rob Biller is the engagement partner and is responsible for supervising the engagement and signing the reports. We expect to begin our audit in approximately mid-April each year and to issue our reports no later than June 30th.

Our fee for these services will be \$17,000 for 2022, \$17,500 for 2023 and \$18,000 for 2024. This fee will be increased by \$4,500 per year in any year in which a single audit is required. Our services for the audit are contingent upon the City engaging another individual or firm making all necessary year-end adjustments to the City's books and preparing the Wisconsin Form C and PSC. Since the audit firm must remain independent of the auditee, Eagle Audit & Accounting, LLC cannot make material year-end adjustments to the City's books. Our invoices for these fees will be rendered 50% at the inception of fieldwork and 50% upon completion of the audit and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. 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.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to management and the governing council of the City of Washburn. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to the City of Washburn 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.

Very truly yours,

Eagle Audit & Accounting, LLC

Eagle Audit & Accounting, LLC
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Washburn, WI.

By:

Title:

Date:

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: ^{SK} Scott J. Kluver, Administrator

Re: Procurement Policy with Federal Grants and Funds

Date: August 8, 2022

Enclosed you will find a proposed procurement policy when federal grants or funds are involved. The purpose for approving this policy now is that it will be necessary should the City be successful in obtaining a large grant of federal origin that is over \$750,000. That would put the City in a situation where a single audit is required, and this policy would be a requirement as part of the acceptance of the funds and for the audit. Approving it now is a proactive step to prevent scrambling later.

There are a few different threshold levels for both service contracts and construction contracts. Do know that federal and state requirements currently do not match up, so it is important that any acceptance of funds be reviewed carefully. This policy was slightly modified from a template provided by our auditor.

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

City of Washburn Procurement Policy with Federal Grants and Funds

I. Purpose

The purpose of this Policy is to establish guidelines that meet or exceed the procurement requirements for purchases of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when federal funds are being used in whole or in part to pay for the cost of the contract.

II. Policy

- A. **Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed). The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. **Compliance with Federal Law.** All procurement activities involving the expenditure of federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. § 200.317 through § 200.326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. The City of Washburn will follow all applicable local, state, and federal procurement requirements when expending federal funds. Should the State of Wisconsin have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.
- C. **Contract Award.** All contracts shall be awarded only to the lowest responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract.
- D. **No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law.
- E. **Contract Requirements.** All contracts paid for in whole or in part with federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.
- F. **Contractors' Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation

for bids or requests for proposals shall be excluded from competing for such requirements.

- G. **Approval and Modification.** The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

III. General Procurement Standards and Procedures:

City staff shall procure all contracts in accordance with the requirements of this Section of the Policy.

- A. **Necessity.** Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. City staff should check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. **Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. **Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. **Compliance by Contractors.** All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.
- E. **Fixed Price.** Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. **Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how the reach the

required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and "or equal" must be included in the description.

- G. Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach.
- H. Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. Documentation.** Documentation must be maintained by the City Clerk detailing the history of all procurements. The documentation should include the procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. Cost Estimate.** For all procurements costing \$150,000 or more, the city staff shall develop/obtain an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. Contract Requirements.** The City must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.
- L. Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder's list.
- M. Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without

allowing for “or equal” products, or other unnecessary requirements that have the effect of restricting competition.

- O. Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.

IV. Specific Procurement Procedures

Either the City shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

- A. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing less than \$3,500** shall be procured using the Uniform Guidance “micro-purchase” procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, purchases must be distributed among qualified suppliers.

- B. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$3,500 up to \$90,000** shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an “adequate number” of qualified sources (a federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids.
4. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
5. Award the contract to the lowest responsive, responsible bidder.

- C. Service Contracts** (except for A/E professional services) and **Purchase Contracts costing \$90,000 and above** shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids.
2. Complete specifications or purchase description must be made available to all bidders.
3. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of

the public bid opening, indicate where specifications may be obtained, and reserve to the governing board the right to reject any or all bids only for "sound documented reasons."

4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
5. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Governing board approval is required for purchase contracts unless the governing board has delegated award authority to an individual official or employee. Any and all bids may be rejected only for "sound documented reasons."

