NOTICE OF FINANCE COMMITTEE MEETING  Monday, January 14, 2019 City Hall 4:30PM
▪ Committee Review-Monthly Expenditures

NOTICE OF CITY COUNCIL MEETING  
Monday, January 14, 2019  Washburn City Hall  5:30 PM

AGENDA
▪ Call to Order/Roll Call
▪ Pledge of Allegiance
▪ Approval of Minutes – City Council Meeting – December 10, 2018
▪ Approval of Monthly Expenditures via Roll Call Vote
▪ Public Comment
▪ Mayoral Announcements, Proclamations, Appointments
  ▪ Lake Superior By-Way Committee Appointment; BART Board Appointment
▪ Presentation by Movin’ Out, Inc. on Proposed Housing Development on Omaha Street Property
  – Dave Porterfield, Presenter
▪ Discussion & Action on Release of RFQ for Development on Omaha Street Property
▪ Discussion & Action on Discontinuance of Business Revolving Loan Fund
▪ Discussion & Action on Goose Population Control Protocols
▪ Discussion & Action on Special Event Request for Book Across the Bay, February 16, 2019, West End Park
▪ Alcohol Licensing Matters -
  ▪ Bartender License Applications – #19 – 50
▪ Adjourn

The City of Washburn is an equal opportunity provider, employer, and lender.
To: Honorable Mayor and City Council Members

From: Scott J. Kluver, Administrator

Re: Presentation by Movin’ Out and Development RFQ for Omaha Property

Date: January 3, 2019

At this meeting, Dave Porterfield from Movin’ Out, Inc. will be present to answer questions on what Movin’ Out does, how tax credit housing development works, and what the rental requirements are for this type of housing development. Mr. Porterfield has been here before, and if the City is interested in moving forward with a tax credit housing project, action will need to be taken to approve the release the RFQ in order for interested parties to meet the requirements of the upcoming funding cycle. Know that this RFQ is for all parties that are interested in developing the Omaha Street property whether they are applying for tax credit funding or not. There is no guarantee at this point that the City would be selected for a tax credit project, but if there is interest, action needs to be taken now to pursue it.

A draft RFQ is included for your consideration. The city had released this same document two years ago, and there were two respondents at that time. Since that time, Movin’ Out, Inc. has still expressed interest in moving forward. Other private developers have also approached the City with concepts, but no firm proposals. This process would put all interested developers at the same level and allow the City to select which ones they would like to work with to see the Omaha Property developed.

The subject area for this RFQ will include properties 23, and 43 through 47 on the attached map. As the goal of the City is to see the area developed with a taxable development, this has a higher degree of success while the City’s tax increment district is relatively young.

If the City moves forward with this process, I will provide information to all registered candidates for the upcoming Council election in April to assure a smooth transition on this project.
CITY OF WASHBURN

REQUEST FOR QUALIFICATIONS

FOR

Residential/Mixed Use Development on City-Owned Land

January 15, 2019
REQUEST FOR QUALIFICATIONS

INTRODUCTION

The City of Washburn ("City") is issuing a request to firms to submit their qualifications to provide the necessary design, plans, and specifications and financing to redevelop 9.88 acres of land owned by the City of Washburn into a master planned single-family residential, multi-family residential, and/or multi use development. This 9.88 -acre publicly owned site, hereinafter referred to as "the site" is a unique opportunity based on its size, accessibility to municipal utilities, its proximity to Lake Superior and its strategic location between downtown Washburn and the City's Marina.

Please see attached document - "Development Plan for City-Owned Properties" for additional community and site information.

A. Process

The City is proposing the following three-part process to select a firm or firms that will ultimately be responsible for developing the site into single-family units, multi-family housing units, and/or mixed use development that meets the community's desired development qualities as expressed in the attached document – "Development Plan for City-Owned Properties".

Step 1
Interested parties should submit their qualifications that show the firm's expertise in master planning and developing land for single and multi-family housing and mixed use developments.

