

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



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

NOTICE OF FINANCE COMMITTEE MEETING Monday, February 11, 2019 City Hall 4:30PM

- Committee Review-Monthly Expenditures

NOTICE OF CITY COUNCIL MEETING

Monday, February 11, 2019 Washburn City Hall 5:30 PM

The Council may elect to go into closed session pursuant to Wisconsin State Statute §19.85(1) (c), for personnel matters; following which the Council may reconvene in open session to take any action that may be necessary on the closed session items.

AGENDA

- Call to Order/Roll Call/Pledge of Allegiance
- Approval of Minutes – City Council Meeting – January 14, 2019
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments
 - Vacancies on Lake Superior By-Way Committee; BART Board; Zoning Board of Appeals; CDBG Housing Committee
- Presentation on CORE Community Resources – Ann Bowker, Presenter **TAB 1**
- Discussion & Action on Request to Amend Water and Sewer Credit Policy – Sharilyn Sandstrom, Petitioner **TAB 2**
- Discussion & Action on Request by North Coast Cycling Association to have the City Sponsor a Recreational Trails Program Grant for the Resurfacing of the Recreational Trail within the City of Washburn **TAB 3**
- Discussion on Park Committee Activities – Jen Maziasz, Presenter
- Discussion & Action on Concept of the City Developing the Omaha Property on Its Own **TAB 4**
- Discussion & Action on Listing City Properties for Sale with Tony Jennings of Blue Water Realty **TAB 5**
- Discussion & Action on Solicitation of Assistant Administrator Position/Job Description Review **TAB 6**
- Discussion & Action on Administration Goals and Objectives for 2019, Review of 2018 Goals **TAB 7**
- Discussion & Action on Ordinance 19-001 Updating the Regulation Governing Excavations and Openings in Streets and Sidewalks to be Consistent with Current Technology **TAB 8**
- Discussion & Action on Ordinance 19-002 Updating the Regulation for the Keeping of Chickens **TAB 9**
- Discussion & Action on Resolution 19-001 Combination of Wards to Single Polling Place in Spring Election **TAB 10**
- Discussion & Action on Chamber of Commerce Use of Thompson's West End Park, Wikdal Park, and the Coal Dock; Closure of Portions of Bayfield Street, 5th Avenue West, 1st Avenue West, 2nd Avenue West, and 4th Avenue West; and Relaxation of Open Container and Noise Ordinances all at Certain Times during Brownstone Block Party Activities July 26 through July 28, 2019 **TAB 11**
- Discussion & Action on Request to Close North 3rd Avenue West from Bayfield Street to the Alley for Dandelion Days on June 8, 2019 – Washburn Chamber of Commerce and Michael McKenna, Petitioners
- Alcohol Licensing Matters - **TAB 12**
 - Bartender License Applications – #20-51&52
- Closed Session Items
 - Personnel Matters – Evaluation of the City Administrator
- Adjourn

January 14, 2019

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members:

Aaron Austin, Jeremy Oswald, Jennifer Maziasz, Karen Spears-Novachek, Linda Barnes, Mary McGrath, John Gary

Municipal Personnel:

Mayor Richard Avol, City Administrator Scott J. Kluver, Assistant City Administrator Dan Stoltman, City Attorney Max Lindsey

Excused Absence:

None

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

Approval of Minutes – City Council Meetings of December 10, 2018– A motion was made by Novachek to approve the December 10, 2018– minutes, second by Austin. Motion carried unanimously.

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

Public Comment – Ryan Meeker, 116 East 4th Street, stated he was applying for the Bayfield County Local Government Scholarship and was excited to sit in on the meeting.

Mayoral Announcements, Proclamations, Appointments- Lake Superior By-Way Committee Appointment; BART Board – The Mayor discussed the need for members to the Lake Superior By-Way Committee, BART Board, and Community Development Block Grant Committee, as well as a need for EMTs and Firefighters. The mentioned the passing of Harold Ehlers and Frances Carlson.

Presentation by Movin' Out, Inc. on Proposed Housing Development on Omaha Street Property – Dave Porterfield, Presenter – A presentation was given by Dave Porterfield. A discussion was had on the amount of property would be needed. It was stated by Mr. Porterfield that they would like to use the lots that front Omaha Street. A discussion was had on ownership of the development in the short and long term. A discussion was had on the range of income levels and what happens if more lower income units are needed. Mr. Porterfield stated that other units could be filled with lower income levels, but its best to keep a good mix of income levels. A discussion was had on the need of lower income housing. It was stated that the city had a housing market study done and low income housing was recommended. A motion was made by Oswald to open the floor, second by Barnes. Motion carried unanimously. Questions were posed by the audience. A motion was made by Oswald to close the floor, second by Novachek, Motion carried unanimously. No other motion was made.

Discussion & Action on Release of RFQ for Development on Omaha Street Property – Kluver gave an overview. A discussion was had on the wording of the RFQ not being open enough to all types of development options. A discussion was had on the previous study of the property by Cedar Corp. A discussion was had on the city to exploring splitting the land into individual lots for home development. It was stated that would be placed on the next agenda. A motion was made by Maziasz to open the floor, second by Barnes. Motion carried unanimously. Discussions took place on the RFQ. A motion was made by McGrath to close the floor, second by Novachek. Motion carried unanimously. A discussion was had on changing specific aspects of RFQ requirements. It was stated to amend the RFQ scope of development to “all or part of the available land”, to remove the requirement of 3 examples of projects and be replaced with “examples of projects”, to remove the requirement of government references, and to include the language “any type of development in line with the current zoning code”. A motion was made by Oswald to approve and release the RFQ with the stated amendments: RFQ scope of development to “all or part of the available land”, to remove the requirement of 3 examples of projects and be replaced with “examples of completed projects”, to remove the requirement of government references, and to include the language “any type of development in line with the current zoning code”, second by Novachek. Motion carried

unanimously.

Discussion & Action on Discontinuance of Business Revolving Loan Fund – Kluver gave an overview. He stated that the state with the approval of the federal government are ending the program. Kluver stated that the city's funds are going to be de-federalized and the city can use the remaining funds without restrictions. A discussion was had. A motion was made by Novachek to apply to close the Business Revolving Loan Fund, seconded by Barnes. Motion carried unanimously.

Discussion & Action on Goose Population Control Protocols – Kluver gave an overview. A discussion was had on how the hunt had gone last year, and how it could be done better. A motion was made by McGrath to approve goose population control protocols with amendment to exclude Labor Day as a potential day to hunt, second by Barnes. Motion carried unanimously.

Discussion & Action on Special Event Request for Book Across the Bay, February 16, 2019, West End Park – A discussion was had. A motion was made by Barnes to approve Special Event Request for Book Across the Bay, February 16, 2019, West End Park, which includes no alcohol allowed outside of the designated area, second by Maziasz. Motion carried unanimously.

Alcohol Licensing Matters - Bartender License Applications – #19 – 50 – A motion was made by Barnes to approve bartender license applications – #20 – 50, second by Novachek. Motion carried unanimously.

Adjourn – A motion was made by McGrath to adjourn at 7:56pm, second by Barnes. Motion carried unanimously.

Dan Stoltman
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30PM

Committee Member Karen Novackek, Mary McGrath, and Aaron Austin reviewed monthly expenditure vouchers.

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DECEMBER - 2018 Events

Friday Friends – December 14, 2018

WHEN: Friday, December 14, 2018 - 11:30am – 1:00pm

WHERE: Bayfield Inn, 20 Rittenhouse Ave, Bayfield, WI 54814

MENU - Christmas Party

A program of CORE Community Resources, Friday Friends is for residents of communities in the Bayfield, Cornucopia, Madeline Island, Red Cliff, and Washburn zip codes, age 55 and over.

(Free will offerings are appreciated)

To register: Call CORE at (715) 779-3457 or email us at office@corecr.org

Reservations are required by December 10, 2018.

Let's Do Lunch Cooking Group: CREATIVE SALADS !

WHEN: Thursday, December 27, 2018
11:15am – 1:00pm

WHERE: Bethesda Lutheran Church
109 S 6th St, Bayfield, WI 54814, US

Join a kitchen full of enthusiastic cooks as you prepare and enjoy a fabulous meal together. As always, there will be great food, laughter, and conversation.

A program of CORE Community Resources, Let's Do Lunch is for residents of communities in the Bayfield, Cornucopia, Madeline Island, Red Cliff, and Washburn zip codes, age 55 and over. (Free will offering are appreciated)

To register: Call CORE at (715) 779-3457 or email us at office@corecr.org

Reservations are required by December 21, 2018.

Health & Wellness: CHAIR YOGA

Instructor: Sandy Brue

Chair Yoga is one of the gentlest forms of yoga available. It is practiced sitting on a chair, or standing, using a chair for support, to deepen flexibility and strengthen personal body awareness. It is taught at a way to achieve physical and mental balance and fitness.

WHEN: Monday, Dec. 3 11:00 am - Noon (Week 5 of 6)
Monday, Dec 10 11:00 am - Noon (Week 6 of 6)

WHERE: [Bethesda Lutheran Church](#)
109 S 6th St, Bayfield, WI 54814, US

This is a program of CORE Community Resources and is for residents of communities in the Bayfield, Cornucopia, Madeline Island, Red Cliff, and Washburn zip codes, age 55 and over.

Space is limited to 20 participants - per class.

To register: Call CORE at (715) 779-3457 or email us at office@corecr.org

Reservations are required by Nov.28, 2018

Health & Wellness: INDOOR WALKING

CORE'S popular "Indoor Walking" program is again in process. We will meet each Tuesday and Thursdays from November 27, 2018 until mid April. 9:00 - 10:00 am.

WHEN: Tuesdays, Nov. 27 and then Dec. 4, 11, 18, 25 9:00 - 10:00 am
Thursdays, Nov. 29 and then Dec. 6, 13, 20, 27 9:00 - 10:00 am

WHERE: [Bayfield Lakeside Pavilion](#)
2 East Front Street, Bayfield, WI 54814

This is a program of CORE Community Resources and is for residents of communities in the Bayfield, Cornucopia, Madeline Island, Red Cliff, and Washburn zip codes, age 55 and over.

No need to register, just come to the pavilion and sign your name to the roster.

Volunteer Opportunities with CORE!

- ❖ **Friday Friends**, The Friday Friends committee would greatly appreciate your help with one of the monthly Kitchen Crews, serving and cleaning up after the lunch. For more information, contact CORE at 715-779-3457 or email office@corecr.org

Friends in Deed volunteers work with people ages 55 & over, in various ways: rides to medical appointments, help with household tasks, repairs, technology assistance, friendly visits, and much more. You select the ways in which you want to help and decide when, where, and how often you volunteer. To schedule an orientation, contact CORE at 715-779-3457 and learn how you can help others as a Friend in Deed volunteer.



JANUARY - 2019 Events

Friday Friends –January 11, 2019

Guest Speaker: Chequamegon Humane Society

WHEN: Friday, January 11, 2019 - 11:30am – 1:00pm

WHERE: [Bethesda Lutheran Church](#),
109 S 6th St, Bayfield, WI 54814

MENU -Lasagna, Salad and Dessert

A program of CORE Community Resources, Friday Friends is for residents of communities in the Bayfield, Cornucopia, Madeline Island, Red Cliff, and Washburn zip codes, age 55 and over.

(Free will offerings are appreciated)

To register: Call CORE at (715) 779-3457 or email us at office@corecr.org

Reservations are required by January 4, 2019.

Superior Lifelong Learning presents: COME BACK TO THE CLASSIC BOOK SERIES

Instructor: EVE ERICKSON

W: Friday, January 11 - 1:00 - 3:00 PM

WHERE: [Bell Town Hall](#)
22620 Ash St, Cornucopia, WI 54827, USA

Come join Eve Erickson for **Classic Book Series**. The second 3 sessions will cover the book *Middlemarch* by George Eliot. Enjoy the read and we hope to see you at the Classic Book Series class!

Call CORE at (715) 779-3457 to register. **Register by January 4, 2019.**

Let's Do Lunch Cooking Group: Palatable Pork !

WHEN: Thursday, January 31, 2019
11:15am – 1:00pm

WHERE: [Bethesda Lutheran Church](#)
109 S 6th St, Bayfield, WI 54814, US

Menu- Pork loin, Twice Baked sweet potato, brussel sprout salad and sorbet

Join a kitchen full of enthusiastic cooks as you prepare and enjoy a fabulous meal together. As always, there will be great food, laughter, and conversation.

A program of CORE Community Resources, Let's Do Lunch is for residents of communities in the Bayfield, Cornucopia, Madeline Island, Red Cliff, and Washburn zip codes, age 55 and over. (Free will offering are appreciated)

To register: Call CORE at (715) 779-3457 or email us at office@corecr.org

Reservations are required by January 28, 2019.



ANNIE BOWKER
Washburn
Community Liaison



WWW.CORECR.ORG
14 South Broad Street
Bayfield, WI 54814
(715) 779 - 3457

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715-373-6160
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To: Honorable Mayor and City Council Members
From: ^{SSK} Scott J. Kluver, Administrator
Re: Request to Review Water and Sewer Credit Policy
Date: January 24, 2019

Enclosed you will find a letter from Sharilyn Sandstrom who is writing on behalf of her father, Jerry Doucette. You will see the letter attached that explains what happened in that situation. The usage for the past quarter was 42,100 gallons of water. This resulted in a bill that was approximately \$500 higher than normal.

To their disappointment, Mr. Doucette is not eligible for a credit under the current policy. The reason being is that neither the water, nor the sewer volume charges were above \$500. There is a minimum volume charge of \$500 for both water and sewer.

For a bit of history, the Council established the current policy in 2014 to help offset some extreme cases of plumbing failures. Prior to that time, the City had no policy in place and individuals were charged whatever amount ran through their meter. On occasion, this would lead to some very upset people. The current policy was approved to make sure there was still a strong incentive to maintain good plumbing.

The City is allowed to have a credit policy per PSC regulations in order to help resolve disputes. The current policy has been utilized once or twice per year on average since it has been adopted.

If the Council would like to review and make changes to the current policy, I can discuss that further with you. The Council should not make any special exceptions or it will open the floodgates.

1/3/19

To Whom It May Concern:

Recently, Kaye Bratley called my sister, Melody Fleig, in December to inform us of a high volume leak at 601 W. 4th St, Washburn.

As of October 1st 2018, no one has been living at this address, but, we have had two rummage sales and two showings of the house. Someone used the bathroom during those events which caused the problem.

My Dad and Brother immediately went and fixed the problem. The Flapper was held down to long and plunger in back of tank would not allow tank to fill and shut off, therefore, the cause of extreme volume of water and sewer.

Our father has served on the water works committee for several years and has proven to be a fine member of Washburn's community.

We are asking if you could please give our father a credit for this misfortune.