D. Service Contracts (except for A/E professional services) costing \$150,000 and above may be procured using the Uniform Guidance "competitive proposal" procedure (2 C.F.R. § 200.320(d)) when the "sealed bid" procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

1. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
4. Consider all responses to the publicized RFP to the maximum extent practical.
5. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
6. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Governing board approval is not required.
7. Award the contract on a fixed-price or cost-reimbursement basis.

E. Construction and repair contracts costing less than \$3,500 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

1. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.
2. To the extent practicable, contracts must be distributed among qualified suppliers.

F. Construction and repair contracts costing \$3,500 up to \$150,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(b)) as follows:

1. Obtain price or rate quotes from an "adequate number" of qualified sources (a federal grantor agency might issue guidance interpreting "adequate number," so

the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued).

2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
3. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
4. Award the contract on a fixed-price or not-to-exceed basis.
5. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required.

G. Construction and repair contracts costing \$150,000 up to \$500,000 shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Publically advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.
4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

H. Construction and repair contracts costing \$500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. 143-129) as follows:

1. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).
2. Complete specifications must be made available to all bidders.
3. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the governing board. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the

governing board the right to reject any or all bids only for “sound documented reasons.”

4. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
5. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of 3 bids must be received in order to open all bids.
6. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price is required of the winning bidder.
7. Award the contract on a firm fixed-price basis.
8. Award the contract to the lowest responsive, responsible bidder. Governing board approval is required and cannot be delegated. The governing board may reject and all bids only for “sound documented reasons.”

I. Construction or repair contracts involving a building costing \$300,000 and above must comply with the following additional requirements under state law:

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

J. Contracts for Architectural and Engineering Services costing under \$150,000 shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31) as follows:

1. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
3. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
4. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in the evaluation. Preference may be given to in-state (but not local) firms.
5. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
6. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Governing board approval is not required.

K. **Contracts for Architectural and Engineering Services costing \$150,000 or more** shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)(5)) as follows:

1. Publically advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
2. Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
3. Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
4. Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
5. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
6. Consider all responses to the publicized RFQ to the maximum extent practical.
7. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
8. Price cannot be a factor in the initial selection of the most qualified firm.
9. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
10. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Council approval is not required.

V. Exceptions

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. **Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The City Clerk shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. **Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.

- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

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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: No Parking on West Bayfield Street

Date: August 25, 2022

Enclosed you will find an ordinance that would prohibit parking on West Bayfield Street between 10th Avenue West and Fur Farm Road. This request comes from WisDOT and has been reviewed by our Police Chief and Public Works Director. In this area, it is a rural cross-section meaning that there is no curb and sidewalk. That is not proposed to change with the future road design. There have been some vehicle parking along the highway at this location and it is dangerous with the curve and higher rates of speed that some vehicles are traveling. The businesses in this area have been notified that they need to use the designated parking area for customers and not have vehicles park on the highway.

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

CITY OF WASHBURN
Ordinance No. 22-008

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of September 12, 2022, for the purpose of creating a no- parking zone on both sides of West Bayfield Street between 10th Avenue West and Fur Farm Road, by creating section 10-1-13(t), Washburn City Ordinances.

1. Add Sec. 10-1-13(s), as follows:

(t) No Parking on Bayfield Street between 10th Avenue West and Fur Farm Road

2. Effective Date of Ordinance. This ordinance shall take effect upon passage and publication.

Mary D. Motiff
Mayor

Attest:

Scott J. Kluver
City Clerk

Adopted:

Date of publication:

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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: ^{SK} Scott J. Kluver, Administrator
Re: Re-Approval of Portion of Alcohol Ordinance
Date: September 2, 2022

On August 18th, there was the special meeting with the Plan Commission that included a significant discussion on the outdoor consumption of alcohol. During that meeting, an ordinance was approved based on the changes that were discussed and recommended by the Plan Commission. However, I did not notice the entire ordinance correctly on the agenda. As such, the non-zoning portion of that ordinance needs to be re-approved and is presented to you as Ordinance 22-009. These language changes would need to be made to provide the consistency needed to the other ordinance that was properly approved. Please let me know if you have any questions.