At a minimum, the following items should be included in the submittal:

1. Company description and background (half page).
2. Resumes of lead staff that will be involved on this project and the qualifications of each
3. The three most recent completed projects that align with the type of development the City is seeking. For each project please include
   a. Location
   b. Status of project (completed, under construction, planning)
   c. Final master plan showing types and sizes of units
   d. Financial summary explaining how the project was financed (i.e. tax credits, conventional financing, grants, TIF, etc)
   e. Sale price and/or lease rates of finished units
   f. Local government references including a contact name and phone number
Step 2
Based on the responses from Step 1, the City will select firms for a community visit and site tour. This will allow for the selected firms and the City to meet one another and allow the parties to share their collective vision for the site and answer questions.

Step 3
Based on the information submitted in Step 1 and the community and site tour (step 2), the City will ask a select number of firms to submit a more detailed proposal to include;

1. Proposed conceptual site plan
2. Proposed timeline from shovel in the ground to total build-out
3. Estimated costs
4. Proposed financing schedule
5. Type and amount of public assistance needed, if any

Step 4
Based on the steps above the City will move into negotiations with one or more firms to develop the site with the final approval of a Development Agreement by the City Council.

B. Submission Terms

To be considered, one (1) hard copy and an electronic copy (PDF) of your firm's qualifications (Step 1 only) must be received at the City Clerk's Office, 119 Washington Avenue, P.O. Box 638, Washburn, Wisconsin 54891 by 4:00 P.M. on Tuesday, February 19, 2019. The City reserves the right to reject any or all qualifications submitted.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

There is no guarantee that any responses to the RFQ will be accepted or that a firm will be selected by the end of the process.
The City reserves the right to retain all submitted materials and to use any ideas in a submittal regardless of whether that submittal is selected. Any submittal indicates acceptance by the firm of the conditions contained in this request for qualifications, unless clearly and specifically noted in the proposal submitted and confirmed in the development agreement between the City and the firm selected.

C. Term of Engagement

The scope, timeline and development standards of the proposed development will be described in a Development Agreement between the selected firm and the City of Washburn. The City of Washburn does expect the selected firm to begin the development process immediately upon entering into the Development Agreement.

II. DESCRIPTION OF THE GOVERNMENT

A. Submittal Address

Firms should send labeled proposals “Development on City-Owned Land – Omaha Street” to the following address:

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

B. Name and Telephone Number of Contact Persons

The firm’s principal contact with the City of Washburn will be Scott Kluver, City Administrator, 715-373-6160 Ext. 4.

C. Background Information

The City of Washburn serves a population of 2,104 in Northeastern Bayfield County. The City’s fiscal year begins on January 1 and ends on December 31. Further information about the City of Washburn can be obtained on the City’s website www.cityofwashburn.org.

More information on the City of Washburn can be obtained by contacting Scott Kluver, at (715) 373-6160 Ext. 4 or by e-mail at washburnadmin@cityofwashburn.org. Any questions regarding this RFQ or its process should be directed to the previously mentioned individual.
III. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key anticipated dates starting with the dates proposals are to be submitted to the estimated date a Development Agreement would be approved by the City of Washburn. All submittals are due on the date stated by 4:00 p.m.

Step 1 –
Due date for Qualifications February 19
Selected firm(s) notified to move to step 2 February 26

Step 2 –
Site and community tours March 4 – 8
Selected firm(s) notified to move to step 3 March 12

Step 3 –
Due date for Conceptual Development Plans April 15

Step 4 -
Firm selected to enter into negotiations By May 13
Approved Development Agreement By July 8

IV. EVALUATION PROCEDURES

A. Proposal Evaluation

Submitted information will be evaluated by a review committee and/or the City of Washburn Common Council as the process moves through Steps 1-4. The final Development Agreement will be approved by the City of Washburn Common Council.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and development approach. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements

   a. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
b. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Technical Qualifications

a. Demonstration of experience and qualifications of staff.

b. Demonstration of past experience and performance on comparable government engagements.

c. Proposed methods and approach in serving the City of Washburn.


a. How closely the proposed development meets the community’s vision, goals and objectives as defined in the attached document – “Development Plan for City-Owned Properties”.

b. Amount and form of public funding needed to facilitate the proposed development.

c. Ability of firm to fund the project or gain the needed financing to ensure the proposed development occurs.