Sharilyn Sandstrom

1/24/2019 11:20 AM

Meter Information

Page: 1
UTIL

Account Nbr: 000-4420-00 Customer Name: DOUCETTE, JERRY
Service Address: 601 WEST FOURTH STREET
PSC Classification: Residential

Meter Nbr: 69941074 Rate Type: 5/8" Install Date: 12/10/2008
Route/Seq Nbr: 01-1385 Location: SENSUS OR Pressure Zone Cd: 00
ROM Serial Nbr: ROM Install Date:
Register ID: 63626766

Utilities: SEWER WATER

Memos: 1st: CC done 10/10/17.
2nd:
3rd:

<u>Read Date</u>	<u>Reading</u>	<u>Consumption</u>	<u>Comment</u>
12/07/2018	2001	421	RemRd-Toilet
9/14/2018	1580	36	Remote Reading
6/18/2018	1544	39	Remote Reading
3/15/2018	1505	32	Remote Reading
12/13/2017	1473	32	Remote Reading
10/10/2017	1441	0	CC done
9/13/2017	1441	47	Remote Reading
6/07/2017	1394	33	Remote Reading
3/15/2017	1361	34	
12/15/2016	1327	34	
9/15/2016	1293	61	
6/15/2016	1232	40	
3/15/2016	1192	38	
12/15/2015	1154	30	
9/15/2015	1124	43	
6/15/2015	1081	27	
3/15/2015	1054	29	
12/15/2014	1025	26	
9/15/2014	999	33	
6/15/2014	966	37	
3/15/2014	929	29	
12/15/2013	900	39	
9/15/2013	861	46	
6/15/2013	815	33	
3/15/2013	782	39	
12/15/2012	743	35	
9/15/2012	708	42	
6/15/2012	666	34	
3/15/2012	632	45	
12/15/2011	587	33	

1/24/2019 11:21 AM

Account History - Summary
ALL Transactions

Page: 1
UTIL

Post Date: From: 1/24/2018 Account Nbr: From: 000-4420-00 Group Cd: From:
Thru: 1/24/2019 Thru: 000-4420-00 Thru:

Account Nbr:	000-4420-00	Name:	DOUCETTE, JERRY	Running Balance	
	1/23/2018	- Balance:		0.00	
<u>Post Date</u>	<u>Trans Date</u>	<u>Type</u>	<u>Trans ID</u>	<u>Amount</u>	
3/31/2018	3/31/2018	Bill		230.12	230.12
4/24/2018	4/24/2018	Late Charge		5.42	235.54
5/01/2018	4/30/2018	Receipt		-230.12	5.42
5/10/2018	5/09/2018	Receipt		-5.42	0.00
6/29/2018	6/30/2018	Bill		239.93	239.93
7/09/2018	7/06/2018	Receipt		-239.93	0.00
9/28/2018	9/30/2018	Bill		235.74	235.74
10/16/2018	10/09/2018	Receipt		-235.74	0.00
12/31/2018	12/31/2018	Bill		745.58	745.58
1/08/2019	1/07/2019	Receipt		-745.58	0.00
					=====
		000-4420-00 - Ending Balance:			0.00

CITY OF WASHBURN

PO BOX 638

WASHBURN, WI 54891

(715)373-6160

ACCOUNT NUMBER

000-4420-00

ENTER AMOUNT PAID

ACCOUNT ID: 000-4420-00
DOUCETTE, JERRY
1616 BEASER AVE - APT 13
ASHLAND WI 54806

BILLING DATE

12/31/2018

AMOUNT DUE

\$745.58

DUE DATE

1/21/2019

AFTER DUE DATE PAY

\$762.89

PLEASE RETURN TOP PORTION WITH YOUR PAYMENT
-----**READING DATES****PREVIOUS**

9/14/2018

PRESENT

12/07/2018

BILLING DATE

12/31/2018

DUE DATE

1/21/2019

ACCOUNT NUMBER

000-4420-00

PREVIOUS**PRESENT****USAGE****DESCRIPTION****AMOUNT**

1580

2001

421

FIRE PROTECT

27.81

REFUSE CHG

35.25

SEWER - VOLUME

364.59

SEWER - SERVICE

75.55

STORMWATER CHG

15.75

1580

2001

421

WATER - VOLUME

195.73

WATER - SERVICE

30.90

AMOUNT DUE

745.58

Last Payment: 10/09/2018 Amount: \$235.74

Security Code: 4822

SERVICE ADDRESS

601 WEST FOURTH STREET

CITY OF WASHBURN

PO BOX 638

WASHBURN, WI 54891

(715)373-6160

Washburn Water and Sewer Credit Policy

Adopted 07/14/14 by the Common Council

Amended 09/08/14 by the Common Council

The Washburn Water and Sewer Utility (Utility) may give a credit for water and sewer billed in the case of a leak in a customer's plumbing or a defective appliance. This policy shall apply to all classifications of Utility customers. The following guidelines will be used in consideration of issuing a credit:

1. Upon notification by the customer of a problem with their plumbing or a defective appliance, the Utility shall provide the customer with a copy of the utility credit policy.
2. The customer must request a credit in writing. The customer must include this information in the written credit request: the nature of the leak, when the leak occurred, and what was done to repair the leak. Permission must also be given for Utility staff to inspect the premises. The Utility may also contact the contractor if a contractor was used for the repair.
3. The customer must request a credit within 90 days of locating the leak or receiving a high water and sewer bill.
4. The credit may only be given for the most recent quarter of water and sewer billed. The credit will be based on the average quarterly usage of the year preceding the quarter that the credit is being applied for (or for as long as the customer has lived at the site if less than one year). If there is less than one complete quarter of history, no credit shall be available if the water or the sewer volume charge is below \$500, and \$500 shall be the minimum credited charge for both water and sewer respectively.
5. Once the average quarterly usage is established, 300 percent of the average quarterly usage shall be charged for both water and sewer (when applicable) with a \$500 minimum each as a surcharge to cover administrative expenses and serve as an incentive to maintain proper plumbing.
6. A customer may only receive one credit per property every 20 years.
7. The Utility shall notify the customer in writing of the credit determination and calculation and copy the Common Council.
8. The Utility shall keep on record the credits issued to each property.
9. The issuance of a credit is not an admission by the Utility of any responsibility of damage that may have occurred as a result of a water leak.

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715-373-6160
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To: Honorable Mayor and City Council Members
From: ^{SK} Scott J. Kluver, Administrator
Re: Request to Apply for Recreational Trails Program Grant
Date: January 30, 2019

Please know that the North Coast Cycling Association has requested that the City apply on their behalf for a Recreational Trails Program grant to assist with the resurfacing of the portion of the Biking/ATV/Snowmobile trail that runs through the City of Washburn. Please note that this is not the lakefront walking trail.

This grant could provide up to 50 percent of the total costs of the resurfacing, which is proposed to be crushed limestone. North Coast Cycling Association is currently working on seeking the required match requirement with donated dollars and materials. North Coast Cycling Association would take the lead on preparing the application, and the City would provide support where necessary. Standard bidding requirements would apply for non-donated material and labor, and prevailing wage requirements would be required for any labor that is not donated.

The application deadline for the grant is May 1. I have no objections to the project and am willing to provide the necessary navigation through the bureaucratic jungle of red tape. Please know that there are portions of the trail that are under City ownership, and portions under County ownership. The Bayfield County Forestry Department has been kept apprised of this project as they have overall responsibility for the maintenance of the trail.

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

North Coast Cycling Association (NCCA) grant proposal for trail resurfacing

Submitted by: Adam Haecker, NCCA board member

To: Scott Kluver, City of Washburn administrator

Re: Proposal for City of Washburn to serve as sponsor to NCCA for grant

Date: Jan. 15, 2019

History of NCCA: The North Coast Cycling Association (NCCA), Washburn, was founded in 2009 as a 501(c)(3) non-profit organization. Its mission statement is as follows: "To get people out riding bikes, and to work towards developing scenic and safe bicycling routes and trails for riders of all ages and abilities." Since its inception, the NCCA has steadily grown in membership, and currently offers weekly rides year-round in locations throughout Bayfield County.

Proposal: As expected, there has been increased wear on the trail systems throughout the NCCA ridership area. One of the primary segments of trail that needs resurfacing is through the City of Washburn from Memorial Park on the north end of the city to Wannebo Road on the south end of the city. This trail is part of an old abandoned railroad line that used to serve the community in the 1800s. The NCCA is asking the City of Washburn to serve as a sponsor for a grant application that would provide funding to resurface this segment of trail.

Background and research: The NCCA board formed a separate grant subcommittee in November 2018 to research appropriate grants that would support this resurfacing work. Adam Haecker, NCCA board member, is head of the subcommittee. Adam has been in contact with Ed Slaminski, who is the regional contact for outdoor recreation grants with the Wisconsin Department of Natural Resources (WDNR) in Spooner. Ed's recommendations are that we apply for a Recreational Trails Program (RTP) grant, and that the City of Washburn be the sponsor for the NCCA. Although there are other options for grants, Ed believes the RTP grant is most pertinent for this resurfacing work because its main purpose is to provide funding for development and maintenance of recreational trails and trail-related facilities for motorized and non-motorized recreational trail uses. In fact, its number one priority is the maintenance and restoration of existing trails. (Please also note that this is a federal program administered to all states, and eligible sponsors may be reimbursed for up to 50 percent of eligible project costs.) The RTP grant also gives priority to diverse use of motorized vehicles and non-motorized silent sports. This trail segment serves ATVs, snowmobiles, bikers, runners, walkers and cross-country skiers.

The Bayfield County Comprehensive Outdoor Recreation Plan 2015-2019: This proposal also supports the mission and recommendations of the Bayfield County Comprehensive Outdoor Recreation Plan as stated in several places in the current document.

1). Page 14 – Under the heading of Supply Inventory, subheading of Land Based Activities and "Bikeways": "The North Coast Cycling Association is working to develop a

Regional Bike Plan for the entire area. Various bike maps are available from the County Tourism Office.”

2). Page 34 – Under the heading of Plan Recommendations, subheading of City of Washburn and “Public Lands – Thompson West End Park to South City Limits: Recommended Improvements”: “Grading and surfacing of ATV/snowmobile trail along old railroad grade.”

3). Page 35 – Under the heading of Plan Recommendations, subheading of City of Washburn and “Former Railroad Grade Within City: Recommended Improvements”: “Grade and resurface trail throughout the city.”

Proposed cost: Marly Ledin, Washburn resident, met with Randy Erickson, owner of C&W Trucking, Bayfield, in early December 2018 to prepare an estimate of materials and labor. Please note that this is simply an estimate, and not a formal bid for the work. The proposed cost for resurfacing the trail from Memorial Park to Wannebo Road is as follows:

Distance: 2.5 miles

Material: Crushed limestone 4 inches deep by 8 feet wide at 1,650 yards (\$66,000)

Labor: 32 hours of bulldozer work (\$4,000)

Additional labor: Spread, roll and compact limestone (\$5,120)

Total: \$75,120

(Please note that Ed Slaminski stated that the RTP grant has a \$45,000 cap with a \$200,000 cap every third year. 2021 will be the next \$200,000 cap year. So, in this case where the grant provides a 50 percent match, the total cost of the project could be \$90,000.)

Timeline: The RTP application is due on May 1, 2019. The following is a timeline based upon that end date:

Feb. 11 – City of Washburn city council meeting to discuss NCCA grant proposal

Mid-February to mid-March – Members of the NCCA grant subcommittee work collectively on the RTP application

Mid-March – Submit first draft to Ed Slaminski at WDNR for review

Early April – Submit second draft to Ed Slaminski at WDNR for review

Mid April – Submit copy to City of Washburn to prepare final application

May 1 or sooner – Submit final application

(Please note that this timeline is approximate, and dates might vary slightly. Also, per Ed’s knowledge, it takes several months between when the grant is awarded and the funding is provided. For example, we could hear that we’ve been awarded the grant in late May 2019, but not receive the funding until early September, hypothetically. Given this scenario, actual resurfacing work might not begin until the following season in 2020.)

Resources:

North Coast Cycling Association – www.northcoastcycling.com

City of Washburn – www.cityofwashburn.org

Wisconsin Department of Natural Resources, Recreational Trails Program –
<https://dnr.wi.gov/Aid/RTP.html>

Bayfield County Comprehensive Outdoor Recreation Plan 2015-2019 –
<http://www.bayfieldcounty.org/DocumentCenter>

Contact information:

Adam Haecker, NCCA board member
651-303-6931 (cell)
adam.haecker@yahoo.com


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To: Honorable Mayor and City Council Members

From:  Scott J. Kluver, Administrator

Re: Concept of the City Developing the Omaha Property on Its Own

Date: January 23, 2019

At the January 14, 2019 Council meeting, it was requested that the Council consider what it would take to develop and market the Omaha Development on its own. I believe the intention was to consider all single family style homes on this property and allow individuals to build their own homes within whatever parameter the City would set.

The basic outline for the costs involved with this concept are included in the report done by Cedar Corporation for the City in June of 2016. In that report, two concept layouts are proposed that include a combination of multi-family, single-family, and tiny homes. The estimated infrastructure costs for improving the proposed lots is between \$775,000 to \$850,000. These costs included such things as new roads, water and sewer lines, and stormwater infrastructure. All of this would need to be placed when the lots are laid out and before they are sold in order to make sure that all of the lots would be buildable. There is some variation of this depending upon how the lots would be laid out, the size of the lots, and the types of homes that would be constructed.

Under this scenario, the City would need to undertake the planning of this (most likely with an engineering consultant), and be responsible for all of the survey and subdivision planning costs. Let us assume the City could accomplish the improvements for these lots, along with consulting fees, for \$900,000. As the City would need to borrow those funds for 15 years, being the remaining life of the TIF District, the total cost of the project would be estimated at \$1,240,000. Granted there are a few things that have changed from the 2016 plan, and factoring that costs have gone up, this estimate is most likely on the low side. Further, let us assume that the City could agree to a relatively dense single-family development on this property and get 30 individuals lots on this parcel (quarter acre lots). That means to recover \$1,000,000 of the \$1,240,000 total cost to prepare these 30 lots, they would need to sell for an average of \$33,400 each. We would hope, that over time, the taxes generated from individuals building their own homes in a timely fashion would generate the additional tax revenue necessary to pay off the debt to improve the lots.

I believe the scenario that I just laid out is a “best case” scenario. Other considerations that could make this less successful would be a decline in the housing market, or people do not like the layout and style of the lots that are created. There are also hidden costs with extra work on staff to manage and market this development. While it is certainly possible to do, it involves far more risk for the City. The return in tax revenue is a lot lower because the development is not happening at once because it is being strung out until whenever all of the lots are sold. In addition, the City is not able to incorporate the cost of improving the lots into the structure like a developer is because the purchaser of a lot would have to find their own builder.

Having a developer do the entire development would be financially better for the City because the City would not need to take out a loan, or at least not nearly that large of a loan, and the homes would be constructed in a relatively quick fashion so they would be generating taxes a lot sooner.

It is my hope after reviewing this material that you would agree that having the City develop these lots on its own is too high of a risk. I am strongly against this concept for this property.

Development Plan for City-Owned Properties



Prepared for the:
**The Washburn Development Authority &
The City of Washburn**

With assistance from:



604 Wilson Avenue
Menomonie, WI 54751
1-800-472-7372

June 2016

Background

The City of Washburn owns several parcels of land totaling approximately 10.1 acres that are strategically located between the downtown and the Washburn Marina. It is the City's desire to foster the development of these key parcels in a strategic manner that enhances the community and strengthens the linkages between the downtown and the Chequamegon Bay. The City sees this development opportunity as a means to increase the City's tax base and utility customers so as to offset current and future investments in the area.

Objectives

To determine how the parcels should be developed, the City of Washburn / Washburn Development Authority hired Cedar Corporation to create a Redevelopment Plan for City-Owned Properties (hereinafter called "Plan") with the following objectives:

1. to determine the best use of approximately 10.1 acres of City-owned property
2. to identify infrastructure projects and general costs necessary for development
3. to determine suitable development densities
4. to estimate assessed values of new development that can be used for infrastructure projects
5. to identify standards to ensure quality development that enhances the City
6. to determine the location of desired land uses
7. to market the site to developers and contractors

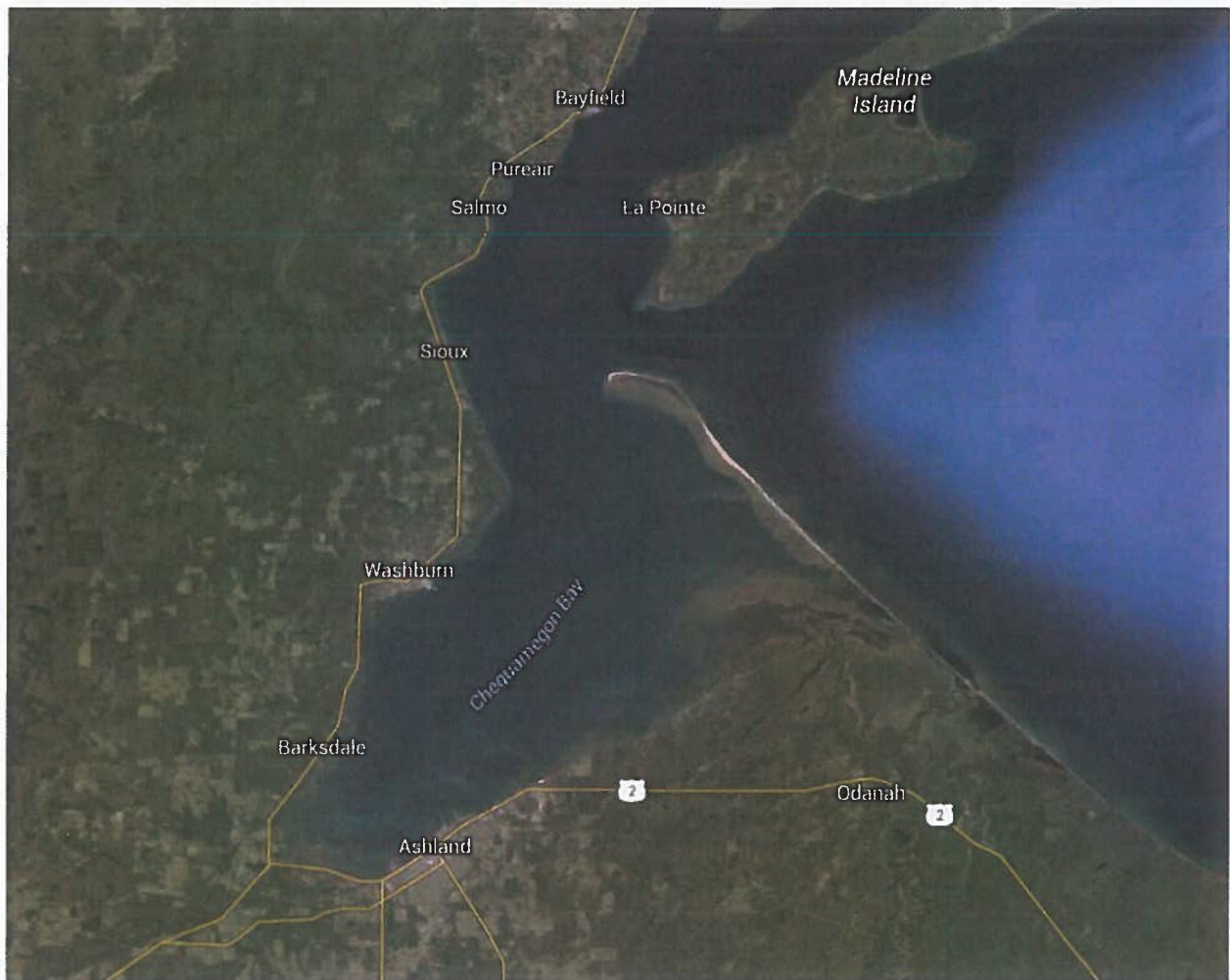
By addressing the objectives, the Plan should provide a clear vision for the development of the City-owned properties and allow the City to begin implementing the Plan.

