

**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, July 8, 2019 City Hall 4:30PM

- Committee Review-Monthly Expenditures

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**NOTICE OF CITY COUNCIL MEETING**

Monday, July 8, 2019 Washburn City Hall 5:30 PM

**AGENDA**

- Call to Order/Roll Call/Pledge of Allegiance
- Approval of Minutes – City Council Meetings – June 10 and 17, 2019
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments
  - Vacancies on Harbor Commission
- Discussion & Action on Recommendation to Amend the City’s Zoning Map for the Marina Storage Building Properties **TAB 1**
- Discussion & Action on Second Driveway Request at 601 W. 4<sup>th</sup> St. – Ethan Rossing, Petitioner **TAB 2**
- Discussion & Action on Resolution 19-008 for the Borrowing of \$169,000 from the Board of Commissioners of Public Lands Trust for the Purpose of Financing Solar Panels and Energy Improvements at the Wastewater Treatment Plant **TAB 3**
- Discussion & Action on Bayfield Street Way-Finding Signage – Jeff Moberg, Petitioner **TAB 4**
- Discussion & Action on Ordinance 19-006 Amending to Update the Amount Charged for Violation of the Winter Parking Regulations; and Updating the Deposit Schedule to Increase Winter Parking Violations to \$30 **TAB 5**
- Discussion & Action on Ordinance 19-007 To Update the Regulations regarding Inoperable, Wrecked, or Discarded Vehicles
- Discussion & Action on Renewal of Agreement with Eagle Auditing & Accounting LLC for Audit Services for 2019, 2020, and 2021, and Renewal of Agreement with Mark A. VanVlack for Accounting Services for 2019 **TAB 6**
- Alcohol Licensing Matters – **TAB 7**
  - New Bartender License Applications - #21-27 Through #21-31
- Adjourn

May 13, 2019

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members:

Aaron Austin, Carl Broberg, Karen Spears-Novachek, Jennifer Maziasz, Mary McGrath, Tom Neimes, Laura Tulowitzky

Municipal Personnel:

Mayor Richard Avol, City Administrator Scott J. Kluver, City Treasurer/Deputy Clerk, City Attorney Max Lindsey

Excused Absence:

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

**Approval of Minutes – City Council Meetings of April 8 and April 16, 2019–** A motion was made by Novachek to approve the April 8<sup>th</sup> and April 16, 2019– minutes, second by Tulowitzky. Motion carried unanimously.

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

**Public Comment** – Jeff Silbert, 410 5thAve. E. and Bill Bussey, Bayfield WI asking the Council to pass a resolution urging congress to support HR 73 related to climate change at the next meeting. Bill Bailey, 33430 Whiting Rd., Bayfield – Urged Council to approve the solar project, this is one of a four-tier project in the community. If the City doesn't approve this project it will cost the School and the County an additional \$27,000.00 for their projects as the bids were for a four-tiered project. Diane Posner, 119 N. 9<sup>th</sup> Ave. W., Washburn – spoke about the Friends of the Library plans for a variety of fund raisers for the Library tuck point project. Brian Fleig, 210 Woodland Dr., Washburn – Stated he represents the residents who live on Woodland Dr., they are completely opposed to having a Dog Park on Woodland Dr. or anywhere in the City and are willing to file a law suit if the City tries to go through with this. He also doesn't believe that it wouldn't be legal for the City to spend money on a Dog Park.

**Mayoral Announcements, Proclamations, Appointments-** Avol announced there is an opening on Harbor Commission and the resignation of Karen Guski from the Washburn Housing Authority Board. He is asking for confirmation to appoint Kristy Jensch the Washburn Housing Authority. Moved by Novachek to approve the appointment of Kristy Jensch to the Washburn Housing Authority Board, second by McGrath. Motion carried unanimously. Avol also read several proclamations; Arbor Day, Week of the Young Child, National Skilled Nursing Care Week, National Police Week, EMS Week, Foster Care Provider Appreciation Month, Teachers Association and Small Business. All are important and expressed his thanks to all of them.