C. Oral Presentations

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm’s proposal. Not all firms may be asked to make such oral presentations.

D. Final Selection

A review committee and/or the Common Council will select a firm based upon the above criteria to move into negotiations and ultimately a Development Agreement. The final development agreement will be approved by the Common Council.

It is anticipated that a firm will be selected by May 13, 2019. Following notification of the firm selected, it is expected a development agreement will be executed between both parties by July 8, 2019 or shortly thereafter.

E. Right to Reject Proposals
By responding to this RFQ an individual respondent accepts the process outlined in this RFQ and fully acknowledges that the final determination of the City of Washburn Council is binding and without appeal.

The City Administrator reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City.

The City of Washburn Common Council reserves the right to accept the proposal considered most advantageous to the City of Washburn. All respondents accept this process in submitting a proposal.
To: Honorable Mayor and City Council Members
From: Scott J. Kluver, Administrator
Re: Business Revolving Loan Fund
Date: December 27, 2018

As I had mentioned in a previous e-mail to Council members, the State of Wisconsin is discontinuing the Community Development Block Grant (CDBG) Business Revolving Loan Program. As of February 1, 2019, no new loans can be approved. As the City Council must approve such loans and this is the last meeting before the February 1st deadline, the program is effectively done.

This program started in the City of Washburn when a grant was received for the restart of the Washburn Iron Works in the 1970s. As the funds for this program were received before 1992, the approval the State of Wisconsin obtained from the federal government states that in these cases, the funds are “de-federalized” and will have no restrictions. So, this means that the City of Washburn will get to keep its current revolving loan fund balance, and any principal and interest payments from outstanding loans. There are no strings as to how this money can be used in the future. It can be for a development project, an infrastructure project, we can create our own fund, or whatever the Council sees fit.

As of the end of November, there was $152,802.19 in the fund balance. In addition, there is $67,101.22 in outstanding principal in loans to two entities. Cocos has a principal balance of $38,675.63 and the Washburn Table has a balance of $28,425.59.

The City will need to formally apply to close the program, and once that is done, our outstanding loans will become the City’s responsibility to collect. I recommend that the Council provide authorization to apply to close the program. The only other remaining decision is what to do with the fund balance. I recommend that the fund balance be saved for a potential economic development project in the future that funding may be needed for. I believe that there are a number of potential projects that may be worthy, and a final decision can be made once more detailed project plans are proposed.

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

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

Our records agree with your presumption of being pre-1992. I have an ED award from the 1980’s on record but you should be able to submit the certification.

Dave

David J. Pawlisch | Bureau Director
Department of Administration
Division of Energy, Housing, and Community Resources
David.Pawlisch@wisconsin.gov
Main: (608) 266-7531 | Direct: (608) 261-7538

Hello,

I believe the City of Washburn may be a pre-1992 community as I know that the initial award that became our revolving loan program occurred in the 1970s. I am not aware of any recent CDBG grant to assist with funding this program (we have had grants for other purposes). I would like to verify that we are a pre-1992 community.

Scott J. Kluver, Administrator
City of Washburn
P.O. Box 638
119 Washington Ave.
Washburn, WI 54891
Phone – 715-373-6160 Ext. 4
Fax – 715-373-6148
http://www.cityofwashburn.org/
The City of Washburn is an equal opportunity provider, employer, and lender.
Approved CDBG-CLOSE Program

- The State submitted to HUD a Substantial Amendment to the State’s Comprehensive Plan to create an ED-RLF closeout program (CDBG-CLOSE) which HUD has now officially approved.