Location and Conditions

The location of the City of the Washburn and the City-owned parcels has many desirable characteristics that would be attractive to developers. The City is located in Bayfield County in northern Wisconsin on the shore of Lake Superior's Chequamegon Bay (see Image 1). The City is served by S.T.H. 13 which functions as the main arterial route through the community. It carries between 6,000 to 7,000 vehicles a day. S.T.H. 13 links Washburn to U.S.H. 2, about 7.5 miles to the south, which provides access to the City of Ashland (11 miles), and the City of Superior via State Highway 53 (67 miles). In addition to being the County Seat, Washburn is located at the gateway to Lake Superior's Apostle Islands via the Washburn Marina, a full-service marina with 138 slips.

The parcels are bordered by Omaha Street West, 2nd Avenue West, Central Avenue, and Harbor View Drive. The property slopes southerly towards the Chequamegon Bay on Lake Superior and affords great views of the water. The area is within easy walking distance to Stage North Theater & Bar, a grocery store, a hardware store, a hotel, bars/restaurants, walking trails, parks, and the Chequamegon Bay (see Map 1).

Image 1: Washburn and Surrounding Area



This area is the former site of a railroad water tower, roundhouse, and depot. The City has been issued a Liability Clarification Letter for Prospective Purchaser of Property by the Wisconsin Department of Natural Resources. This letter, among other things, restates that the ground water contamination on the property is from an offsite source and the current owner and future potential purchaser did not cause the discharge.

A majority of the land is served by municipal utilities (water, sanitary sewer, and storm sewer) and private utilities (electricity, utility gas, telephone, cable, and fiber optics). An electric transmission line and fiber optic cable runs east/west across the northern portion of the parcels. A snowmobile/ATV trail generally follows the transmission line.

The parcels are also located in Tax Incremental Financing District #3 (TID #3) which is a Mixed Use TIF.

Project Location

City of Washburn



Existing Site Infrastructure

The property is served by a wide array of municipal and private utilities. These include:

Water – City of Washburn

Most of the City-owned parcels are served by municipal water and sanitary sewer. Watermain is located on Omaha Street West (8"), Central Avenue (6"), and Harborview Drive (6"). There is no watermain on 2nd Avenue East (see Map 2).

The City of Washburn has excellent water with two city wells, one at 650 feet deep and the other at 700 feet deep. Both draw from the Lake Superior Aquifer. The City does not regularly chlorinate and does not fluoridate its water. There is an adequate water supply to accommodate the development of the properties.

Sanitary Sewer – City of Washburn

A 4" force main runs north through the center of the site from a lift station located at the Washburn Marina. It connects to a 4" sanitary sewer that extends to Omaha Street West.

An 18" inch sanitary sewer interceptor is located on Omaha Street West and an 8" sanitary sewer line is located near the existing 8-Plex on West Harbor View Drive and runs southwesterly. There is no sanitary sewer on Central Avenue, 2nd Avenue West, or a majority of West Harbor View Drive.

The City of Washburn Wastewater Treatment Facility has a current capacity of 600,000 gallons per day (gpd) plus overflow capacity of 600,000 gpd. There is adequate sewer capacity to accommodate the development of the properties.

Storm Water Management – City of Washburn

The City operates a Storm Water Utility with the sole purpose of the operation, maintenance, and capital improvements of the City's storm water system.

Electricity – Xcel Energy

Xcel Energy has a high-tension transmission line that runs east/west across the top of the site parallel to Omaha Street West. It is expected that this line will have to be relocated into the West Omaha Street right-of-way to facilitate development on the property.

Natural Gas - Xcel Energy

An Xcel Energy natural gas line runs along Omaha Street West.

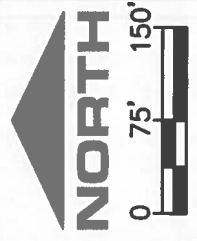
Fiber Optics – Charter Communications, Century Tel

Fiber optic lines run parallel and under the Xcel distribution line right-of-way. Another line runs parallel to the force main that runs through the center of the site.

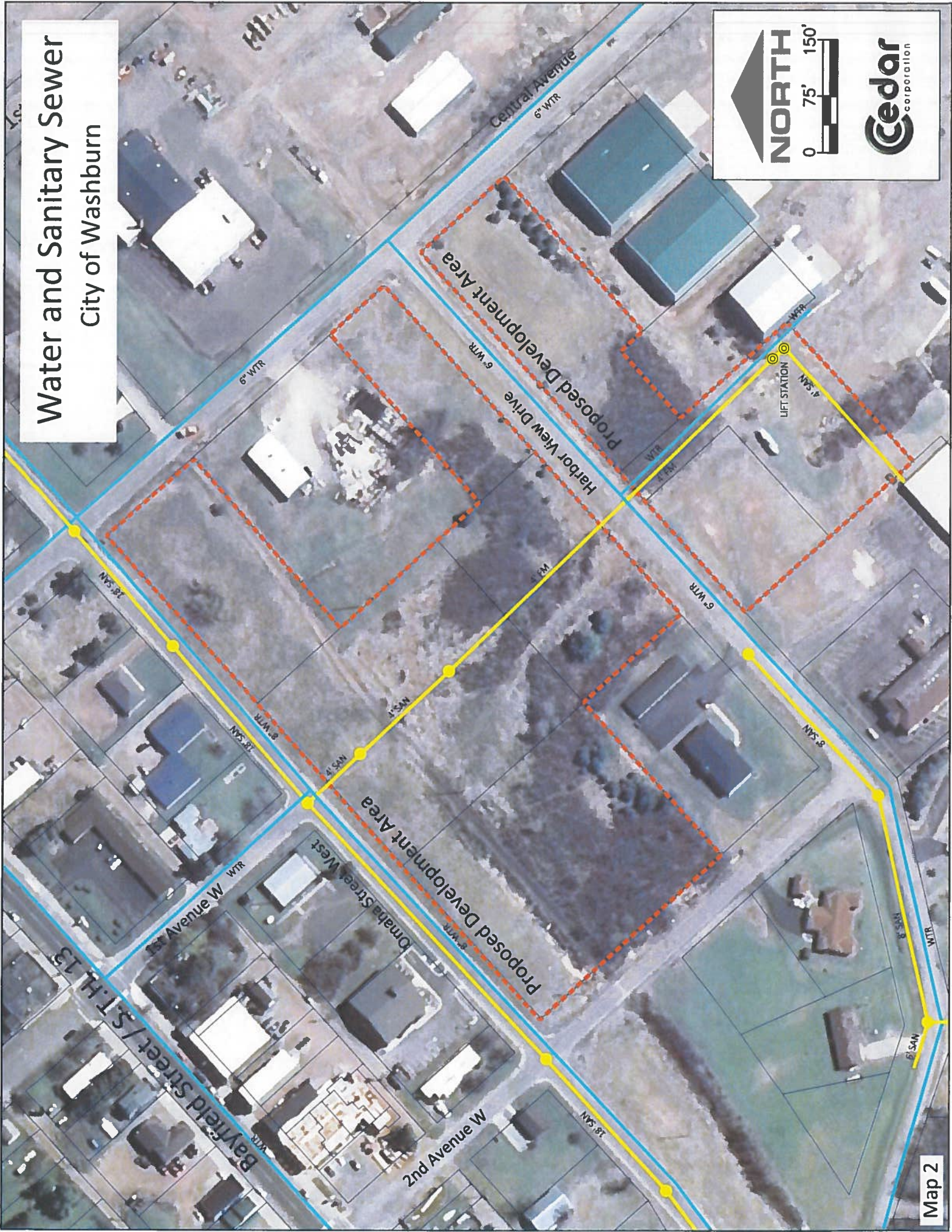
Recreational Trail

A recreational trail for ATVs and snowmobiles closely follows the Xcel Energy transmission line. It is expected that this line will have to be located into the Omaha Street West right-of-way to facilitate development on the property.

Water and Sanitary Sewer City of Washburn



Cedar
corporation



Existing Regulations and Plans

There are several City of Washburn regulatory and planning documents that provide regulations for the development of the parcels but also highlight the future vision for the area. These documents were reviewed to gain insight into what type of development may be appropriate for this area. The main documents reviewed include:

Zoning Code

The parcels are currently zoned WC: Waterfront Commercial District. However, it is the intention of the City to rezone these parcels to MUW: Mixed-Use Waterfront District. The MUW District is intended to accommodate a mix of commercial, residential, and public recreational uses in a master planned setting and is intended to be an attractive, pedestrian-oriented area where people can live, work, and play. New buildings in this area will have a residential appearance consistent with the vernacular architecture of Washburn. Typical uses include retail shops, galleries, studios, and professional offices on the street level with residential uses generally on upper floors. The City's zoning code provides specific permitted and conditional uses in this district.

City of Washburn Comprehensive Plan

Washburn's Comprehensive Plan identifies the parcels in the Land Use Plan as Waterfront Mixed-Use. The parameters of the Waterfront Mixed-Use land use designation are consistent with the proposed revised zoning code.

Other chapters in the Comprehensive Plan stress qualities that are specific to this area or apply to the City as a whole. These include:

1. Improving the connection between the downtown area and the waterfront creating an attractive downtown business district that relates to the waterfront.
2. Promoting the downtown area along Bayfield Street as the heart of the business community. Encourage enhancements to existing buildings, infill development that relates to the existing character of the downtown, and streetscape enhancements that improve the function and appearance of the downtown. Develop attractive directional signs that guide people to the waterfront.
3. Developing Central Avenue into a parkway with pedestrian walks and plantings to beautify the area and frame views of the lake. Enhance other streets that lead from Bayfield Street to the lake with pedestrian walks and plantings as well
4. Providing attractive and functional pedestrian walks that lead south from Bayfield Street to the waterfront. In addition, provide connections to an enhanced multi-modal trail and parkway that runs along the former railroad right-of-way.
5. Continuing the public pedestrian mall from the north side of West Harbor View Drive to the Lakefront Parkway and Walking Trail.
6. Working with Bayfield County to provide an attractive and effective landscaped screen between the Highway Department facilities and Central Avenue.
7. Developing a pavilion and passive recreation facilities that will serve the residents of Washburn and those who use the marina. Link the new park to the existing Athletic Field Complex.

8. Implementing low impact storm water design techniques and other best management practices to treat storm water runoff and reduce soil erosion and sedimentation.
9. Creating a sustainable community that meets the social needs of its population. Encompassing social supports such as health care, life-long educational resources, appropriate housing, and livable wage employment opportunities.
10. Promoting green building/sustainable design concepts (including energy efficient construction) for new housing and housing renovations.

TID #3 Project Plan

The parcels are located in Tax Incremental Financing District #3 (TID #3), which is a Mixed-Use TIF District created in June 2015. TID #3 was created to provide for improvements in the district that will result in new development and redevelopment in the City increasing the tax base.

The Project Plan lists the following as TIF-eligible expenses.

1. Property, right-of-way, and easement acquisition
2. Site preparation activities
3. Utilities
4. Streets and streetscaping
5. Community Development Authority type activities
6. Miscellaneous

The amount of assistance the City can provide for new development and redevelopment will be based on the quality of the development and the amount of the new tax increment created.

Resolution #05-21: Adoption of Sustainable Community Development Policy

In 2005, the City of Washburn adopted a sustainable community development policy based on the Natural Step Program which endorses the principles of sustainable community development and agrees to apply these principles in its planning, policy making, and municipal practices. The Natural Step Program identified four system conditions for a sustainable society. The system conditions are as follows:

In a sustainable society nature is not subject to systematically increasing concentrations of ...

1. substances extracted from the Earth's crust
2. substances produced as a byproduct of society
3. degradation by physical means
4. and in that people are not subject to conditions that systematically undermine their capacity to meet their needs

Surrounding Land Uses and Proposed Future Use

The vision of the Comprehensive Plan, examination of surrounding land uses, and anticipated demands for various land uses were used to determine the proposed future use of the City-owned properties.

The Comprehensive Plan identifies the future use of the parcels as Waterfront Mixed-Use. Waterfront Mixed-Use is generally seen as having offices or retail on the street level with residential units on the upper level.

Existing land uses surrounding the parcels vary. Commercial businesses dominate the area between Omaha Street West and Bayfield Street. This is the primary downtown area. There are two commercial business to the south of West Harbor View Drive. To the west is a mix of residential units including single family and multi-family dwellings. To the east is the Washburn Athletic Field Complex and the Bayfield County Highway Department property. Within a short distance on the Chequamegon Bay is a public beach and the Washburn Marina.

The Comprehensive Plan does not identify a significant need for land for industrial purposes. Because of the proximity to parks, the Marina, and residential dwellings, an industrial land use in this area may create a conflict with existing land uses and is not recommended.

An inventory of existing commercial buildings along Bayfield Street shows an adequate amount of commercial properties available for existing or new businesses. Many commercial buildings are underutilized while others provide opportunities for redevelopment. If the mixed-use concept, as envisioned, is developed on the City-owned parcels it could have a negative impact on existing businesses and the downtown in general.

The parcels offer a unique opportunity for residential development that has not happened in Washburn for many years. Residents living here would be within a short walking distance to a public beach on the Chequamegon Bay, a park, the Marina, and walking trails. They would also have quick access to a grocery store, restaurants, a library, a hardware store, the public library and City Hall. The development of housing in this area would complement existing plans for other improvements in this area as well.

Demand for Housing

A number of factors relative to the demand for housing in Washburn were reviewed to see if there may be a demand for new housing. This was accomplished by talking to several realtors that work in Washburn and the surrounding communities. Local demographics and market research were also reviewed.

Realtor Interviews

There was a general consensus that there are people looking for housing in Washburn but they are not finding what they want. In many cases, people work in Ashland but want to live in Washburn and the surrounding towns because of the good schools.

The City of Washburn and surrounding towns are seeing families attempting to move into the area but they are not able to afford the limited number of homes (both existing and new) on the market. This is due in part to the lower wages in the area and that many homes appear to still be “under water” relative to what is owed on the existing loan. The result is that many home prices are artificially higher than where the market suggests they should be. At the same time, homes that are affordable may need a significant amount of work which deters some people from purchasing. The market is attempting to fill the housing gap through the rental market, however, the region is also lacking available rental units.

People searching for a move-in ready home are looking for homes in the \$175,000 to \$200,000 range. The current cost to construct a home is approximately \$110 per sq. ft. Therefore, a person or family with a budget of \$175,000 would be able to purchase an approximately 1,600 +/- sq. ft. home. However, many feel that due to increased costs it is getting harder to construct a home for \$110 per sq. ft. A number of ways to reduce the construction costs were suggested such as building homes with unfinished basements or walk-out basements that could be finished later. Another suggestion is to offer free or greatly reduced land to housing developers which will lower the cost of the home by eliminating land costs.

A series of questions were asked participant number of realtors to gain an “on the ground” perspective on the demand for housing, the types of housing being sought and the overall health of the market.