**Discussion and Action on Amending the Minutes of the March 11, 2019 Council Meeting** – A request was received to amend the comments of Jeff Silbert under the Discussion & Action on Respondent to Omaha Development RFQ Process and Next Steps, the correct wording should be “Jeff Silbert stated he has no specific comment regarding location for housing, but does believe adequate housing for low-income person is needed”. Moved by Novachek to approve amending the minutes of the March 11, 2019 Council Meeting as discussed, second by McGrath. Motion carried unanimously.

**Public Hearing** – Moved by McGrath to open floor, second by Neimes. Motion carried unanimously. No comments. Moved by McGrath and second by Neimes to close the floor. Motion carried unanimously.

**Discussion & Action on Resolution 19-003 to Vacate all Alleys in Blocks 18 and 23 of the DuPont Park Addition to the City of Washburn, James Bratley and Debra Barnhardt-Petitioners – McGrath moves to approve Resolution 19-003 to Vacate all Alleys in Blocks 18 and 23 of the DuPont Park Addition to the City of Washburn, second by Austin. Motion carried unanimously.**

**Discussion & Action on Plan Commission Recommendation to Approve a Conditional Use Permit for Manufacturing Use in Commercial Area C-3 Zoning District – Operate a Sewing Business in Accordance with the Regulations of 8-476 out of the Property Located at 324 West Bayfield St. – Amy Trimbo, Petitioner – No Discussion. Moved by McGrath to approve the Conditional Use Permit of Amy Trimbo for Manufacturing Use to Operate a Sewing Business at 324 W. Bayfield, St, second by Maziasz. Motion carried unanimously.**

**Discussion & Action on Proposed Certified Survey Map – Gary Holman, Petitioner – Parcel # 04-291-2-49-04-32-3 00-208-17100 is located on W 12<sup>th</sup> St. between N. 5<sup>th</sup> Ave. W. and N. 8<sup>th</sup> Ave. W. He is requesting that the parcel be restored to two separate parcels as previously platted. Moved by McGrath to approve the certified survey map of Gary Holman, second by Novachek. Motion carried unanimously.**

**Presentation on Plans for Historic Civic Center, Action on Request for Support in Grant Writing for Facility – Coke Lindsey President of Historic Civic Center Foundation, Petitioner – Ms. Lindsey addressed the Council, she is the president of the new board. Their intentions are to re-open the facility as a Recreation and Community Center much as it was in the past. They have a lot of work to do, and are planning on do this in phases, they would like to open the first and second floor by the next Homecoming. They are asking for a letter of support to aid them in applying for grants. Moved by Novachek to give the Historic Civic Center Foundation a letter of support, second by McGrath. Motion carried unanimously.**

**Discussion & Action on Request to Wisconsin DOT to Reconstruct STH 13 (Bayfield Street) in the City of Washburn from Thompson's Creek to Superior Avenue in 2024 – Kluver the next three agenda items are in some ways tied together as they all require substantial funding. This is a project that we need to start planning for now, we have had 6 major water breaks over the last three years, the water, sewer and stormwater all need to be replaced. This will be approximately a \$5 million-dollar project and if all the money was borrowed and was placed on the tax roll it would be approximately an 34% tax increase, this was figured using a 20 Year General Obligation Bond. We need to start figuring how we will pay for this, we will be retiring some debt in the near future, hopefully when can get some grant funding and we need to get some development to increase the tax base. Bob Anderson Dept. of Public Works Director and Joel Weber Treatment Plant Operator both expressed their concern that this project be done soon, the problems are not going to go away. Moved by Novachek to approve the letter drafted by Administrator Kluver requesting the project be done in 2024, second by Broberg. Motion carried unanimously.**