CITY OF WASHBURN

Ordinance No. 22-009

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of September 12, 2022, for the purpose of amending Title 7, Chapter 2 of the City's Ordinances to update the regulation of licenses for outdoor consumption of alcoholic beverages. Additions are in *red italics*, deletions are in ~~strikeout~~.

1. Amend Title 7, Chapter 2, Section 6 as follows:

Sec. 7-2-6 Applications for License

(a) **Contents.** Application for a license to sell or deal in intoxicating liquor or fermented malt beverages shall be made in writing on the form prescribed by the Wisconsin Department of Revenue and shall be sworn to by the applicant as provided by Secs. 887.01 to 887.04, Wis. Stats., and shall be filed with the City Clerk not less than fifteen (15) days prior to the granting of such license. The premises shall be physically described to include every room~~and~~, storage space, *any permitted outdoor food and beverage service area, and any permitted place of outdoor recreation and entertainment* to be covered by the license, including all rooms not separated by a solid wall or joined by connecting entrances.

2. Replace Title 7, Chapter 2, Section 7(h) to read as follows:

Sec. 7-2-7 Qualifications of Applicants and Premises

* * *

(h) **Licensed Premises.** All sales of intoxicating liquors and fermented malt beverages within the City of Washburn, and any on-premises consumption allowed certain classes of licenses, shall be limited to and shall be made upon the premises described within the license granted by the Common Council. Specifically restricted by this section is the sale and delivery of alcoholic beverages by food delivery services. A licensed premises shall be particularly described on the license subject to the following restrictions:

(1) Except as specifically allowed herein, licenses issued by the City shall be for the enclosed structure itself and shall not confer any license or right to property outside of the licensed structure.

(2) A licensed premises may include any area for which the applicant has obtained a zoning permit for an outdoor food and beverage service area as defined in Article 3, Section 17.21 of the City's zoning code.

(3) For any licensee whose principal land use for the licensed premises is classified as Recreation and Entertainment, as defined in the City of Washburn Zoning Code, Article 3, Section 10, and where the primary activities of such Recreation and Entertainment occur outdoors, the licensed Premises may include any part of the property associated

with such outdoor use. Any licensed Premises under this subsection shall clearly identify the area approved for outdoor consumption.

(4) A temporary extension of premises approved under Ordinance Sec.7-2-20 may define a separate licensed premises for such temporary extension, including areas of outdoor sales and/or consumption.

3. Delete Title 7, Chapter 2, Section 19 in its entirety:

~~Sec. 7-2-19 Beer Garden Licenses Required for Outdoor Consumption at Class "B" Premises.~~

4. Amend Title 7, Chapter 2, Section 20(a) to remove reference to the deleted Sec. 7-2-19

Sec. 7-2-20 Temporary Extension of Licensed Premises for Special Events

(a) **Authority.** The granting of a temporary extension of a licensed premises for special events shall authorize the licensee to sell or serve intoxicating liquors or fermented malt beverages, as permitted by the specific license held, during the period of time and in the area described in the application for such temporary extension, as expressly approved by the City Clerk. Such authority, however, shall be contingent upon the licensee also obtaining any and all other special privileges or permits required for the conduct of the special event for which the temporary extension of the licensed premises is sought. ~~Any licenses granted a temporary extension of licensed premises for a special event need not also obtain a license pursuant to Section 7-2-19 for said event.~~

5. Effective Date of Ordinance. This ordinance shall take effect upon passage and publication.

Attest:

Mary D. Motiff
Mayor

Scott J. Kluver
City Clerk

Adopted: _____

Published: _____

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



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

To: Honorable Mayor and City Council Members
From: Tony Janisch, Assistant City Administrator *Janisch*
Re: Withdrawal of Covid-19 Temporary Extension of Premises
Date: August 25, 2022

In July 2020, Council approved an amendment to the Temporary Extension of Premises ordinance to allow licensees to comply with local, state, and/or federal public health guidelines and orders for the Covid-19 Pandemic.