1. What types of housing are people looking for in the area?
 - Starter home/affordable under \$200,000 - \$175,000.
 - New quality built homes
 - Move in ready existing homes
 - Either new or existing homes that are; maintenance free, provide main floor living, have at least 2 baths and an attached garage space.
 - Housing that allows for “age in place” living with attached garage.
 - People want more house and less yard and maintenance.
2. What age are your clients? Is there a certain age group that is looking for housing right now or moving into the area?
 - Early 20’s or early 60’s; each desire different amenities.
 - Retired people appear to be settling further out
 - Young families (30’s) with children. A third returning “home”, a third already in the region and moving here for the good school district, and a third moving to the area from outside of the region.
 - Marina does not appear to be a driver for house buyers
3. Are the people in question #3 finding the housing they are looking for?
 - No; the housing stock in Washburn is predominantly comprised of older homes that have poor basements and need a lot of work.
 - Eventually some do but they are having to settling for houses that don’t meet there needs.

- Currently it costs more to build a decent marketable home than most buyers can afford.
4. Are there types of housing (styles, price range, square footage) that people are having a difficult time finding?
 - Single family quality built housing that is well maintained, is maintenance free and costs between \$175,000 and \$200,000.
 - Artist live/work loft type of space.
 - Affordable first time home buyer opportunities.
 - Newer homes
 5. What's your opinion on the rental market? Not enough rentals or lack of quality rentals?
 - People looking for quality rentals in the \$700/month range.
 - Lack of rentals in Washburn and those that do exist are lacking quality.
 - Artists are struggling to find live-work space that is decent and affordable.

Generally, the conversations show that there is a need for a variety of new affordable housing in the City that meets the diverse needs of residents in the area.

American Community Survey

The American Community Survey provides demographics for City of Washburn residents that can be helpful in determining housing needs.

- The estimated median household income was \$44,828 in 2013 compared to \$33,257 in 2000; with the state of Wisconsin at \$51,467 in 2013.
- The estimated median house or condo value was \$117,934 in 2013 compared to \$80,600 in 2000; with the State's median value at \$163,000 in 2013.
- The 2013 median gross rent was \$623 in Washburn.
- Over 90% of housing in Washburn is owner occupied, resulting in a limited number of rental units.
- 82% of single family housing was built before 1990 meaning a majority of the housing stock is 26 years or older.
- Homeowner vacancy rates are very low which pushes up prices.
- There have been no recent housing subdivisions within the City for a number of years.

Housing Market Report

The attached Multi-Family Housing Market Report from CoStar looks at the multi-family market from Red Cliff (to the north) to Ashland (to the south) of Washburn. The report shows 12 multi-family buildings with an average of 694 sq. ft. per unit. These buildings on average were built in 1925 making them 90 years old with an average rent per unit of \$436/month. The report goes on to show that rental occupancy rates have remained steady since mid-2014 while rental rates

have continued to climb year after year indicating that rental units are quickly leased. Finally, the numbers show that no new rental units have entered the market in some time.

Although vacancy rates have remained around 12%. The absorption rate shows that during the past six years there was only one time where the available supply sat on the market for one month. Additionally, 2-bedroom units have been running at a 4% vacancy while 1-bedroom units have been much higher at 18%. The report shows that 2-bedroom units are preferred over 1-bedroom units with a 1-bedroom unit asking on average \$350/month compared to a 2-bedroom at \$600/month. (Please see attached Multifamily Market Report).

Northland College Center for Rural Communities – Assets and Amenities Survey

The following two figures are from the Northland College Center for Rural Communities who has recently finished an Assets and Amenities Survey for Washburn. Respondents were asked a broad range of questions relative to the community's assets and amenities. Relative to housing, 62.74% felt that the housing stock was fair to poor. Additionally, 96% of respondents felt that the community needed to create more housing options to meet the changing demographic needs of the community.

Figure 1: Quality of Housing

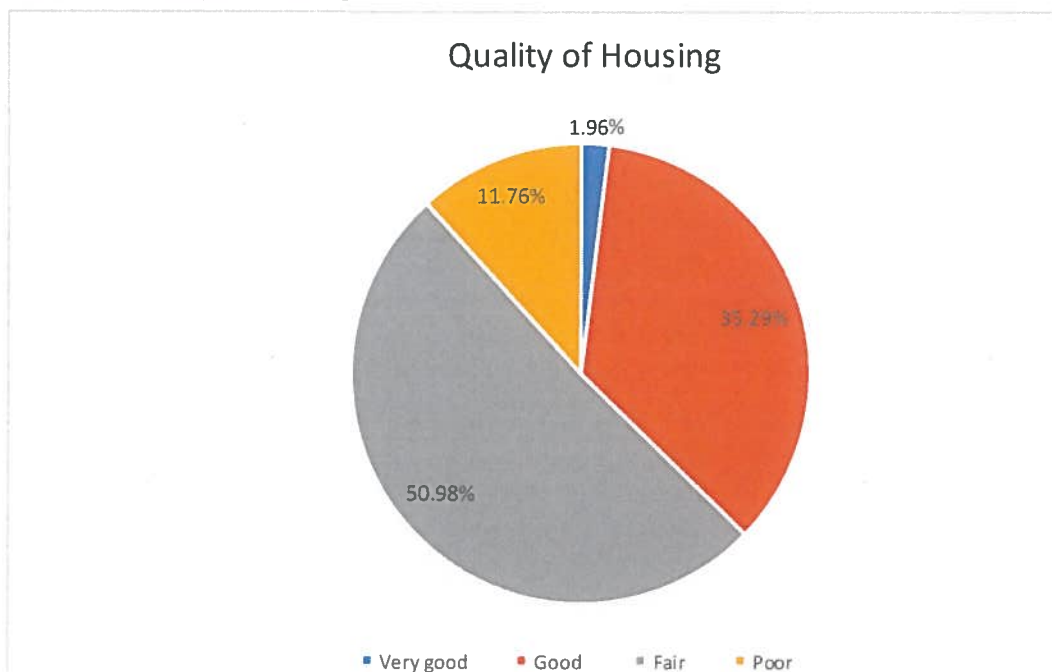
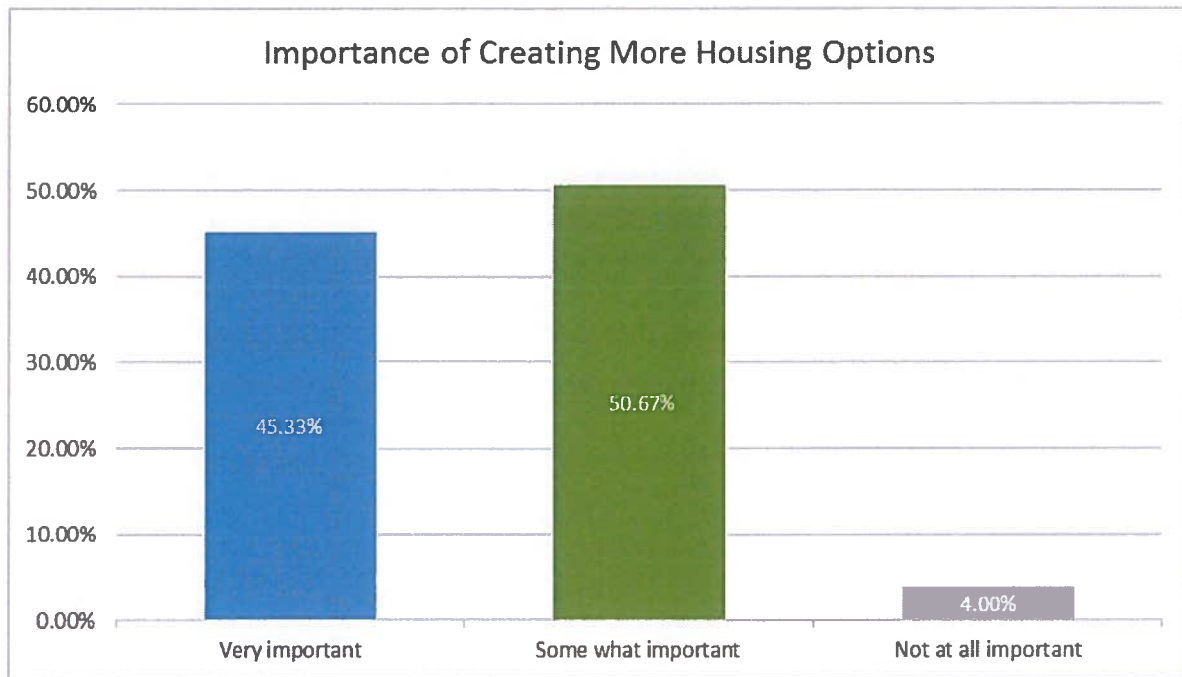


Figure 2: Importance of Creating More Housing Options



Proposed Land Use and Site Plan Concepts

With a need for housing identified, two land use concepts and two site plan concepts were created along with corresponding Opinions of Probable Costs for Infrastructure for two conceptual housing developments (see Map 3, Map 4, Map 5, Map 6).

Both concepts anticipate that the electrical transmission line, ATV/Snowmobile Trail, and fiber optic lines will have to be relocated as part of this development. Table 1 shows the estimated cost for the relocation of this private infrastructure.

Table 1	
<i>Estimated Private Utility Relocation Costs</i>	
<i>Conceptual Residential Development</i>	
<u>Xcel - Transmission Line Relocation</u>	
Option 1 - long run	
Relocation of transmission line to Omaha Street W. from Washington Ave. to Central Ave.	
10 feet from curb then 25 ft. from pole - total of 35 ft. setback/easement area	\$ 358,000.00
Option 2 - short run	
Relocation of transmission line to Omaha Street W. from 2nd Ave. to Central Ave.	
10 feet from curb then 25 ft. from pole - total of 35 ft. setback/easement area	\$ 286,000.00
Option 3 - Underground	
Underground transmission line to Omaha Street W. from Washington Ave. to Central Ave.	
	\$ 2,630,000.00
<u>Century Link - fiber line relocation</u>	
Relocation of fiber to Omaha Street W. and 2nd Ave. to Central Ave. into shared easement of transmission lines	
	\$ 11,000.00
<u>ATV Route</u>	
Relocation of ATV route to W Omaha into shared easement of transmission lines	
	\$ 7,000.00
Total utility relocation costs (Option 1 only)	\$ 376,000.00

The land use concepts identify areas for a variety of land uses such as single family homes, multi-family dwelling units, artist studios, and commercial properties. These were reviewed with the Washburn Development Authority over several meetings. The site plan concepts were created after the land use concepts were approved. These show structures corresponding with the land uses along with streets, sidewalks, trails, and a small park.

There are two privately owned parcels located adjacent to the City-owned properties that were evaluated when creating the concepts. There is an existing 8-Plex located on the northwest corner of 2nd Avenue West and Harbor View Drive. This use is consistent with the land use concepts and was not considered for redevelopment.

Another privately-owned parcel is located on the west side of Central Avenue between Omaha Street West and Harbor View Drive. There is a metal storage building on site. This parcel is shown as being redeveloped in order to be consistent with the proposed land uses.

In Site Plan Concept 1, the privately-owned parcel on Central Avenue is shown as being part of the overall development concept. It is assumed a developer would purchase the parcel. In Site Plan Concept 2, the privately-owned parcel on Central Avenue is shown as being developed separately by a third party.

The site plan concepts show high-density development that would be consistent with the type of mixed-use development that is proposed for the area shown in the Comprehensive Plan.

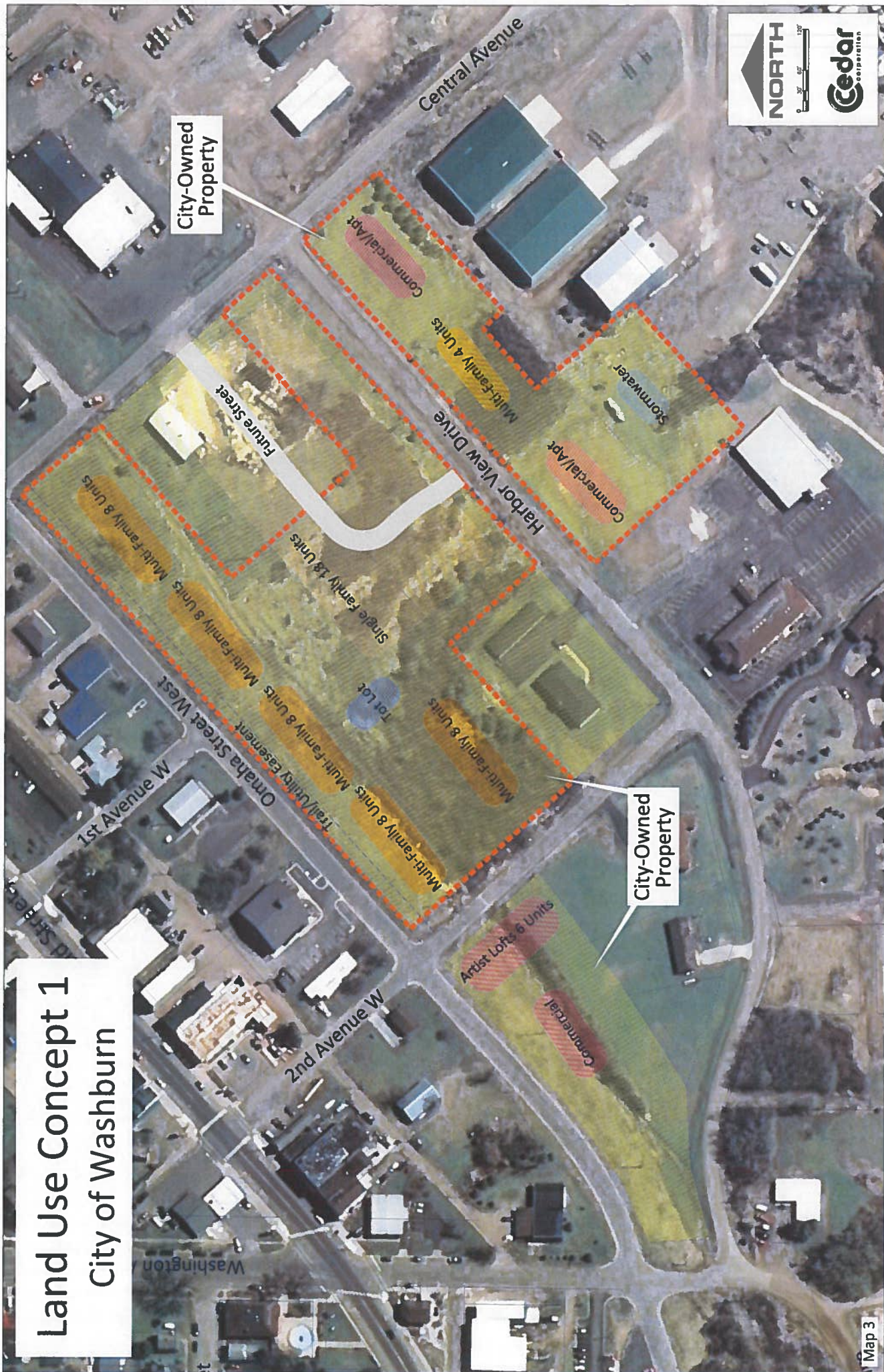
There are two types of single family homes shown in the site plans. The large homes are approximately 1,650 sq. ft. with a two-car garage. They have three bedrooms and two baths. The small homes are approximately 900 sq. ft. with a single-car garage and have two bedrooms and 1 $\frac{3}{4}$ baths. Both homes are single story. The multi-family units are two stories and may have two or three bedrooms.

Sidewalks and trails were included to provide safe pedestrian and bicycle access to the housing development and surrounding businesses, recreational opportunities, and community facilities. A tot lot type park is added for children living in the proposed housing.

The Opinions of Probable Costs for Infrastructure provide a general estimate for infrastructure improvements needed for each Site Plan Concept. These improvements may be paid by the City, developer, or both.

The site plan concepts allows the City to estimate the cost of streets, sidewalks, trails, and utilities needed for the development (see attached Opinions of Probable Costs for Infrastructure for Concept 1 and Concept 2).

The land use concepts and site plan concepts should be used to provide a vision of how the City would like to see the parcels developed. A developer or developers may propose alternative concepts and densities that the City may find desirable.