**Discussion & Action on Capital Improvements to Wastewater Treatment Plant and Capital Improvements Plan – The next five years of capital improvements needed for the Water and Sewer Utilities were discussed at length. There are some items that can or have been budget for and some items that will require borrowing or help from other funds. Two items for 2019 that have not been budgeted for is the boiler system and VFD drives for the blowers, according to the energy audit of the Treatment Plant that was done these would produce significant energy savings. The cost would be around \$40,000.00 and could pay for itself in about 10 years. What is being requested tonight is to approve the plan keeping in mind its just a plan and is always subject to change. We also have other cost that are not planned for such as the water line break at the Marina, cost estimate for this repair will be around \$40,000.00. Kluver has directed all staff to hold any non-essential purchases until the Finance Committee can decide were to take the money from to pay for this, other projects may have to be axed. Joel Weber, stated the energy audit was done in January, if we can do some of the improvements suggest we will have a more efficient plant and save money in the long run. He is not opposed to the solar panels, but feels these projects should take priority. Motion by Broberg to approve**

the Capital Improvement Plan of the Washburn Water and Sewer Utility, second by McGrath. Neimes moves to open floor, second by Tulowitzky. Motion carried unanimously. Felix Malinowski – recommend begin very cautious before putting money in to solar power, it has had great advancements over the years and continues to improve all the time, he also feels that Solar Panels will work well in Arizona, but may not work as well in Northern Wisconsin. Bill Bailey, stated they work just as well in Wisconsin as Arizona as we don't have the dust. He also disputes Kluver figures, as he doesn't believe they need a contingency on a project like this and if you did the 20 year without the contingency you would have cash flow in 5 years. Debra Barnhardt, said the council better be careful of what they decide, the citizens of Washburn are close to a property tax revolt, she also stated she has done project planning for years and agrees with Kluver you never do any project without a contingency that is poor planning. Motion by Novachek to close floor, second by McGrath. Motion carried unanimously. Original motion carried unanimously.

**Discussion & Action on the Solar Photovoltaic (PV) System Design and Installation Project at the Wastewater Plant – Acceptance of Bids; Approval of Contract with Eagle Point Solar-** Bid for this project came in at \$216,825.00, a grant was received to cover \$79,119.00, we must also add in \$21,000.00 for a contingency meaning we would need to borrow \$159,000.00. Two projections were done; a 15-year borrowing and 20-year borrowing. In both cases, the principle and interest payments would not be covered by the project energy savings. There is also some concern that if the VDF improvements are made to the Plant as discussed, the solar array proposed may end up being oversized, we may be able to reduce the size 25 to 50 percent if the other energy reductions improvements there are proposed are made. Because of these issues and the financial viability of the utility, Kluver can not recommend approving the Solar Project at this time. McGrath moves to reject bid, second by Neimes. Tulowitzky moves to open floor, second by Maziasz. Motion carried unanimously. Bill Bailey, reminds the Council that they received the maximum amount on the grant and by going in with the others it will be cheaper and if you don't do the contingency the turn around would be 5 years. Moved by Broberg to close floor, second by Neimes. Motion carried unanimously. Discussion continued on the financial status of the Utility and the City and the number of expensive projects that are around the bend. Roll call vote on motion to reject bid; Yes Austin, Broberg, Novachek, McGrath Neimes. No Tulowitzky and Maziasz. Motion passes on 5 to 2.

**Designation of Responsible Representative of the City for the Project and Resolution 19-004 Authorizing the borrowing of \$199,000 from the BCPL for the Project and Other Upgrades –** Items were not discussed, since the Solar Panel Bid was rejected.

**Discussion & Action on Placement of Dog Park at Lot 19 (Woodland Drive Property) –** Maziasz moves to send back to the Park Committee for further consideration, second by Tulowitzky. Motion carried unanimously.

**Discussion & Action on Painting Fish Sculpture at West End Park as a Rainbow Trout-Aimee Strzok, Petitioner-** Moved by Tulowitzky to accept the donation of Aimee Strzok to paint the fish at West End Park as a Rainbow Trout, second by Novachek. Motion carried unanimously.