This approval still required all requirements of Sec. 7-2-20, Temporary Extension of Licensed Premises for Special Events, but essentially eliminated the restriction of extension of premises for not more than a continuous 24-hour period.

There have been four licensees to be approved for this extension. Three have ended, according to the time frame identified on application, with one licensee currently open. According to Sec. 7-2-20(i)(4), all licensees have been notified of the intent to withdraw this subsection.

There are currently no local, state, or federal public health orders in place. And all area licensees have been open indoors for quite some time. Additionally, Council has taken steps to update and codify the new zoning and alcohol licensing ordinances that will permit outdoor service and consumption on licensed premises in a more regulated and uniform manner. The proposed effective date of the ordinance to repeal the Covid-19 Extension of Premises Ordinance is 60-days from approval, which will allow license holders sufficient time to apply for an outdoor service and seating area zoning permit to have these outdoor areas formally included in their licensed premises description.

It is the recommendation of staff and police that Council withdraw the Covid-19 Temporary Extension of Premises.

CITY OF WASHBURN
Ordinance No. 22-010

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of September 12, 2022, for the purpose of amending Title 7, Chapter 2 of the City's Ordinances to remove the Covid-19 Temporary Extension of Premises regarding the outdoor consumption of alcoholic beverages.

1. Delete Title 7, Chapter 2, Section 20(i) in its entirety:

~~Covid-19 Extension of Premises~~

~~In light of the social distancing guidelines in place due to the Covid-19 pandemic, applicants may apply for a temporary extension of premises under the following conditions:~~

- ~~(1) The applicant must submit the necessary application, fee, and information as required for other extension of premises applications in this section.~~
- ~~(2) The application must state how the applicant will use the extension of premises permit to meet or comply with local, state, and/or federal public health guidelines and orders requiring or recommending social distancing or other spacing considerations.~~
- ~~(3) All other requirements of this subsection apply, except that a Covid-19 temporary extension license shall remain in effect so long as:
 - ~~(i) any local, state, and/or federal public health agency has~~
 - ~~recommendations, guidelines, and/or orders recommending and/or~~
 - ~~requiring social distancing or other spacing, AND~~
 - ~~(ii) the extension of premises license is necessary for the applicant to~~
 - ~~comply with said recommendations, guidelines, and/or orders~~~~
- ~~(4) All extension of premises approvals granted under this subsection may be withdrawn upon a majority vote of the Common Council after notice of the intent to withdraw has been issued to the applicant and the applicant has had an opportunity to be heard.~~

2. Effective Date of Ordinance. This ordinance shall take effect sixty (60) days after passage and publication.

Attest:

Mary D. Motiff
Mayor

Scott J. Kluver
City Clerk

Adopted: _____

Published: _____

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



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

To: Honorable Mayor and City Council Members

From: Tony Janisch, Assistant City Administrator *Tony*

Re: Alcohol Licensing

Date: August 24, 2022

At the August Council meeting, Council approved staff to issue public notification and begin the administrative process for an alcohol beverage retail license of Class "B" Fermented Malt Beverage (beer) to be sold on premise at 318 W. Bayfield St.; Karlyn Yellowbird Gallery which is under new ownership. Public notice of this application has been published in the Ashland Daily Press on August 5, 9 & 12, 2022.

As mentioned at the meeting, in order to comply with Wis. Stat. sec. 125.32(3m)-Limitation on Other Business; the gallery needed to install a secondary doorway to serve as the primary entrance for the licensed premises for alcohol consumption. Karlyn Yellowbird is in the process of installing this secondary entrance.

Chief Johnson has not had the opportunity to inspect the new gallery facility, as the facility has yet to undergo construction.

I recommend that Council approve the Alcohol Beverage Retail License of Class "B" Fermented Malt Beverage for Karlyn Yellowbird Gallery LLC., Erik Gruber serving as Agent, on the contingency of completion of the primary entrance and final inspection from the Washburn Police Department.

Click mouse in "For the license period beginning" field to begin and tab throughout. Use mouse to check appropriate boxes, spacebar or enter.