Land Use Concept 1
City of Washburn

City-Owned Property

Central Avenue

Harbor View Drive

Future Street

Omaha Street West

1st Avenue W

2nd Avenue W

Washington

Multi-Family 8 Units

Multi-Family 18 Units

Single-Family 8 Units

Multi-Family 4 Units

Commercial/Apt

Stormwater

Artist Lofts 6 Units

Commercial

City-Owned Property

NORTH

0 50 100

Cedar Corporation

Map 3

Land Use Concept 1
City of Washburn

City-Owned Property

Central Avenue

Harbor View Drive

Future Street

Omaha Street West

1st Avenue W

2nd Avenue W

Washington

Multi-Family 8 Units

Multi-Family 18 Units

Single-Family 8 Units

Multi-Family 4 Units

Commercial/Apt

Stormwater

Artist Lofts 6 Units

Commercial

City-Owned Property

NORTH

0 50 100

Cedar Corporation

Map 3

Land Use Concept 1
City of Washburn

Central Avenue
Harbor View Drive
Future Street
Omaha Street West
1st Avenue W
2nd Avenue W
Washington

City-Owned Property
City-Owned Property

Commercial/Apt
Multi-Family 4 Units
Stormwater
Single Family 18 Units
Multi-Family 8 Units
Trail/Utility easement
For Lot
Multi-Family 8 Units
Artist Lots 6 Units
Commercial

NORTH
0 50 100 Feet
cedar corporation

Map 3

Site Plan Concept 1

City of Washburn

1st Avenue E

Washington Avenue
Bayfield Street / S.T.H. 13

1st Avenue W

Central Avenue

Future Street

Omaha Street West
Recreational/Sports Trail

2nd Avenue W

Harbor View Drive

Proposed Trail to the Marina



Washburn Marina

Connects to Existing Trail

Existing Restaurant

Existing Hotel

Existing Multi-Family

City Property

Artist Studios

Commercial

Washington Avenue

CITY PROPERTY REDEVELOPMENT
CITY OF WASHBURN
CONCEPT 1

Cedar Corporation - Opinion of Probable Cost
Job #: W5689-001
Date: May 25,2016



TOTAL ESTIMATED PROJECT COST: \$842,300.00

STREET CONSTRUCTION

Assumptions:

No rock excavation required.

Granular subbase installed.

Construct urban section: 16' driving lanes, 30" curb and gutter on Future Street

Construct urban section: 14' driving lanes, 30" curb and gutter on Harbor View Dr. and 2nd Ave.

Cross-section: 3" of HMA pavement, 8" aggregate base, 12" granular subbase

Driveways to be installed by others.

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
EXCAVATION, COMMON	C.Y.	4630	\$4.00	\$18,600.00
STRIP TOPSOIL	ACRE	2	\$3,500.00	\$7,000.00
GRANULAR SUBBASE	C.Y.	2320	\$14.00	\$32,500.00
CRUSHED AGGREGATE BASE	C.Y.	2390	\$25.00	\$59,800.00
HMA, BINDER, 1.5"	S.Y.	5770	\$5.00	\$28,900.00
HMA, SURFACE, 1.5"	S.Y.	5770	\$5.00	\$28,900.00
HMA TRAIL SURFACE, 2"	S.Y.	2180	\$8.00	\$17,500.00
CONCRETE CURB AND GUTTER	L.F.	3520	\$10.00	\$35,200.00
CONCRETE SIDEWALK	S.F.	19250	\$4.00	\$77,000.00
TEMPORARY EROSION MAT	S.Y.	800	\$1.50	\$1,200.00
AGGREGATE TRACKING PAD	C.Y.	140	\$20.00	\$2,800.00
PAVEMENT MARKING	L.F.	3520	\$1.00	\$3,600.00
TRAFFIC CONTROL	EACH	1	\$6,000.00	\$6,000.00
SILT FENCE	L.F.	880	\$2.00	\$1,800.00
RESTORATION	ACRE	1	\$4,000.00	\$4,000.00
SUBTOTAL				\$324,800.00
CONTINGENCY				\$26,000.00
ENGINEERING				\$48,800.00
ESTIMATED STREET CONSTRUCTION COST				\$399,600.00

CITY PROPERTY REDEVELOPMENT
CITY OF WASHBURN
CONCEPT 1

Cedar Corporation - Opinion of Probable Cost
Job #: W5689-001
Date: May 25,2016



TOTAL ESTIMATED PROJECT COST: \$842,300.00

STORMWATER MANAGEMENT

Assumptions:

No rock excavation required.

Inlets installed on Future Street and Harbor View Dr.

0.5 acres available for improved stormwater management best management practices

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
STORM SEWER, 12"	L.F.	480	\$35.00	\$16,800.00
STORM SEWER, 18"	L.F.	300	\$38.00	\$11,400.00
STORM SEWER, 24"	L.F.	270	\$44.00	\$11,900.00
APRON ENDWALL	EACH	2	\$500.00	\$1,000.00
STORM SEWER INLET	V.F.	50	\$200.00	\$10,000.00
STORM SEWER MANHOLE	V.F.	20	\$350.00	\$7,000.00
STORM CASTING	EACH	15	\$500.00	\$7,500.00
VEGETATED SWALE	L.F.	500	\$10.00	\$5,000.00
STORMWATER POND EXCAVATION	C.Y.	4000	\$10.00	\$40,000.00
RIPRAP	C.Y.	160	\$40.00	\$6,400.00
POND RESTORATION	ACRE	0.5	\$4,000.00	\$2,000.00
SUBTOTAL				\$119,000.00
CONTINGENCY				\$9,600.00
ENGINEERING				\$17,900.00
ESTIMATED STREET CONSTRUCTION COST				\$146,500.00

CITY PROPERTY REDEVELOPMENT
CITY OF WASHBURN
CONCEPT 1

Cedar Corporation - Opinion of Probable Cost
Job #: W5689-001
Date: May 25,2016



TOTAL ESTIMATED PROJECT COST: \$842,300.00

WATERMAIN

Assumptions:

No rock excavation required.
New main on Future Street and 2nd Ave.
Lateral connections for 26 units
No connections required on West Omaha St.

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
WATERMAIN, DUCTILE IRON, 6"	L.F.	80	\$40.00	\$3,200.00
WATERMAIN, DUCTILE IRON, 8"	L.F.	1250	\$48.00	\$60,000.00
GATE VALVE 6"	EACH	3	\$1,300.00	\$3,900.00
GATE VALVE 8"	EACH	4	\$1,650.00	\$6,600.00
WATER SERVICE LATERAL, COPPER, 1.0"	L.F.	1040	\$30.00	\$31,200.00
CORPORATION STOP, 1.0"	EACH	26	\$100.00	\$2,600.00
CURB STOP, 1.0"	EACH	26	\$250.00	\$6,500.00
HYDRANT	EACH	3	\$3,800.00	\$11,400.00
CONNECT TO EXISTING	EACH	4	\$2,000.00	\$8,000.00
SUBTOTAL				\$133,400.00
CONTINGENCY				\$10,700.00
ENGINEERING				\$20,100.00
ESTIMATED WATERMAIN COST				\$164,200.00

CITY PROPERTY REDEVELOPMENT
CITY OF WASHBURN
CONCEPT 1

Cedar Corporation - Opinion of Probable Cost
Job #: W5689-001
Date: May 25,2016



TOTAL ESTIMATED PROJECT COST: \$842,300.00

SANITARY SEWER

Assumptions:

No rock excavation required.

Connections at 2nd Ave. and Harbor View and Future St. and Harbor View

Gravity main to connect to existing pump station

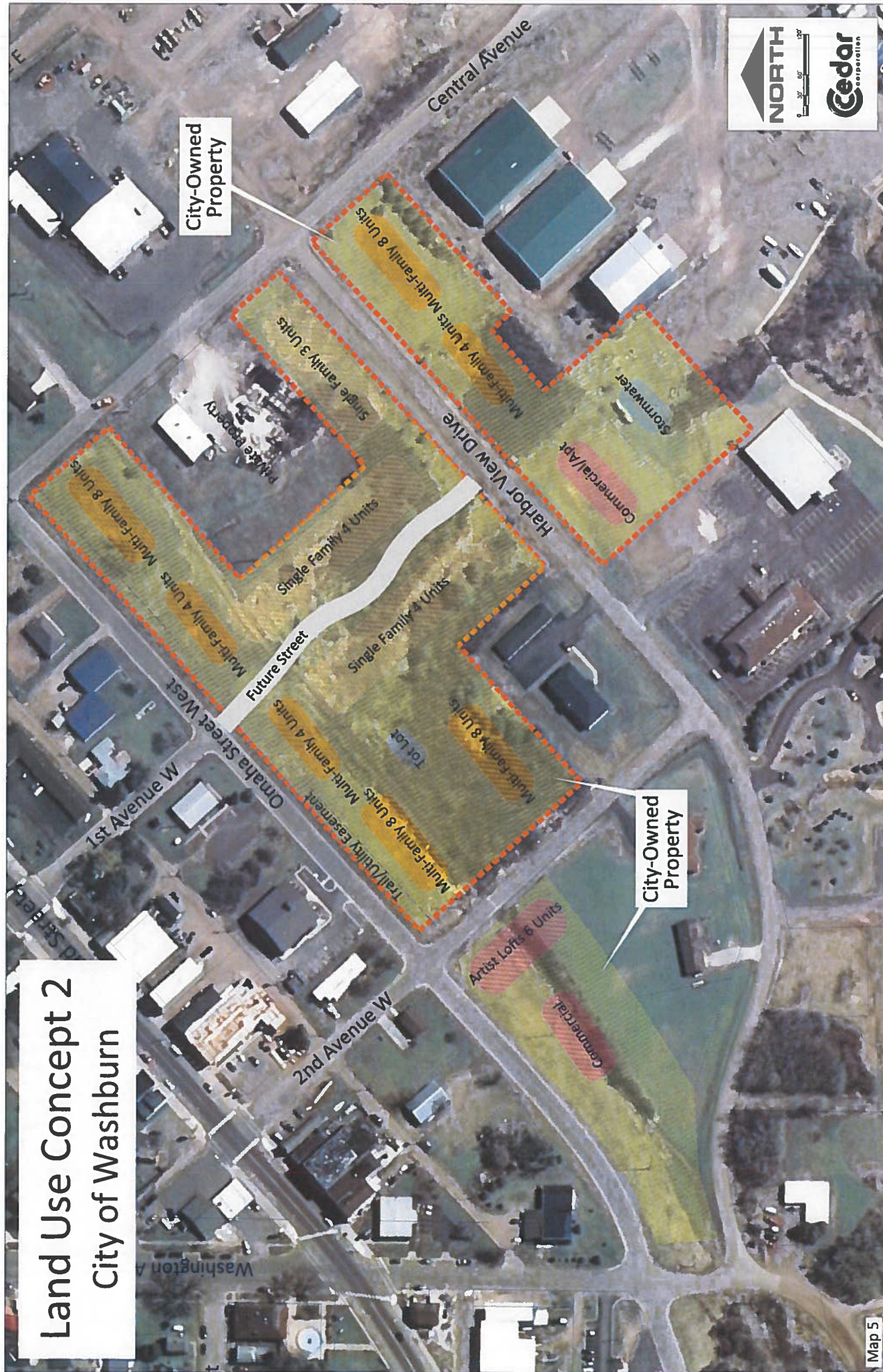
Pump station was sized to accommodate flows from a development equal to proposed

Lateral connections for 26 units

No connections required on West Omaha St.

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
SANITARY SEWER, 8"	L.F.	1930	\$28.00	\$54,100.00
SANITARY MANHOLE	V.F.	90	\$190.00	\$17,100.00
SANITARY CASTINGS	EACH	9	\$500.00	\$4,500.00
WYE, 8"x4"	EA.	26	\$100.00	\$2,600.00
SANITARY SEWER LATERAL, 4"	L.F.	1040	\$23.00	\$24,000.00
TRACER WIRE SIGNAL CONNECTION BOX	EACH	26	\$60.00	\$1,600.00
CONNECT TO EXISTING SANITARY STRUCTURE	EACH	2	\$700.00	\$1,400.00
CONNECT TO EXISTING SANITARY PIPE	EACH	1	\$300.00	\$300.00
TELEVISION	L.F.	1930	\$0.85	\$1,700.00
SUBTOTAL				\$107,300.00
CONTINGENCY				\$8,600.00
ENGINEERING				\$16,100.00
ESTIMATED STREET CONSTRUCTION COST				\$132,000.00

Land Use Concept 2 City of Washburn



Site Plan Concept 2

City of Washburn

1st Avenue E

Washington Avenue
Bayfield Street / S.T.H. 13

1st Avenue W

Central Avenue

Future Street

Future Street

Omaha Street West
Relocated ATV/Snowmobile Trail

Proposed Trail to the Marina

Harbor View Drive

2nd Avenue W

Artist Studios

Commercial

Existing Multi-Family

City Property

Washburn Marina

Connects to Existing Trail

Existing Restaurant

Existing Hotel



CITY PROPERTY REDEVELOPMENT
CITY OF WASHBURN
CONCEPT 2

Cedar Corporation - Opinion of Probable Cost
Job #: W5689-001
Date: May 25, 2016



TOTAL ESTIMATED PROJECT COST: \$776,300.00

STREET CONSTRUCTION

Assumptions:

No rock excavation required.

Granular subbase installed.

Construct urban section: 16' driving lanes, 30" curb and gutter on Future Street

Construct urban section: 14' driving lanes, 30" curb and gutter on Harbor View Dr. and 2nd Ave.

Cross-section: 3" of HMA pavement, 8" aggregate base, 12" granular subbase

Driveways to be installed by others.

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
EXCAVATION, COMMON	C.Y.	4380	\$4.00	\$17,600.00
STRIP TOPSOIL	ACRE	2	\$3,500.00	\$7,000.00
GRANULAR SUBBASE	C.Y.	2190	\$14.00	\$30,700.00
CRUSHED AGGREGATE BASE	C.Y.	2210	\$25.00	\$55,300.00
HMA, BINDER, 1.5"	S.Y.	5450	\$5.00	\$27,300.00
HMA, SURFACE, 1.5"	S.Y.	5450	\$5.00	\$27,300.00
HMA TRAIL SURFACE, 2"	S.Y.	1520	\$8.00	\$12,200.00
CONCRETE CURB AND GUTTER	L.F.	3340	\$10.00	\$33,400.00
CONCRETE SIDEWALK	S.F.	22080	\$4.00	\$88,400.00
TEMPORARY EROSION MAT	S.Y.	800	\$1.50	\$1,200.00
AGGREGATE TRACKING PAD	C.Y.	140	\$20.00	\$2,800.00
PAVEMENT MARKING	L.F.	3340	\$1.00	\$3,400.00
TRAFFIC CONTROL	EACH	1	\$6,000.00	\$6,000.00
SILT FENCE	L.F.	840	\$2.00	\$1,700.00
RESTORATION	ACRE	1	\$4,000.00	\$4,000.00
SUBTOTAL				\$318,300.00
CONTINGENCY				\$25,500.00
ENGINEERING				\$47,800.00
ESTIMATED STREET CONSTRUCTION COST				\$391,600.00

CITY PROPERTY REDEVELOPMENT
CITY OF WASHBURN
CONCEPT 2

Cedar Corporation - Opinion of Probable Cost
Job #: W5689-001
Date: May 25, 2016



TOTAL ESTIMATED PROJECT COST: \$776,300.00

STORMWATER MANAGEMENT

Assumptions:

No rock excavation required.

Inlets installed on Future Street and Harbor View Dr.

0.5 acres available for improved stormwater management best management practices

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
STORM SEWER, 12"	L.F.	490	\$35.00	\$17,200.00
STORM SEWER, 18"	L.F.	300	\$38.00	\$11,400.00
STORM SEWER, 24"	L.F.	270	\$44.00	\$11,900.00
APRON ENDWALL	EACH	2	\$500.00	\$1,000.00
STORM SEWER INLET	V.F.	50	\$200.00	\$10,000.00
STORM SEWER MANHOLE	V.F.	20	\$350.00	\$7,000.00
STORM CASTING	EACH	15	\$500.00	\$7,500.00
VEGETATED SWALE	L.F.	500	\$10.00	\$5,000.00
STORMWATER POND EXCAVATION	C.Y.	4000	\$10.00	\$40,000.00
RIPRAP	C.Y.	160	\$40.00	\$6,400.00
POND RESTORATION	ACRE	0.5	\$4,000.00	\$2,000.00
SUBTOTAL				\$119,400.00
CONTINGENCY				\$9,600.00
ENGINEERING				\$18,000.00
ESTIMATED STREET CONSTRUCTION COST				\$147,000.00

CITY PROPERTY REDEVELOPMENT
CITY OF WASHBURN
CONCEPT 2

Cedar Corporation - Opinion of Probable Cost
Job #: W5689-001
Date: May 25,2016



TOTAL ESTIMATED PROJECT COST: \$776,300.00

WATERMAIN

Assumptions:
No rock excavation required.
New main on Future Street and 2nd Ave.
Lateral connections for 19 units
No connections required on West Omaha St.