- The CDBG-CLOSE program will start on February 1, 2019. At that time no RLF loans can be made.

- On 2/1/19, RLFs that were capitalized with Pre-1992 awards can be deemed defederalized if the Unit of General Local Government (UGLG) can certify they have not received any post-December 31, 1991 economic development awards. The certification document will be posted on our website no later than 1/15/19
To: Honorable Mayor and City Council Members

From: Scott J. Kluver, Administrator

Re: Goose Population Control Protocols

Date: January 3, 2019

Enclosed you will find a draft Goose Population Control Protocols that were prepared to provide basic guidance and understanding to the Council, staff, and the public as to what is involved and expected when the Council approves goose control during firearm season.

These protocols were reviewed by Council member Barnes, the Police Department, and Mr. Baregi who has been the primary individual involved with goose control activities. At the time of this memo, I have not gotten final comments from the Police Chief, but expect that before the Council meeting.

Assuming final details are all good, I recommend the approval of the protocols which will serve as a guide for future activities to help better inform the public of what is happening and to continue to make West End Park a pleasant place to visit.
Goose Population Control Protocols (Draft 010219)

The purpose of this document is to provide and outline of the expectations of when a Canadian Goose population control activity are approved and conducted in the City of Washburn. Firearm shooting activities would typically occur during the month of September and may extend into October.

Early Canadian Goose firearm season takes place September 1 through September 15th of any given year. During this time period, five birds per day per person can be taken. After September 15th, only three birds per day per person can be taken. Because of the time of the hunting season, the decision on whether or not to conduct goose population control activities should be discussed at the August Council meeting or earlier.

- Notice shall be put on the city website, specifically on the camping page, by August, of a potential of a goose population control activities.
- Public notice shall be posted in the campground registration kiosk and in the park restrooms if a hunt is approved and remain in place until all hunting activity has ceased for the season.
- The campground host and seasonal campers shall be notified if a hunt is approved.
- Campers in the immediate vicinity of hunting activities shall be notified before the hunting activities begin.
- Signs/cones shall be provided to for those involved in the hunt that say “Goose Population Control in Progress.” Signs should be placed on the intersection leading down to the West End Park Pavilion or on any other road or area that leads to where the hunt will actually occur.
- During firearm population control activities, the intention is to target resident mating pairs of geese. Migrating geese are not the intended target.
- Dispatch will be called immediately prior to firearm population control activities commencing. Caller will request that the City of Washburn officer on duty be informed of activities so officer could observe if available.
- It is preferred, but not required due to circumstances, to avoid weekends for firearm population control activities to reduce the number of people in the vicinity.
- Geese taken during the population control activities shall be donated to local individuals that request them for food. This is coordinated by those involved in the activities.
- In the spring, addling of goose eggs will take place. The permit paperwork for this needs to commence in January.
To: Honorable Mayor and City Council Members
From: Dan Stoltzman, Assistant City Administrator
Re: Book Across the Bay
Date: December 26, 2018

The Book Across the Bay annual event is scheduled for Saturday, February 16, 2019. Below are the requests from the Board of Book Across the Bay.

- A waiver of the city’s noise ordinance for Thompson’s West End Park on Saturday, February 16th from noon until 1:00am on Sunday, February 17th, 2019.

- A temporary Class “B” retailer’s license for the sale of beer in the finish tent, and to be consumed in the tent and well as 50’x30’ roped off area just outside of the tent. The roped off area will only be open from 7:30pm – 8:30pm for people to consume their alcoholic beverage while watching the fireworks.

- Parking and driving restrictions to alleviate congestion around West End Park. No parking on 8th Avenue West on either side, no parking on the south side of Bigelow Street, and no parking on the east side of 6th Avenue West.

I have no objection to any of the requests and recommend the approval. Police Chief Johnson is ok with the requested parking and driving restrictions, as well as the alcohol license requests. The Police Chief has requested the motion include no alcohol outside of the designated areas. While no alcohol from the event is to be served or consumed outside of the designated areas, the additional motion is to not allow private consumption of alcohol outside of the event designated area. A letter from the Board of Book Across the Bay indicating these requests is also included.