Save

Print

Clear

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 08/01/2022 ending: _____
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } Washburn
☐ Village of }
☒ City of }

County of Bayfield Aldermanic Dist. No. 3
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456103105886504</u>	
FEIN Number <u>84-4578755</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

Karlyn Yellowbird Gallery LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Lundberg</u>	<u>Kelsey</u>	<u>Lynn</u>	<u>104 S 4th St, Bayfield WI 54814</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Gruber</u>	<u>Erik</u>	<u>Richard</u>	<u>104 S 4th St Bayfield WI 54814</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name Karlyn Yellowbird Gallery Business Phone Number 715-373-2922

2. Address of Premises 318 W Bayfield St, Washburn WI Post Office & Zip Code PO Box 265, 54891

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

see attached layout/plan

visitors will enter the bar area through the new entrance. Beer will be sold in the bar area on the mezzanine. Beer will be consumed in the mezzanine & attached lounge area.

4. Legal description (omit if street address is given above): _____

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No

(b) If yes, under what name was license issued? Karlyn Yellowbird Gallery, Agent-Ron Piercy

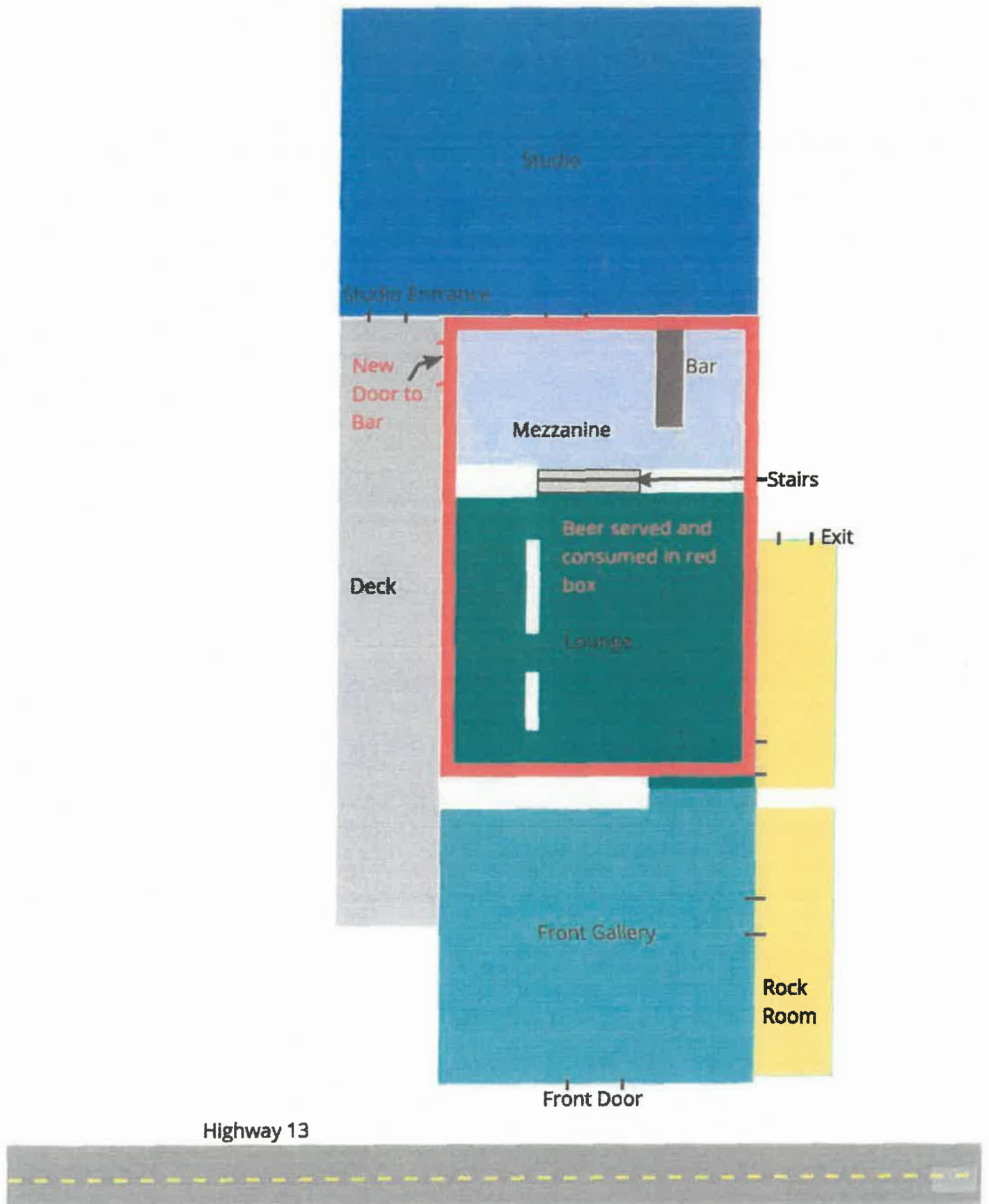
6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ☒ Yes ☐ No
Need to complete training
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date _____ of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? If yes, explain. ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) Gruber, Erik R	Title/Member Member	Date 07/13/22
Signature 	Phone Number 763-639-2093	Email Address erik.r.gruber@gmail.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 7/13/2022	Date reported to council / board 8/1/2022	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