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
WATERMAIN, DUCTILE IRON, 6"	L.F.	70	\$40.00	\$2,800.00
WATERMAIN, DUCTILE IRON, 8"	L.F.	1150	\$48.00	\$55,200.00
GATE VALVE 6"	EACH	3	\$1,300.00	\$3,900.00
GATE VALVE 8"	EACH	4	\$1,650.00	\$6,600.00
WATER SERVICE LATERAL, COPPER, 1.0"	L.F.	760	\$30.00	\$22,800.00
CORPORATION STOP, 1.0"	EACH	19	\$100.00	\$1,900.00
CURB STOP, 1.0"	EACH	19	\$250.00	\$4,800.00
HYDRANT	EACH	3	\$3,800.00	\$11,400.00
CONNECT TO EXISTING	EACH	4	\$2,000.00	\$8,000.00
SUBTOTAL				\$117,400.00
CONTINGENCY				\$9,400.00
ENGINEERING				\$17,700.00
ESTIMATED WATERMAIN COST				\$144,500.00

CITY PROPERTY REDEVELOPMENT
CITY OF WASHBURN
CONCEPT 2

Cedar Corporation - Opinion of Probable Cost
Job #: W5689-001
Date: May 25,2016



TOTAL ESTIMATED PROJECT COST: \$776,300.00

SANITARY SEWER

Assumptions:

No rock excavation required.

Connections at 2nd Ave. and Harbor View and Future St. and Harbor View

Gravity main to connect to existing pump station

Pump station was sized to accommodate flows from a development equal to proposed

Lateral connections for 19 units

No connections required on West Omaha St.

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
SANITARY SEWER, 8"	L.F.	1430	\$28.00	\$40,100.00
SANITARY MANHOLE	V.F.	50	\$190.00	\$9,500.00
SANITARY CASTINGS	EACH	5	\$500.00	\$2,500.00
WYE, 8"x4"	EA.	19	\$100.00	\$1,900.00
SANITARY SEWER LATERAL, 4"	L.F.	760	\$23.00	\$17,500.00
TRACER WIRE SIGNAL CONNECTION BOX	EACH	19	\$60.00	\$1,200.00
CONNECT TO EXISTING SANITARY STRUCTURE	EACH	2	\$700.00	\$1,400.00
CONNECT TO EXISTING SANITARY PIPE	EACH	1	\$300.00	\$300.00
TELEVISIONING	L.F.	1430	\$0.85	\$1,300.00
SUBTOTAL				\$75,700.00
CONTINGENCY				\$6,100.00
ENGINEERING				\$11,400.00
ESTIMATED STREET CONSTRUCTION COST				\$93,200.00

Desired Development Qualities

The City of Washburn desires that the development of the City-owned parcels creates a space that has a positive impact on the residents who live there and the community as a whole.

Developers/Contractors interesting in developing these parcels should consider the following aspects when designing their site plan.

1. **Housing Types:** Does the proposed development provide a variety of housing options for residents of different income levels, ages, and physical abilities?
2. **Materials:** Are building materials made of recycled materials, renewable or low maintenance?
3. **Efficiency:** Are structures oriented and designed to include qualities of passive solar buildings? Are there any other aspects of the structure that improve the energy efficiency of the heating and cooling systems or reduce the water usage in the structure?
4. **Transportation:** Do sidewalks and trails connect to existing or planned City sidewalks and trails?
5. **Stormwater:** Were low impact development concepts incorporated into stormwater design?
6. **Aesthetics:** Do properties include landscaping? What streetscaping elements are incorporated into the design of streets?
7. **Parks:** Are any community amenities proposed such as a Tot-Lot or community garden space?
8. **Views:** Are view corridors of the Chequamegon Bay incorporated into the development design? To what extent are existing view corridors preserved?

Potential Incentives

The City may want to have the ability to offer incentives to help implement the Plan. The project area falls within Tax Increment Financing District # 3 ("TID #3") and the City may provide financial incentives based upon the suitability of the development. Some ways TID #3 could be leveraged are to reduce the purchase price of the land within the project area, offset costs to relocate utilities, and/or offset the costs to install new utilities in support of the project. The amount of available funds that may be put towards this project are based on the type and value of the proposed development.

5

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



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

To: Honorable Mayor and City Council Members
From: ^{SK} Scott J. Kluver, Administrator
Re: Listing Proposals with Tony Jennings of Blue Water Realty
Date: January 30, 2019

Enclosed you will find listing proposals for City properties from Tony Jennings of Blue Water Realty. These proposals are for properties that the City currently has for sale.

At this point, I recommend listing with Mr. Jennings the Hillside property immediately, and the Harborview Drive property after the proper utility easements have been verified and utility connection cost estimates have been updated. The Hillside property has suffered from a lack of exposure, and the Harborview Drive property could also use more marketing given the challenge with its utilities. Having both of these properties on the tax roll with new residential development would be good for the City.

The other two properties I am not ready to list. The CTH "C" property needs some refinement as we would not sell that entire parcel as it exists. I prefer to have the specific property we would sell as clear as possible before it is listed. The building the City owns on Bayfield Street is the other property that is proposed to be listed. First, I would like to make sure we have exhausted all current leads, and I wish to further consider the potential exclusivity of this listing and how such an arrangement would work when a development agreement will most likely be needed.

For the first two properties, I have no issue trying this approach. They have been for sale for years, and little activity has occurred.

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

Anthony I. Jennings

106 Main Street W
Ashland, WI 54806

715-209-6841

anthony@aijennings.com
bwrtony.com



January 25, 2019

Mayor Avol:

Thank you so much for the opportunity to assist the City of Washburn in marketing your current and future properties. Rick and I are very grateful that you took the time to meet with us last week, and it was such a pleasure getting to know you better and finding out more about the needs of the City. We share your wishes and intentions to not only create more housing options, but also to create a community that enjoys peace, happiness and cooperation. I would be sure to highlight Washburn's excellent, award-winning schools in our marketing efforts.

It would be an honor to assist the city in selling the properties that are available, and I'm very proud to offer:

- **The expertise of the #1 Agent in Ashland & Bayfield Counties for Listings & Units Sold**
- **Over twenty years of real estate experience in Commercial, Residential & Vacant Land**
- **A Crew that consists of three licensed agents that specialize in Buyer's Agency, Marketing and Office Management along with a full-time Customer Relations Specialist**

To be successful in today's market, it takes creativity in marketing efforts as well as meticulous follow up and support.

Professional photos are the first thing people see when viewing listings.

They're also drawn into video marketing which gives not only the facts of the property, but also the *FEEL* of it!

A few examples of this are the videos included in the emailed proposal which received (and still do) thousands of views & shares throughout the virtual marketplace:

My Commercial Listings are also posted to **LoopNet**: "*LoopNet is the leading mobile and online real estate marketplace that connects tenants and investors to commercial real estate available for sale and lease.*"

I truly look forward to creating a partnership that will get the properties for the City noticed and sold. Please don't hesitate to contact me at any time at **715.209.6841** or **anthony@aijennings.com**.

Thanks again for the opportunity Mayor Avol, I look forward to connecting with you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "A. I. Jennings", written over a light blue background.



Anthony I. Jennings
Broker/Associate

Anthony I. Jennings

106 Main Street W
Ashland, WI 54806

715-209-6841

anthony@ajennings.com
bwrtony.com



Listing Proposal – Parcel 15

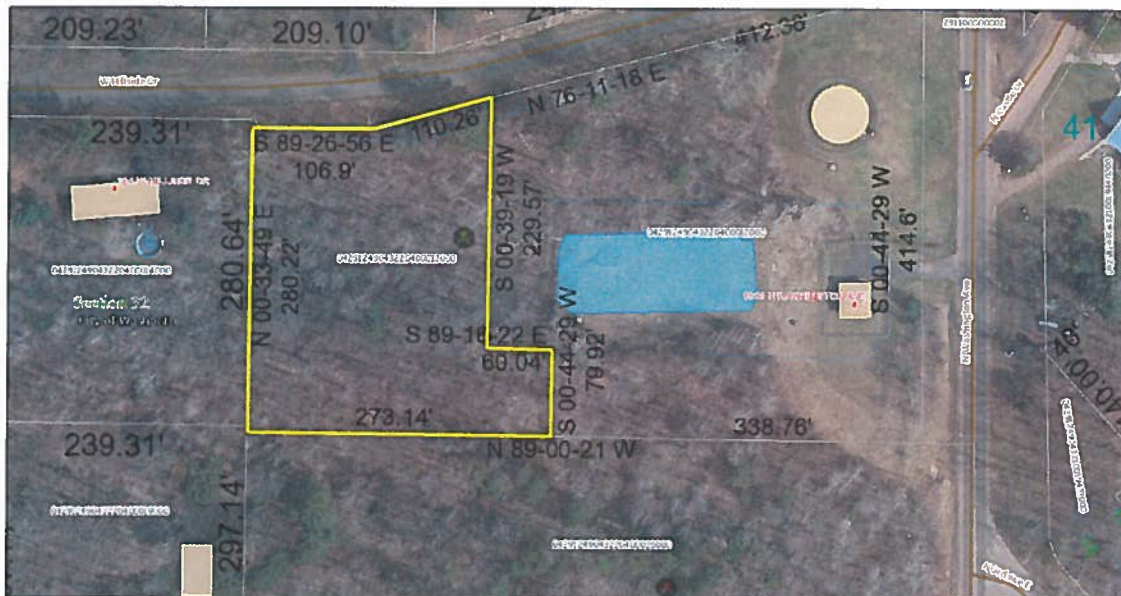
Suggested List Price \$34,900
Lake View on a Hill

This parcel is 1.52 acres.

Marketing to include the opportunity to build your “House On The Hill” with a Lake Superior View! Situated with vacant land adjacent on the lake side, this parcel offers an amazing option to rise to the occasion of owning a unique property in the City of Washburn.

Commission is 6% or \$2000.00, whichever is greater.

Parcel 15 1.52 acres



Anthony I. Jennings
Broker/Associate

Anthony I. Jennings

106 Main Street W
Ashland, WI 54806

715-209-6841

anthony@ajjennings.com
bwrtony.com



Listing Proposal – Parcel 24

Suggested List Price \$24,900
Lake Superior View

This is one of the most beautiful areas to reside in Washburn and offers not only a view of the lake, but also the opportunity to easily access the amenities Washburn has to offer.
Marketing to include video of parcel and surrounding area.

Per the Cities estimate, the utility hook-up cost is approximately \$60,000. The suggested list price would afford buyers the chance to “build-to-suit” and showcase the availability of this special parcel.

Commission is 6% or \$2000.00, whichever is greater.

City of Washburn Parcel 24 .59 Acres



Anthony I. Jennings
Broker/Associate

Anthony I. Jennings

106 Main Street W
Ashland, WI 54806

715-209-6841

anthony@aljennings.com
bwrtony.com



Listing Proposal – 204 & 206 W. Bayfield Street

Suggested List Price \$199,900

Prime Commercial & Residential Space in the Heart of Washburn's City Center!

Historic building with glass storefront provides captivating opportunities for marketing this space.

Locals & visitors alike pass by these store fronts frequently if not daily.

In addition to **customized signage**, unique & professional, eye-catching **staging** will draw attention and entice entrepreneurs. Fun and interactive video marketing will highlight the option to live & work in Washburn.

The upper level offers residential development opportunities with a Lake Superior view.

Commission is 6% or \$2000.00, whichever is greater.

204 & 206 W Bayfield St Old Brokedown Palace



Anthony I. Jennings
Broker/Associate

Anthony I. Jennings

106 Main Street W
Ashland, WI 54806

715-209-6841

anthony@ajjennings.com
bwrtony.com



Listing Proposal – Parcel 2

Suggested List Price to be Determined

This parcel is 53 acres and is in discussion to be subdivided.

The subdividing will determine how the parcel(s) will be listed and priced.

Marketing to include the opportunity to build and that it's currently zoned INDUSTRIAL.

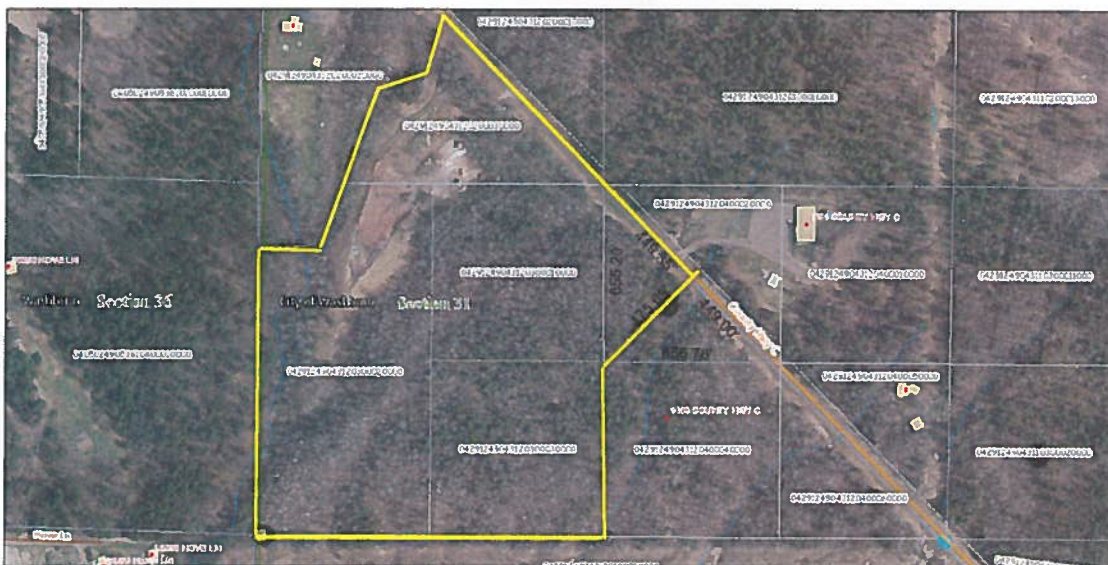
Washburn welcomes the opportunity for businesses to become a part of the community and assist in supporting the economy.

Potential for possibility of Industrial Park with access from Hove Lane and HWY C.

Highway C is a beautiful area of Washburn with a country feel that also gives access to the Northern tip of Wisconsin.

Commission is 6% or \$2000.00, whichever is greater.

Parcel 2 53 acres



Anthony I. Jennings
Broker/Associate



Thoughtful Reviews—Crew Jennings

- ◆ "Very knowledgeable and easy to work with. He (Tony) would go out of his way to help me out. He shows genuine concern and is willing to work beyond normal business hours to accommodate you." - **klewis**, Mason, WI
- ◆ "I contacted Tony because of his top rating I found on the internet and after talking to Tony and another local agent I felt that Tony would be a better fit for our property. He was willing to start at a higher price and work our way down if necessary. Tony was very, very fast about responding to my questions or concerns and his staff is very professional and responsive. I would not hesitate to use Tony again and I suggest all sellers and buyers to give Tony an opportunity with your needs.
Thank you, Tony on a job well done!!" - Zillow Review
- ◆ "Thank you for a job well done! I will not hesitate to recommend you guys 🙌🙌" – Steven
- ◆ *"Tony was very helpful, always there and quick to respond to our many questions. We had worked with him before and would again. We definitely would recommend him! Thanks Tony!"* - Ann on Realtor.com
- ◆ Hi There:
Just wanted to send out a HUGE thank you to the team! The listing is already indexed to Zillow and looks great! The description is amazing, by the way. We very much appreciate everyone's efforts in getting it out this weekend. -Anna E
- ◆ "Thank you Michele, your photos helped make this happen. Let's see this family happily enjoying their home." – Debbie
- ◆ "Just wanna let you know you got an awesome crew of people working for you and your Ashland Office. Rick has been very, very helpful. I appreciate all the work you guys are doing for us..." - Nathan
- ◆ "Good Morning Team Jennings: Congratulations on the accepted offer on this one! What a beautiful home and I loved the video on Facebook – very well done and the creative concept with Alice in Wonderland quotes was spot on perfect for the home."
- ◆ "Michele did a BEAUTIFUL job on the photos and presentation!! I sold my parent's place last summer and would have loved it if the realtor had presented my parent's place with such a wonderful sales presentation. The video appeared on my newsfeed, that is how I discovered it." - Carol
- ◆ "Tony Jennings and his entire crew (Shout out to Kevin Porter! You're the best!) are absolutely top notch! They were extremely knowledgeable, responsive and dedicated to all of our needs. Highly recommend these folks." – Nate, Realtor.com
- ◆ "Complicated closing and Tony expertly worked out the snags. Well done!" - West Reed, Google Review, 5 Stars

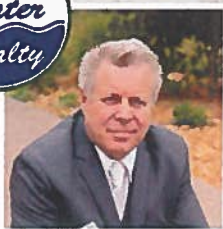
Smooth Selling!