**Discussion & Action on Request to expand RV Camping at Thompson's West End Park –** Short discussion. Moved by Broberg to send to Park Committee for further review, second by Novachek. Motion carried unanimously.

**Discussion & Action on Planning Process for Omaha Street Property Available for Development -** City Administrator Kluver is asking the Council to give him direction on what they would like to do with this property. He also reminded the Council they may want to look at updating the Comprehensive Plan, if they don't want to focus on just the piece of land. Novachek thought that having 2 to 3 community forms to hear what the residents have in mind. First could be informational and the last two would be to look at viable plans/ideas the community may have. Maziasz opens moves to open floor, second by Neimes. Motion

carried. Roth Edwards, 221 W. 6<sup>th</sup> St., visioning workshops don't work. He feels a very specific survey or a public hearing to look at the whole waterfront development would be best. Moved by Broberg to close floor, 2<sup>nd</sup> by McGrath Motion carried. After further discussion no action was taken, but Novachek, Mayor Avol and the Administrator will meet to come up with a plan to get the community involved.

**Discussion & Action on Ordinance 19-004 Amending City Code on Enforcement to be Consistent with Statutory Changes.** – Moved by Novachek to adopt Ordinance No. 19-004, second by Broberg. Motion carried.

**Discussion & Action on Resolution 19-005 to Update Information for Wisconsin Public Employers Group Health Insurance Program** – This resolution is required by the State as they consolidated all of the health insurance information into one manual, there were no changes made to the manual. Motion by Novachek to adopt Resolution # 19-005, second by Broberg. Motion carried unanimously.

**Alcohol Licensing Matters – Introduction of Annual Alcohol and Beer Garden License Renewal Application** Moved by Novachek to have staff issue public notification and begin the administrative process, second by Broberg. Motion carried unanimously.

**Bartender License Renewal Applications #21-01 Through 21-12 and New Bartender License Applications - #20-56 Through #20-61** – A motion was made by McGrath to approve Bartender License Applications – #21-01 through 21-12 and #20-56 through 20-61, second by Novachek. Motion carried unanimously.

**Adjourn** – Motion to adjourn by Novachek, seconded by Broberg. Motion carried unanimously. Meeting adjourned at 8:25 pm.

Tammy L. DeMars  
City Treasurer/Deputy Clerk

**FINANCE COMMITTEE MEETING 4:30PM**

Committee Member Karen Spears Novachek, and Aaron Austin reviewed monthly expenditure vouchers.

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To: Honorable Mayor and City Council Members  
From: <sup>SK</sup> Scott J. Kluver, Administrator  
Re: Zoning Map Amendment  
Date: June 25, 2019

Enclosed you will find a proposed amendment to the City's zoning map. This amendment comes with a recommendation of approval from the Plan Commission and is a follow-up to a Comprehensive Plan amendment what was completed a couple months ago.

This amendment changes the zoning designation of two parcels, containing the three marina boat storage buildings, from Mixed-Use Waterfront to Marina. This removes the non-conforming use status of these buildings which is good for the long-term financial viability of the City's marina. These properties are privately owned, but there is a symbiotic relationship with the marina.