The City of Washburn is an equal opportunity provider, employer, and lender.
DECEMBER 3, 2018

Dear City Council Members,

The Board of Book Across the Bay is once again in early planning stages of 2019’s ski-snowshoe event. As in the previous years, we are again seeking the support of the council in the following requests for the event scheduled Saturday, February 16th, 2019:

1. A waiver from the city’s noise ordinance for Thompson’s West End Park on Saturday, February 16th from 12noon until 1:00a.m. on Sunday, February 17th.

2. A temporary Class “B” Retailers license for the sale of beer by licensed servers inside the finish tent and in one small (50’x30’) roped off and secured area just outside the finish tent for the viewing of our fireworks show.
   a. Our intent to designate a specific, roped off, and secure area roughly 50’ by 30’ outside of the tent is to provide an area for spectators to view fireworks with their beer to ease policing efforts and enforcement required to disallow all beer outside of the tent.
   b. This suggestion was brought to us by the Bayfield County Reserve Sheriffs Department as a method to help reduce the intent for participants to sneak beer outside of the tent, and allow a viewing zone that was safe and easy to manage.

3. Parking and driving restrictions to alleviate congestion around West End Park.
   a. As in past years, to efficiently move pedestrians, cars, and busses through town to West End Park we are again suggesting road postings. Namely, 8th Avenue West be “No Parking” on either side of the road, “No Parking” on the South side of Bigelow Street, and “No Parking” on the East side of 6th Avenue West. The possibility of snow banks may mean that we will reevaluate this plan prior to the event if needed. City police will be encouraged to meet with the BATB Parking team to ensure that the parking and traffic control plan is agreed upon and will be adhered to.

We the Board of Directors of Book Across the Bay believe strongly that the event continues to be important to and relevant by offering an affordable and fun winter experience which has dispersed over $195,000.00 into the region through the use of Work Groups and Service Partnership Agreements with local clubs, schools, and organizations.

Thank you for your contributions and support in previous years, and know that your consideration on the above matters will make the event once again possible in it’s 23rd year. The council as well as city as a whole has always been very much appreciated by BATB. Please feel free to contact us directly if you have any questions.

Sincerely,

Benjamin Thoen
VICE PRESIDENT, BATB
773.710.4937
bookxbay@gmail.com
SPECIAL EVENT CLASS “B” RETAILERS’ LICENSE
for the Sales / Service of
BEER
at a
GATHERING OR PICNIC

No. 2019-01

WHEREAS, the local governing body of the City of Washburn County of Bayfield, Wisconsin, has, upon application duly made, granted and authorized the issuance of a Retail Class “B” License to Book Across the Bay to sell Fermented Malt Beverages as defined by law and as filed / indicated on application; pursuant to Sections 125.26(6) and 125.51(10) of the Statutes of the State of Wisconsin, and local ordinances;

AND WHEREAS, the said applicant has paid to the treasurer the sum of $10.00 for such Class “B” Retailer’s Fermented Malt Beverage as provided by local ordinances, and has complied with all the requirements necessary for obtaining such license;

LICENSE IS HEREBY ISSUED to said applicant to sell, deal and traffic in, at retail, Fermented Malt Beverages at the following described premises: Thompson West End Park, Under Reception Tent, and 50’x30’ roped off area just outside of the tent (from 7:30pm-6:30pm) as approved by Washburn Police Department. PLEASE NOTE: No consumption of alcohol will be allowed OUTSIDE the tent or roped off area per Washburn Police Department.

Bartender(s): James Ledin, Jr. .

FOR THE PERIOD from: 12:00pm on Saturday, February 16, 2019 until 1:00am, Sunday, February 17, 2019.

Given under my hand and the corporate seal of the City of Washburn, this 4th day of January 2019.

[Signature]
Dan Stoltman Assistant City Administrator
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