☐ Town

To the governing body of:

☐ Village

of Washburn

County of Bayfield

☒ City

The undersigned duly authorized officer(s)/members/managers of Karlyn Yellowbird Gallery LLC

(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Karlyn Yellowbird Gallery

(trade name)

located at 318 W Bayfield St

appoints Erik Gruber

(name of appointed agent)

104 S 4th St, Bayfield WI 54814

(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes

☒ No

If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?

☒ Yes

☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 2 years

Place of residence last year 104 S 4th St Bayfield WI 54814

For:

(name of corporation/organization/limited liability company)

By:

(signature of Officer/Member/Manager)

And:

(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Erik Gruber, hereby accept this appointment as agent for the

(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

(signature of agent)

7/13/22

(date)

Agent's age 38

104 S 4th St, Bayfield WI 54814

(home address of agent)

Date of birth 02/18/1984

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on

(date)

by

(signature of proper local official)

Title

(town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print)		(last name)	(first name)	(middle name)
		Gruber	Erk	Richard
Home Address (street/route)	Post Office	City	State	Zip Code
104 S 4th St	216	Bayfield	WI	54814
Home Phone Number	Age	Date of Birth	Place of Birth	
763-639-2093	38	2/18/84	Minneapolis, MN	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☒ A member of a partnership which is making application for an alcohol beverage license.

☐ Member of Karlyn Yellowbird Gallery LLC
(Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 2 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify. _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify. _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
H&A Resources LLC	4279 Roswell Rd. NE, Suite 102-141, Atlanta, Georgia 30342	May 2022	Present
Employer's Name	Employer's Address	Employed From	To
Rightpoint	29 N. Upper Wacker Dr., Chicago, IL 60606	June 2020	May 2022

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 13 day of July, 20 22

1047 Jansich
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires 7/17/2023



Printed on
Recycled Paper

AUXILIARY QUESTIONNAIRE ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name (please print)		(last name)	(first name)	(middle name)
		Lundberg	Kelsey	Lynn
Home Address (street/route)	Post Office	City	State	Zip Code
104 S 4th St	216	Bayfield	WI	54814
Home Phone Number	Age	Date of Birth	Place of Birth	
651-442-5279	37	08/03/1984	Minneapolis, MN	

The above named individual provides the following information as a person who is (check one):

- ☐ Applying for an alcohol beverage license as an individual.
- ☒ A member of a partnership which is making application for an alcohol beverage license.
- ☐ Member of Karlyn Yellowbird Gallery LLC
- (Officer/Director/Member/Manager/Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 2 years
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Rightpoint	29 N. Upper Wacker Dr. Chicago, IL 60606	January 2022	Present
Employer's Name	Employer's Address	Employed From	To
Windseeker Realty	215 Rittenhouse Ave, Bayfield, WI 54814	April 2021	April 2022

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

this 14 day of July, 2022

[Signature]
(Clerk/Notary Public)

[Signature]
(Signature of Named Individual)

My commission expires May 13, 2023



Printed on
Recycled Paper