Washburn

Ashland

Bayfield



Personable - Resourceful - Sincere

Anthony Jennings

**#1 Agent in Ashland & Bayfield Counties
For Units Sold**

Along with over twenty years of experience, another unique benefit of working with Tony is his CREW.

CREW JENNINGS consists of:

- Buyer's Agent
- Office Manager
- Marketing Director
- Customer Relations Specialist
- Forest Ecosystems Consultant

This provides his clients with excellent service & care in every step of the real estate process.

He's grateful to serve and combine his work with his passion!

715.209.6841

anthony@ajjennings.com

www.bwrtony.com

staging & support

- Professional staging support and advice
- Open houses, community events

mls

- The Multiple Listing Service has world-wide exposure reaching hundreds of websites including **Zillow, Trulia, Realtor.com** & more
- **LoopNet** options for commercial listings

social media

- Numerous social media outlets including **Facebook, LinkedIn, Instagram & YouTube**

visual

- Professional photographs and descriptions
- A video may be created to further showcase your property
- Billboard options for commercial listings

post card

- Professionally designed & printed promotional post cards

chamber

- The opportunity to be featured in numerous area Chamber of Commerce promotions

contact

- Excellent follow up and follow through. Tony, and his Crew, have the most extensive office hours
- Excellent interpersonal skills & negotiation skills

exposure

- 5/5 Star Rating on Zillow
- #1 Agent in Ashland & Bayfield Counties for units sold
- #1 Selling & Listing Realty by units in Bayfield & Ashland Counties
- Residential & Commercial

6

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



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

To: Honorable Mayor and City Council Members
From: ^{SK} Scott J. Kluver, Administrator
Re: Job Description and Hiring for Assistant Administrator Position
Date: January 31, 2019

As you are aware, our current Assistant Administrator will be leaving in March. As such, I am requesting that the Council authorize soliciting for this position immediately.

I have attached the existing job description for review. At this time, I am not recommending any changes to it. Further review of it will occur before the Council meeting. I am recommending a salary range of \$48,000 to \$55,000.

Some have asked why we have an Assistant Administrator as opposed to a traditional Clerk and Treasurer position. The answer is simply that I want someone who is flexible in skills and can take on a wide variety of projects and issues. In my view, the traditional Clerk and Treasurer positions under statutes are antiquated. Our Treasurer now does a lot of things that are not Treasurer related, and each of us need to fill in on Treasurer duties from time to time. By all rights, I should change her title too. Everyone in the office needs to have flexibility for the City to function well. I do not believe the general public has caught on that we are not isolated into fixed tasks all the time, but we are working to cover all tasks no matter who is in the office. This does not change the costs related to the position, it simply allows us to seek individuals with a variety of skills and adjust our primary functions to what works best.

Per policy, the Council needs to approve any appointment to this position. I recommend that the Council have the Personal Committee, along with the Mayor, Treasurer, and myself, review the applications, select finalists and conduct the interviews. Council members would be welcome to participate in the interview process if they wish.

City of Washburn Job Description

Position Title: Assistant City Administrator

Department: Administration

Immediate Supervisor: City Administrator

General Statement:

This full time, exempt position is responsible, under the guidance of the City Administrator, assisting the City Administrator in the planning, management, and administration related to the operations of the City government. The position will cover a wide variety of duties and will be fulfilling the role of Personnel Manager. The position will also be a Deputy City Clerk and Deputy Treasurer.

The position works closely with the general public, common council, administrative staff, and regulatory agencies in carrying out responsibilities of the City. Must be a team player and maintain cooperative and "can do" relationships with all municipal departments. Individual must possess oral and written communications and problem-solving skills. Work requires the exercise of judgment, initiative, and discretion based upon knowledge of administrative and operating policies and procedures. This position will be responsible for the supervision of staff in the Administration Department.

Essential Functions and Related Tasks:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- 1) Provides administrative support for the City Administrator
 - Researches policy alternatives for various issues as assigned
 - Provides support for special projects that are undertaken
 - Represents the City Administrator as assigned
 - Assist in the administration and maintenance of City communications systems (e.g. website, Facebook page, cable television, etc.)
 - Provide general and specialized information and assistance within area of assignment that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explain programs, policies, and activities related to specific program area of assignment; prepares responses, writes reports, refers matters to appropriate City staff and/or takes or recommends action
 - Conduct complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics

- Responsible for administration of programs as assigned (e.g. Community Development Block Grants, Revolving Loans, Recycling Grant, etc.)
- 2) Assists in preparation of the City budgets
- Responsible for representing the financial needs of the Administration Department
 - Assists with capital planning
 - Assists City Administrator and coordinates with the City Treasurer on overall financial issues and needs of the City including matters of budgeting, financing, and planning
- 3) Provides Personnel Management
- Assists with new hire activities including posting, maintain job descriptions and applications, screening applicants, and employee orientations
 - Maintains personnel files and records of a confidential nature
 - Provides back-up for running payroll and also reviews accuracy of payroll reporting and maintains payroll records
 - Administering employee benefit programs; advising employees of eligibility; providing application information; verifying submission; notifying employees of approvals
 - Monitors unemployment claims by reviewing claims; substantiating documentation
 - Perform routine status reviews and maintains leave accounting for employees
 - Complete routine job description review for accuracy and appropriateness, in concert with appropriate staff and department management
 - Advise and participate in review, modification, and adoption of new and/or modified personnel practices and policies
 - Consult, when necessary, with labor counsel and departmental management on labor related issues.
 - Stay informed of law and policy changes that may affect the City; advise on appropriate changes to practice
 - Oversee CDL regular and random drug testing program
 - Administer and assist employees with workers compensation program
- 4) Assists as a deputy clerk and treasurer with duties as assigned
- Completes various reports as required by other jurisdictions
 - Assists with election activities
- 5) Provides support to Council, Boards, Commissions, and Committees as assigned
- 6) Perform related duties as necessary and assigned.

Supervision:

This position is accountable to the City Administrator.

Qualifications:

- A) Bachelor degree from a college or university in public or business administration, political science, human resource management, or another related field. Master's Degree preferred or prior experience in municipal management, intern-related positions, or other related experience.
- B) Knowledge of the principles and practices of municipal management
- C) Ability to perform duties ethically, professionally, accurately, and with considerable discretion
- D) Ability to effectively meet and deal with the public
- E) Ability to handle stressful situations
- F) Ability to maintain confidential information
- G) Ability to work toward deadlines that, on occasion, require working beyond the standard work schedule
- H) Ability to communicate effectively verbally and in writing
- I) Ability to work under pressure and/or frequent interruptions
- J) Ability to advocate and facilitate positive change in the workplace
- K) Ability to work independently within overall organizational objectives
- L) Knowledge of basic bookkeeping
- M) Ability to obtain and maintain a valid Wisconsin Drivers' License
- N) Ability to be bonded
- O) Competent working knowledge of computer equipment, including Microsoft Office software products, phone, fax, postage machine, presentation equipment, and copy machine

Physical Requirements in Performing Tasks Listed:

The physical demands described here are representative of those that must be met in order for an individual to successfully fulfill the essential functions of the position of Assistant City Administrator. Reasonable accommodations may be offered to enable an individual with disabilities to perform the essential functions.

Work is performed in primarily indoor settings. The Assistant City Administrator will be frequently required to sit, stand, and kneel for extended period of time, talk, hear, navigate stairs and may occasionally lift heavy objects up to 30 pounds. Employee must be able to personally and visually inspect projects and problems in the field. Consequently, the employee is exposed to some extreme weather conditions and must be sufficiently mobile to inspect sites and various aspects of buildings and municipal facilities.

Approved By Council on 101413

7

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



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

To: Honorable Mayor and City Council Members
From: Scott J. Kluver, ^{SK}Administrator
Re: Review of Goals and Objectives for 2018 and Establishment of Goals and Objectives for 2019
Date: January 29, 2019

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

Below is a list of the 2018 goals/projects that were established, and my response to them.

- 1. Have contracts approved for Coal Dock Project, complete final engineering, award construction contracts and complete project.** *At this time, this project is well under way and is nearing substantial completion. To this point, it has been a relatively smooth process.*
- 2. Award contracts in the Pier 3 Electrical, Water, and Decking project at the marina and provide the construction oversight for the project.** *This project has been awarded, materials have been ordered, and work will commence once reasonable outdoor working temperatures return. This project is to be completed by the spring and the beginning of the boating season.*
- 3. Have the Invasive Reed (Pragmites) Replacement Project completed this summer and monitor financial commitments with the Red Cliff Tribe.** *While there were concerns early on as to how the arrangement of this project was going to work and if there were going to be any additional cost overruns. The portion at Washburn went well (we have to see how the new reeds grow in the spring), but aside from some restoration work, this project can be deemed a success. The utility staff took the lead on oversight of the project and maintaining the operations of the plant through the process.*
- 4. Pursue plans for dock/seawall replacement at West End Park along with establishment of a yurt.** *With the issues related to the tree cutting at West End Park last year, and the moratorium that was placed by Council on projects at the park, we were not able to apply for funds until late last fall. That process is now being completed and it appears at this time that funding will be in place to assist with this project. As far as the request for the yurt, staff requested that yurt be placed at a location that was*

different from what was outlined in the park master plan. To this point, the Council has not accepted proceeding with a yurt to be placed somewhere in on City park land.

5. **Continue ushering through issues related to the development of properties, and specifically pursue finding opportunities for sewer line replacement for the Iron Works, and working through athletic field usage and maintenance issues.** *A significant amount of time was spent this past year on development issues related to the request to sell to Pearl Beach and the proposed Family Dollar development. There was great debate over the application of zoning regulations for the Family Dollar development, and its denial resulted in time spent on proposing and ultimately approving some zoning modifications to provide better clarity going into the future. Property was also sold to Lake Effect Builders, and to Jeff Pipgras. The Pipgras development for All-Temp Heating and Cooling has begun. As for the Iron Works, land issues were worked though, and efforts continue on financing the costs of the sewer main relocation.*
6. **Continue to pursue marketing of the Bayfield Street Development Property with the hopes of selling it within the next year.** *Strong leads were pursued with the help of the Mayor on this project. I believe that this project is doable and can end up being a huge benefit to the City. It really is in everyone's best interest to support the goal of getting this property into the hands of someone who will redevelop it into a building that can support a combination of businesses and residences. This in turn can improve the tax base of the City that can fund improvements and services. I encourage the people of Washburn to unite behind the goal, and drop the negativity that dogs the project as we try to market it.*
7. **Have the Department of Public Works begin internal planning on the replacement of water and sewer lines under Bayfield Street. This would be preliminary planning to see what would be involved in such a project. Once we would have a preliminary plan of the actual work that would need to be done, a community discussion of how such a project would happen would need to occur.** *A report has been prepared on the costs involved with this project. We are continuing to monitor the activities of the DOT to see if a reconstruction project of STH 13 is anywhere on the horizon. The utilities below Bayfield Street are in poor condition, and sections may need to be repaired sooner rather than later. It is a matter of when a collapse of the sewer system may occur. We will continue to plan for this project in the coming years, we hope before any significant issues occur.*
8. **Continue the implementation of the new zoning code which will require reconciliation with some other codes, a review of forms, fees, processes, records, and a renewed effort on code enforcement.** *As time has permitted, some of these activities have occurred; however, much more needs to be done. One significant task will be the refiling of all of our property records to the tax ID system. Work on forms and processes need to be constantly re-thought and with new staff involved, we will continue that goal.*
9. **Complete all budgeted projects for 2018, and prepare budget for 2019 with a more detailed capital plan.** *With the change in leadership in Public Works, I did not pursue as much capital planning as I had hoped. This process can begin anew with new leadership. The 2020 budget process will begin in June, and I will need to spend time mapping out the retirement of several debt issues and capital needs over the next several years. The operating budget continues to limit the flexibility of the City.*

Below is a list of goals/projects that I think should be a priority for 2019. Please keep in mind that this does

not include all annual/routine matters that must also be addressed. This list also does not include all departmental level goals, rather the larger “big picture” goals.

- 1. Continue to pursue development opportunities in the City related to projects currently under way (e.g. Pearl Beach, Iron Works, Lake Effect Builders, etc.) and specific projects where the City would like to see action (e.g. Omaha Street). This is a top priority of the Mayor as well.**
- 2. Have significant discussions with Ambulance Service and Personnel/Finance Committee to develop recommendations to maintain and sustain adequate staffing levels for the Ambulance Service. This was identified as a top priority in the budget for 2019.**
- 3. Finance, Bid, and Award contracts for the West End Boat Ramp Improvement Project and provide the construction oversight for the project.**
- 4. Continue to pursue marketing of the Bayfield Street Development Property with the hopes of selling it as soon as reasonably possible. This is a top priority of the Mayor as well.**
- 5. Complete review of Treatment Plant capital needs and complete bid process for solar electrical system. Develop recommendation as to how to proceed based on the information obtained from both processes.**
- 6. Continue the implementation of the new zoning code which will require reconciliation with some other codes, a review of forms, fees, processes, records, and a renewed effort on code enforcement.**
- 7. Provide support to Park Committee initiatives and projects such as the ballfield/athletic field improvements, dog park, and walking trail policies.**
- 8. Complete all budgeted projects for 2019 (with emphasis on City Hall windows and doors), and prepare budget for 2020 with a more detailed capital plan particularly in Public Works including an updated vision for operations and priorities for staff. Planning needs to take place with capital expenditures in relation to debt that will be retired over the next several years.**

It would be good for the Council to come to agreement as to what they believe the priorities should be so that I, and the rest of the staff, have a clear direction and can focus. Once a final list is established, the Council should deflect additional wants and desires until the tasks at hand have been completed.

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: ^{SSK} Scott J. Kluver, Administrator
Re: Ordinance Requests
Date: January 25, 2019

Enclosed you will find two ordinances that are fairly simple.

The first ordinance clarifies that “borings” are also not permitted during the winter months under streets and sidewalks as they can cause damage. Boring is a much more common practice today and we want to make sure that is included. This request comes from our Utility Operator in Charge.

The second ordinance clarifies that free-range chickens are not allowed. It had been our understanding that this was in fact the intention when the original chicken ordinance was created; however, after two recent incidents, we determined that it is not clear and would be permissible. This ordinance would make it crystal clear that chickens must remain in their coop/run area.

CITY OF WASHBURN
Ordinance No. 19-001

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of February 11, 2019, for the purpose of amending Title 6, Chapter 2, Section 4 of the City's Code of Ordinances to update the regulation governing excavations and openings in streets and sidewalks to be consistent with current technology. Additions are in red.

1. Amend Title 6, Chapter 2, Section 4 as follows:

Sec. 6-2-4 Regulations Governing Excavations and Openings

(a) **Frozen Ground.** No openings or borings in the streets, alleys, sidewalks or public ways shall be permitted between November 15th and May 1st except where it is determined by the Common Council or Director of Public Works to be an emergency excavation.

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

Attest:

Richard Avol
Mayor

Scott J. Kluver
City Clerk

Adopted: _____

Published: _____

9

CITY OF WASHBURN
Ordinance No. 19-002

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of February 11, 2019, for the purpose of amending Title 7, Chapter 1, Section 26 of the City's Code of Ordinances to update the regulation for the keeping of chickens. Additions are in **red**, deletions are in ~~strikeout~~.

1. Amend Title 7, Chapter 1, Section 26 as follows:

Sec. 7-1-26 Keeping of Chickens

(i) **Free-Range Chickens Prohibited.** All chickens must be enclosed at all times in a chicken coop or chicken run that complies with Subsections (e) and (f) of this ordinance. No chickens may be allowed outside of a permitted enclosure at any time.

~~(i)~~(j) **Penalties**

(2) Any violation of Subsection (c); (e)(2), (3), (4), (5), (6), (7), (8), (9), or (10); (f)(2) or (3); ~~or~~ (g)(1) or (2); **or (i)** shall be deemed a separate violation for each chicken kept in violation of the Subsection.

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

Attest:

Richard Avol
Mayor

Scott J. Kluver
City Clerk

Adopted: _____

Published: _____

10

COMMON COUNCIL
CITY OF WASHBURN, WISCONSIN

RESOLUTION #19-001
ELECTION - COMBINATION OF WARDS – SINGLE POLLING PLACE

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

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

WHEREAS, the upcoming 2019 Spring Election in the City of Washburn may be conducted in such fashion,

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Washburn does hereby declare the polling place for the April 2, 2019, Spring Election for all wards as the Washburn City Hall.

Adopted by the Common Council for the City of Washburn, Wisconsin this 11th Day of February, 2019.