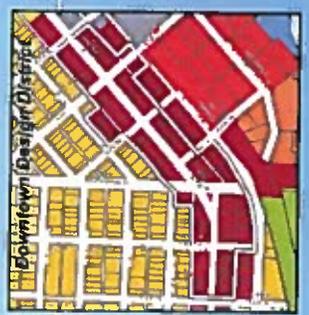
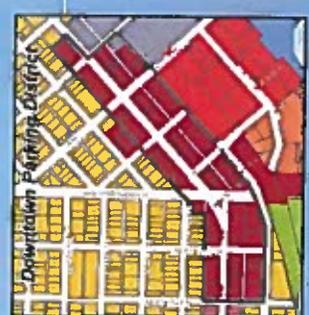
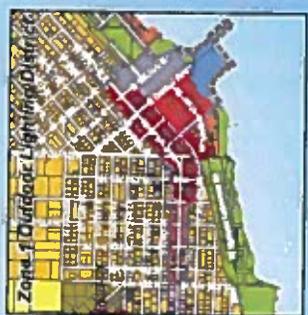
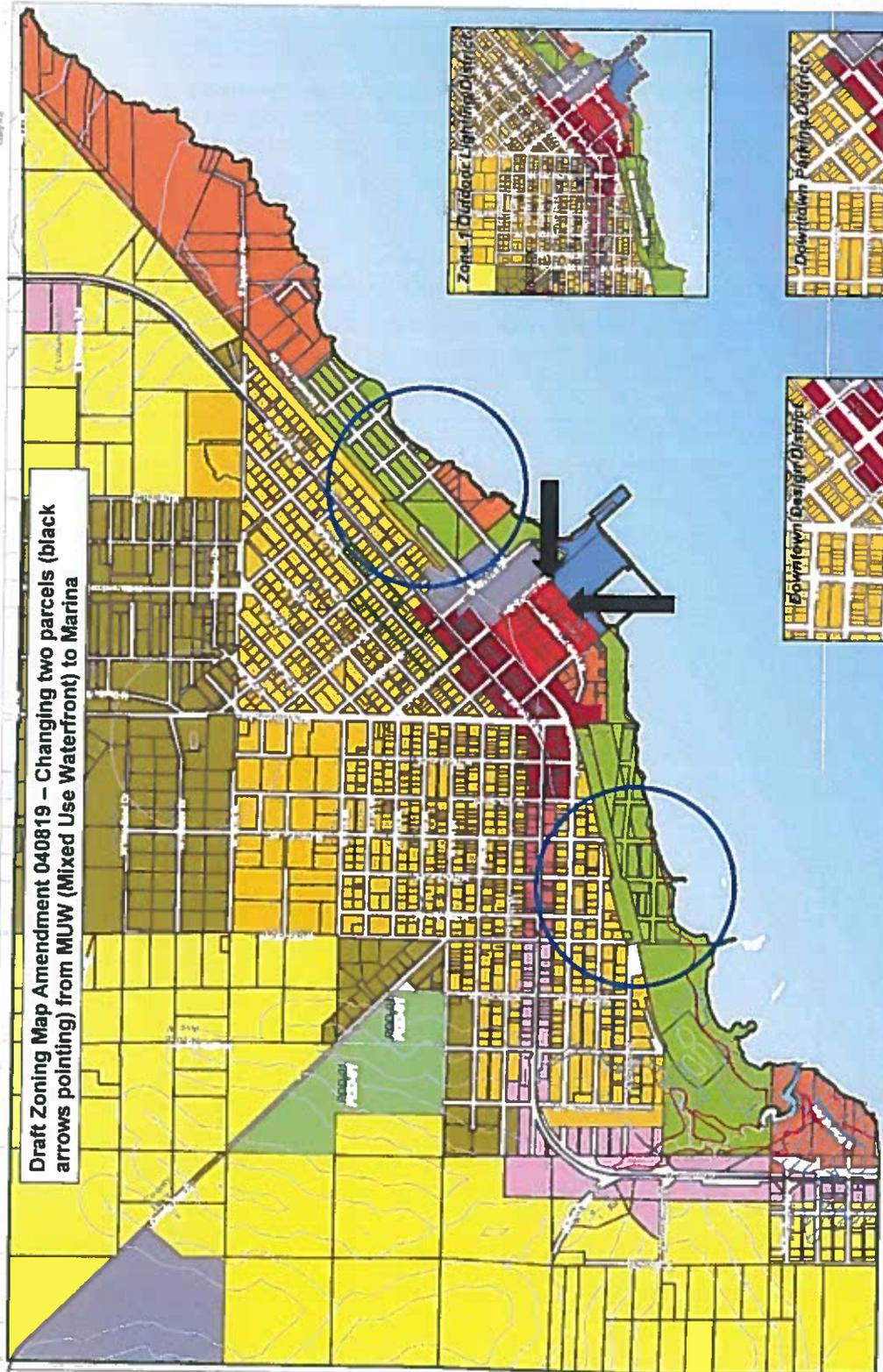
No comments were provided during the public hearing held during the Plan Commission meeting. The amendment is of course consistent with the Comprehensive Plan land use map.

I recommend approval of this map change as well. If you have any questions, please do not hesitate to contact me.

# City of Washburn Zoning Map

- Base Zoning Districts**
  - Residential**
    - R-1 Rural Residential
    - R-2 Single-Family Residential
    - R-6 Mixed Residential
    - R-7 Waterfront Residential
  - Commercial**
    - C-1 Cottage Commercial
    - C-2 General Commercial
    - C-3 Downtown Commercial
  - MUW Mixed-use Waterfront
  - Industrial**
    - I-1 Light Industrial
  - Special Purpose**
    - L-1 Lakefront Corridor
    - M Marina
- Planned Development Districts**
  - PDD-01 Brevak
- Overlay Zoning Districts**
  - Floodplain
  - Shoreland-Wetland
  - Shoreland
  - Wellhead Protection
- Map Features**
  - Navigable Stream
  - Minor Arterial
  - Major Collector
  - Property Boundary Line
- Other Zoning Districts**
  - Outdoor Lighting Zone 1
  - East Third Street Residential Historic District
  - Downtown Parking District
  - Downtown Design District

Draft Zoning Map Amendment 040819 – Changing two parcels (black arrows pointing) from MUJW (Mixed Use Waterfront) to Marina



Recent Amendments	
Date	Description
March 13, 2017	17-003 Repair and recreate entire zoning code

Certification	Date
Mayor	Date
City Clerk	Date



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715-373-6160  
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To: Honorable Mayor and Plan Commission Members

From: Bob Anderson, Deputy Zoning Administrator

Re: Zoning Map Amendment

Date: June 13, 2019

The proposed Zoning Map Amendment would change two parcels from Mixed Use Waterfront to Marina. Specifically they are parcels 04-291-2-48-05-1 05-001-09000 and 04-291-2-48-05-1 05-001-10000. The physical addresses of these parcels are 118 S central Avenue and 200 S Central Avenue.

In April of last year when the most recent Zoning Map was approved, these parcels became part of the Mixed Use Waterfront Zoning District which does not allow for indoor boat storage. Since these buildings are grandfathered in to allow them to continue with this use they are allowed to operate as they historically have. This does limit them from being able to change uses and then revert back to current operations and also prohibits the owners from rebuilding their facilities in case they are damaged if damages are beyond 50 percent of their equalized values.

At the October 2018 Plan Commission Meeting this approach to resolving the issues was agreed to and the proposed Zoning Map reflects those intentions. To recap, this will allow for those contingencies and remove the non-conforming issues.

June 20, 2019  
5:30pm Washburn City Hall

CITY OF WASHBURN PLAN COMMISSION MEETING

COMMISSION MEMBERS: Dave Anderson, Richard Avol, John Baregi, John Gray, Leo Ketchum-Fish, Adeline Swiston, Laura Tulowitzky (arrived at 5:35pm)

ABSENT:

MUNICIPAL PERSONNEL: Robert Anderson-DPW/Deputy Zoning Administrator, Tammy DeMars-City Treasurer/Deputy Clerk,

Meeting called to order at 5:30PM by Avol attendance as recorded above with Tulowitzky arriving at 5:35PM.