Richard Avol, Mayor

STATE OF WISCONSIN)
COUNTY OF BAYFIELD)

I hereby certify that the foregoing resolution is a true, correct, and complete copy of a resolution duly and regularly passed by the Common Council of the City of Washburn on the 11th day of February 11, 2019, and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this 11th day of February, 2019.

Scott J. Kluver-Administrator-Clerk

11

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



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

To: Honorable Mayor and City Council Members
From: ^{SSK} Scott J. Kluver, Administrator
Re: Special Event Requests – Brownstone Block Party and Dandelion Days
Date: January 25, 2019

Enclosed you will find various requests from the Washburn Chamber related to the Brownstone Block Party (July 26-28, 2019). These requests have been reviewed by Chief Johnson. It should also be clarified that open container is only along Bayfield Street and it goes from alley to alley, except where otherwise designated. Please let me know if you have any questions on the requests. The Chamber will be responsible for covering the event on their insurance.

Also, please note that Dandelion Days is amending their application to request that N. 3rd Avenue East from Bayfield Street to the alley be closed for their event. This event is scheduled for Saturday, June 8th. Only one property would be affected by this closure. I have sent them a form to sign off on for this event.

Staff has no objections to this event. If approved, emergency services will be notified of the closure.

City of Washburn

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



Application must be submitted a minimum of 30 days prior to date of use. Special Event Permits must be approved by the Common Council.

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

Pickup_____ Destroy_____

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

Special Event Application / Permit

■ Copy of Permit Must Be In Possession During Use ■

Name of Event:

DANDELION DAYS (WASHBURN)

Event Sponsor/Promoter:

MICHAEL MCKENNA

Nature of applicant: (i.e. charitable organization, corporation, association, individual, etc.)

MICHAEL MCKENNA

If charitable organization, tax exempt number:

Is the public invited to this event?

YES

Description of Event:

FREE PUBLIC EVENT: CELEBRATING DANDELIONS AND COMMUNITY: WITH MUSIC, ART, CLASSES AND LOTS OF FUN FOR ALL

Facility Use Requested: (Check all that apply)

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

* Campground use will not include seasonal sites

Athletic Fields			Jackie=s Field		
<input type="checkbox"/>	Baseball Field	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Softball Field	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	East Ice Rink	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Pavilion	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wikdahl Park	
<input type="checkbox"/>	(Other)	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		

If City streets or trails are to be used, describe the streets & trails:

Dates of Use:

Date(s) of Use:

SAT JUNE 8TH

Time of Use:

From:

7

AM/PM

To:

67

AM/PM

Set Up Date:

FRI JUNE 7TH

Clean Up Date:

SAT JUNE 8TH

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

Name: MICHAEL MCKENNA

Cell Phone: Home Phone: (715) 373-0320

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

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

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

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

Pickup Destroy X

Print Name MICHAEL MCKENNA

WI Driver=s License: M250-5506-0444-01

Title or Position: ORGANIZER

Home Phone: (715) 373-0320

Address: 76370 PAULSON RD.

Work Phone: (715) 373-0320

City & Zip: WASHBURN, WI. 54891

Fax:

Signature: *Michael McKenna*

e-mail:

Date: 1/14/19

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

FOR OFFICIAL USE ONLY

PERMIT NO:

Application Reviewed by Common Council (Date): Approved Denied

Authorized Signature: Date:

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

CITY OF WASHBURN

PO BOX 638

WASHBURN, WI 54891

Receipt Nbr: 27469**Date:** 1/10/2019**Check****RECEIVED
FROM**

MICHAEL MCKENNA

\$25.00

Type of Payment

Accounting

Description

PARK FEES

WIKDAHL + \$25.00 DEPOSIT-DANDELION DAYS

Amount

25.00

TOTAL RECEIVED

25.00



January 17, 2019

Mayor Avol and Councilors,

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

- 1.) Relaxation of the open container and noise ordinance beginning July 26, 2019 and ending at 5PM on July 28 between 9th Ave. W. and Central Ave. along Bayfield St. Also, the open container to be 9AM on Friday, until 4AM on Saturday, 9AM on Saturday until 4AM on Sunday, and from 9AM until 5PM on Sunday.
- 2.) Exclusive Chamber use of Wikdal Park beginning at 7AM on July 27 and ending at 5PM on July 28.
- 3.) Use of Thompson's West End Park and pavilion beginning at 10AM on July 28 and ending at 5PM the same day.
- 4.) Use of West End Park on July 27 at 7:30AM until 12PM to accommodate the Scavenger Hunt.
- 5.) Use of the city garage parking areas to accommodate parking for the car show on the 27th.
- 6.) Request of the closure of the following streets:
 - a. State Approval to be given to close Bayfield St. on the 27th from 5AM-5PM from 6th Ave. W. to Washington Ave.
 - b. 5th Ave. W. From Bayfield St. to Pine St. on July 27th from 5AM-5PM (North side) for the Car Show.
 - c. North 1st Ave. W. from between Bayfield St. and alley for Fire and Ice on July 27th from 11AM-6PM.
 - d. South 4th Ave. W. between Bayfield St. and the alley starting at 3PM on Friday, July 26th through Sunday, July 28th at 5PM (Staying within Patsy's regular bar hours).
- 7.) Use of the Coal Dock for fireworks on the 27th.
- 8.) Close S. 2nd Ave. W. Bayfield St. to Alley Saturday July 27th AM until 8PM.

WASHBURN AREA CHAMBER OF COMMERCE

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

City of Washburn

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



Application must be submitted a minimum of 30 days prior to date of use.
 Special Event Permits must be approved by the Common Council.

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

Pickup____ Destroy____

Special Event Application / Permit

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

Name of Event: Browns Lake Block Party + Board Across the Bay
 Event Sponsor/Promoter: Washburn Chamber
 Nature of applicant: (i.e. charitable organization, corporation, association, individual, etc.) _____
 If charitable organization, tax exempt number: _____ Is the public invited to this event? yes
 Description of Event: city summer fun celebrations
+ stand up paddleboard race

Facility Use Requested: (Check all that apply)

Memorial Park			Thompson's West End Park		
<input type="checkbox"/> Waterfront	<input type="checkbox"/>	<input type="checkbox"/> Playground	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Beaches	<input type="checkbox"/> Boat Landing
<input type="checkbox"/> East Campground*	<input type="checkbox"/>	<input type="checkbox"/> West campground *	<input type="checkbox"/>	<input type="checkbox"/> Campground *	<input type="checkbox"/> Fishing Pier
<input type="checkbox"/> Open area within circle	<input checked="" type="checkbox"/>	<input type="checkbox"/> Pavilion #	<input checked="" type="checkbox"/>	<input type="checkbox"/> Open area south of campground	<input type="checkbox"/> Overflow area behind boat landing
		<u>Fri July 26 5pm-7pm</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/> Fishing Pier	<input checked="" type="checkbox"/> Pavilion #
			<input type="checkbox"/>	<input type="checkbox"/> Playground	

* Campground use will not include seasonal sites

Athletic Fields		Jackie's Field	
<input type="checkbox"/> Baseball Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Softball Field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> East Ice Rink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pavilion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> (Other)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Wikdahl Park Sat. July 27</u>
			<u>all day</u>

If City streets or trails are to be used, describe the streets & trails:

Dates of Use:

Date(s) of Use: West End Park all day Sat. + Sun. July 27 & 28

Time of Use: From: _____ AM/PM To: _____ AM/PM

Set Up Date: July 27 Clean Up Date: July 28

Will there be an admission charge, sale, solicitation, donation, or collection involved with your use? no

What will the money raised be used for? pay for the events

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

Yes X No Will there be a charge to vendors/concession booths? yes If yes, amount of charge: \$ 10⁰⁰-30⁰⁰

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

Will there be a separate charge to attend the speakers program? If yes, the amount of the charge \$

Planned Activities:			Estimated Attendance:		
Yes	No	Check all Planned Activities	Yes	No	Check All Planned Activities
<u>X</u>		Is food to be served by applicant?		<u>X</u>	Will caterer be used?
<u>X</u>		Will alcohol be served? Sold? <u> </u>	Alcohol Beverage License: <u> </u>		
<u>X</u>		Will Fireworks be displayed?	Fireworks Display Permit: <u> </u>		
<u>X</u>		Will Porta-Toilets be provided?	Number of Porta-Toilets Planned: <u>1 west end Park</u> <u>1 Wikdal Park</u>		
	<u>X</u>	Will a dance be held/		<u>X</u>	Bonfire?
<u>X</u>		Tents, canopies to be placed?	<u>X</u>		Amplified sound equipment to be used?
	<u>X</u>	Stages to be placed?		<u>X</u>	Generators to be used?
<u>X</u>		Electricity to be used?			
<u>X</u>		On-site signs/banners to be placed?	<u>X</u>		Off site signs/banners to be placed?

If off site signs/banners are to be placed, note types and dimensions: Banners: west entrance to city + chamber corner
sandwich boards: Wikdal Park Box #8th Ave West / Chamber Corner Wikdal Park

Provide locations for off-site signs & banners:

Applicant's Certificate of Insurance Must Be Received By the City at Least 10 Days Prior to the Event			
Who is providing Insurance Coverage? Applicant? <u> </u> Chamber? <u>X</u> Other: <u> </u>			
Type of Insurance	Name of Insurance Co.	Per Occurrence Limit	Aggregate Limit
General Liability	<u>West Bend</u>	\$	\$
Alcohol Liability		\$	\$
Spectator Liability		\$	\$

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

Name: Mary McGrath

Cell Phone: 715 208 4098 Home Phone: 715 373 5428

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

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

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

Print Name Mary McGrath

WI Driver's License: M 243 5815 8599 08

Title or Position: Program Director

Home Phone: 715 373 5428

Address: 111 So. 3rd Ave E

Work Phone: 715 373 5017

City & Zip: Washburn 54891

Fax: /

Signature: [Signature]

e-mail: info@washburnchamber.com

Date: 1.

FOR OFFICIAL USE ONLY

PERMIT NO: _____

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

Authorized Signature: _____ Date: _____

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

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CITY OF WASHBURN
BARTENDER LICENSES
July 1, 2018 thru June 30, 2020

Approved 5/14/18 #20-01 thru #20-07	Approved 6/11/18 #20-08 thru #20-14	Provisional Approved 6/7/18 #20-15 expires 8/6/18	Provisional Approved 6/18/18 #20-16 Thru #20-31 6/18/18 expire 8/17/18.		Provisional Approved 6/20/18 #20-32 expires 8/19/18.	Provisional Approved 6/21/18 #20-33 & #20-34 expire 8/20/18.	
Approved 7/9/18 #20-15 thru #20- 34.	Provisional Approved 7/4/18 #20-35 & #20-36 expire 9/2/18.	Provisional Approved 7/5/18 #20-37 & #20-38 expire 9/3/18.	Provisional Approved 7/20/18 #20-39 thru #20-41 expire 9/18/18		Approved 8/20/18 #20-35 thru #20- 41.	Provisional Approved 8/14/18 #20-42 expires 10/13/18.	
Provisional Approved 8/21/18 #20-43 expires 10/20/18.	Approved 9/10/18 #20-42 & #20-43	Provisional Approved 9/27/18 #20-44 & #20-45 expire 11- 26-18	Provisional Approved 9/28/18 #20-46 expires 11/27/18		Provisional Approved 10/9/18 #20-47 & #20-48 expires 12/8/18	Provisional Approved 10/26/18 #20-49 expires 12/25/18	
Approved 11/12/18 #20-44 thru #20-49	Provisional Approved 12/7/18 #20-50 expires 2/5/19	Approved 1/14/19 #20-50	Provisional Approved 1/25/19 #20-51 expire 3/26/19		Provisional Approved 1/28/19 #20-52 expires 3/29/19	Pending Approval 2/11/19 #20-51 & #20-52	P I C K E D
LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN OR PREVIOUS NAME	P A I D	PLACE OF BUSINESS	RENEWAL OR NEW LICENSE	U P
Kelly	Bridget	Marie		X	Patsy's Bar	Renewal #20-01	X
Yonan	Steven	Michael		X	Patsy's Bar	Renewal #20-02	X
Waite	Maria	Magdalena		X	Roaming	Renewal #20-03	X
Dunham	William	Clarence		X	Midland	Renewal #20-04	X
Holman	Eric	Alan		X	Holiday	Renewal #20-05	X
Gibb	Joseph	Claus		X	A Nickel's Worth	Renewal #20-06	X
Berg	Patricia	Jeanne		X	Roaming	Renewal #20-07	X
Swiston	Jeffrey	Joseph		X	Roaming	Renewal #20-08	X
Doris	Michelle	Elizabeth		X	Roaming	Renewal #20-09	X
McCreery	Sara	Elizabeth		X	Roaming	Renewal #20-10	X
Kitzmiller	David	Michael		X	Firehouse Bar	Renewal #20-11	X
Wygonik	Rebecca	Ann		X	Roaming	Renewal #20-12	X
Krysh	Jeffrey	Peter		X	The Snug	Renewal #20-13	X
Ritter	Jason	Earl		X	South Shore Brew	Renewal #20-14	X
Kozitaz	Jill	M	Wedge	X	Midland Services	Provisional #20-15 New #20-15	X X
McGee	Nicholas	Tracy		X	South Shore Brew	Provisional #20-16 New #20-16	X X
Vitek	Nicholas	Alan		X	Holiday	Provisional #20-17 New #20-17	X X
Hill	Ann	Marie	Huybrecht	X	Roaming	Provisional #20-18 New #20-18	X X
Ledin, Jr.	James	Marlin		X	Roaming	Provisional #20-19 New #20-19	X X
Warren	Marion	Lee	Simonson	X	Roaming	Provisional #20-20 New #20-20	X X

Johnson	Audra	Marie	Jack-Martin	X	Hanson IGA	Provisional #20-21 New #20-21	X X
Arnao	Ethan	Errett		X	Hanson IGA	Provisional #20-22 New #20-22	X X
Potter	Donna	Marie	Wallner	X	Hanson IGA	Provisional #20-23 New #20-23	X X
Sorenson	Linda	Marie	Jergenson	X	Hanson IGA	Provisional #20-24 New #20-24	X X
Stegemann	Graham			X	Hanson IGA	Provisional #20-25 New #20-26	X X
Kolonko	Donna	Jean	Tarazewicz	X	Hanson IGA	Provisional #20-26 New #20-26	X X
Danula	Gloria	Ruth		X	Hanson IGA	Provisional #20-27 New #20-27	X X
Terry	Nicholas	Elton		X	Hanson IGA	Provisional #20-28 New #20-28	X X
Bratley	Georgeanne	Kay		X	Roaming	Provisional #20-29 New #20-29	X X
Nickels	Chase	Douglas-Paul		X	Roaming	Provisional #20-30 New #20-30	X X
Sorenson	Katherine	Lyn		X	Patsy's	Provisional #20-31 New #20-31	X X
Day	Hannah	Raehelle		X	Hansen's IGA	Provisional #20-32 New #20-32	X X
McGrath	Mary	A		X	WashburnChamber	Provisional #20-33 New #20-33	X X
Viater	Emily	Ann		X	Midland Services	Provisional #20-34 New #20-34	X X
Pearson	Kenneth	William		X	South Shore Brew	Provisional #20-35 New #20-35	X X
Bobby	Barnes	Maveety II		X	South Shore Brew	Provisional #20-36 New #20-36	X X
Doucette	Eva	Marie		X	Hansen's IGA	Provisional #20-37 New #20-37	X X
Nye	Hayley	Jo		X	Hansen's IGA	Provisional #20-38 New #20-38	X X
Mashlan	Randy	Edward		X	Roaming	Provisional #20-39 New #20-39	X X
Holmquist	Kristine	Marie		X	Holiday	Provisional #20-40 New #20-40	X X
Lee	Susan	Claudia		X	Roaming	Provisional #20-41 New #20-41	X X
Sunie	Angelika-Noel	Rae		X	Hansen's IGA	Provisional #20-42 New #20-42	X X
Hyde	Paula	Jean		X	Roaming	Provisional #20-43 New #20-43	X X
Defoe	Debra	Rae		X	Hansen's IGA	Provisional #20-44 New #20-44	X X
Brown	Kelly	Jean		X	Hansens IGA	Provisional #20-45 New #20-45	X X
Hammel	Jordan	William		X	Patsy's	Provisional #20-46 New #20-46	X X
Ispen	Laurel	Erin		X	Patsy's	Provisional #20-47 New #20-47	X X
Kellerhuis	Tina	Marie		X	A Nickel's Worth	Provisional #20-48 New #20-48	X X
Nuutinen	Presley	Mae		X	Roaming	Provisional #20-49	X