**Approval of Minutes – April 18, 2019 – Moved by Baregi to approve minutes of April 18, 2019 as presented, second by Swiston. Motion carried unanimously**

**Election of Vice Chairperson – Moved by Avol to nominate Ketchum-Fish, second by Swiston. No further nominations. Motion carried unanimously.**

**Discussion and Action on Architectural and Site Plan Review for Addition at 131 West Bayfield Street, C3 Zoning District-Lawrence Woodard – Deputy Zoning Administrator Anderson pointed out the code states the siding must be the same or similar as the rest of the building, Mr. Woodard is going to use an OSB product that closely resembles board and batten but he currently has T-111 and brick, since the addition is in the back you won't see very much of it from the front. Moved by Gray to approve the Site Plan for the addition at 131 W. Bayfield St., based on the finding of the Deputy Zoning Administrator that they have meet all requirements, second by Swiston. Motion carried unanimously.**

**Discussion & Action on Sign Permit and Architectural Review for Façade Renovations at 308 W. Bayfield Street, C3 Zoning District – Dan Doman, dba The Snug - Moved by Gray to approve the sign permit and façade renovations at 308 W. Bayfield St., based on the finding of the Deputy Zoning Administrator that they have meet all requirements, second by Swiston. Tulowitzky arrives. Motion carried unanimously.**

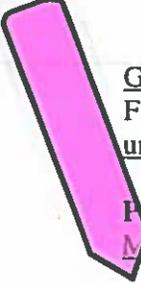
**Discussion & Action on Site Plan Review(s) for Installation of Solar Panels-Eagle Point Solar Petitioner – Deputy Zoning Administrator Anderson referred to section 8 5-49g which requires the proposed layout of the panels and their impact of glare to vehicular traffic. The applicant did not supply any information on this for any of the applicant tonight, but after talking with Eagle Point and Bailey, and since they are not directly facing the road, he doesn't feel there will be any issue with glare.**

**Washburn Public School, 401 W. 8<sup>th</sup> Street – Moved by Ketchum-Fish to approve the site plan for installation of solar panels at 401 W. 8<sup>th</sup> St., based on the finding of the Deputy Zoning Administrator that they have meet all requirements, second by Baregi. Motion carried unanimously**

**Washburn Waste Water Treatment Plant, 405 S. 10<sup>th</sup> Ave. West - Baregi moves to approve the site plan for installation of solar panels at 405 S. 10<sup>th</sup> Ave. W., based on the finding of the Deputy Zoning Administrator that they have meet all requirements, second by Swiston. Motion carried unanimously.**

**Bayfield County Hwy Garage, 311 S. 1<sup>st</sup> Ave. East Swiston moves to approve the site plan for installation of solar panels at 311 S. 1<sup>st</sup> Ave. East, based on the finding of the Deputy Zoning Administrator that they have meet all requirements, second by Gray. Motion carried unanimously.**

**Discussion & Action on Request for Special Exception to Adjust Set Back Pursuant 8-549(d) and Site Plan Review(s) for Installation of Solar Panels-Eagle Point Solar Petitioner – Bayfield County Jail, 615 N. 2<sup>nd</sup> Ave. East – The setback in this plan does not meet the 20' setback requirement. The County is asking for a special exception to allow for a 5' setback as this would be the bare minimum to make the project work. Moved by Swiston based on the finding of the Deputy Zoning Administrator that they have meet all other requirements, to approve the site plan to place Solar Panels at 615 N. 2<sup>nd</sup> Avenue East and to grant an exception to allow the setback of 5 feet, second by**



Gray. B. Anderson feels the setback will work and will not be a safety issue or a problem for snow removal. Ketchum-Fish feels that since this is a utility issue and is sustainable that the exception should be allowed. Motion carried unanimously.

Public Hearing- Moved by Avol to open floor, second by Baregi. Motion carried unanimously. No comments.  
Moved by Swiston to close floor, second by Avol. Motion carried unanimously

**Discussion and Recommendation on Zoning Map Change for Marina Storage Building Properties –** Ketchum-Fish this was already discussed at a prior meeting, this is just the required Public Hearing. Moved by Ketchum-Fish to recommend approval of Zoning Map Change for Marina Storage Building Properties, second by Baregi. Motion carried unanimously.

**Discussion on Green Houses as Accessory Structure for Non-Residential Property in the Commercial Districts –** Deputy Zoning Administrator Bob Anderson drafted proposed Zoning Ordinance Amendment to allow Commercial Business to be allowed to have temporary greenhouses based of the discussion at the April meeting. Moved Gray to recommend proposed Zoning Ordinance Amendment as drafted by Deputy Zoning Administrator Anderson to allow Commercial Business to have temporary greenhouses, second by Swiston. Motion carried unanimously.

**Discussion on Accessory Dwelling Units Definition vs Standards 8-521(b) –** The definition of an accessory dwelling unit is broader than the standards. This is confusing, the definition should match the standards, so the Plan Commission needs to decide if the standards or the definition need to be modified. Avol moves to open floor, second by Swiston. Motion carried. Karen Novachek spoke in favor of changing the standard to allow a separate accessory dwelling unit. Lengthy discussion was held in regards to the pros and cons, no decision was made. This will be discussed at a future meeting. Moved by Avol to close floor, second by Swiston. Motion carried unanimously.

**Adjourn -** Moved by Gray to adjourn @ 6:25pm, second by Swiston. Motion carried unanimously.

Respectfully Submitted,  
Tammy L. DeMars  
Treasurer/Deputy Clerk

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715-373-6160  
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To: Honorable Mayor and Common Council Members  
From: Bob Anderson, Deputy Zoning Administrator  
Re: Ethan Rossing Driveway Permit Application  
Date: June 20, 2019

Mr. Ethan Rossing has submitted an application for a driveway permit at his residence located at 601 W 4<sup>th</sup> Street. Upon review of his application all code requirements can be met except Title 6 Chapter 3 Section 6-3-2(a)(2) which limits the number of driveways to an individual property to one. Since there is an existing driveway servicing this property it must be approved by the Common Council if deemed necessary and feasible for reasonable and adequate service to the property, considering safety, convenience and utility of the street.

I had a discussion with Mr. Rossing who explained his request was based on a need for additional parking on his property to accommodate a "Work Truck and Trailer." During a site visit these additional vehicles were parked in the proposed driveway location on the lawn.



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

A review of the area shows only one other driveway within this block along N 6<sup>th</sup> Ave W which services the same residence. The property across the street has a driveway that accesses from W 4<sup>th</sup> Street and doesn't appear to be conducive to develop a driveway from N 6<sup>th</sup> Ave W. It is not foreseen the proposed driveway would cause congestion concerns by an increase in traffic especially since the area is currently being used for vehicle parking and access. Below is an aerial of the area.



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To: Honorable Mayor and City Council Members  
From: Scott J. Kluver, Administrator <sup>SK</sup>  
Re: Resolution 19-008 Borrowing for Treatment Plant Energy Improvements  
Date: June 25, 2019

Enclosed you will find Resolution 19-008 which formally requests to borrow \$169,000 from the Board of Commissioners of Public Lands to finance solar panels and energy improvements at the wastewater treatment plant.

At the last meeting, you approved a resolution, but it needs to be re-done to meet the requirements of the program. The interest rate has been locked in at four percent (4%) and it is approved to be general obligation debt.

I encourage you to pass this resolution, otherwise we have an approved project with no way to pay for it. If you have any further questions about this borrowing, please do not hesitate to contact me. We will be taking further steps to proceed with the projects as soon as this resolution is passed.

**STATE OF WISCONSIN**  
**BOARD OF COMMISSIONERS OF PUBLIC LANDS**  
**101 EAST WILSON STREET, 2<sup>ND</sup> FLOOR**  
**POST OFFICE BOX 8943**  
**MADISON, WISCONSIN 53708-8943**

**APPLICATION FOR STATE TRUST FUND LOAN**

**CITY - 20 YEAR MAXIMUM**

**Chapter 24 Wisconsin Statutes**

**CITY OF WASHBURN**

**Date sent: June 14, 2019**

**Received and filed in Madison, Wisconsin:**

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**ID # 05605109**

**RAS**

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned Mayor and clerk of the City of Washburn, in the County(ies) of Bayfield, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **One Hundred Sixty Nine Thousand And 00/100 Dollars (\$169,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing solar panels and energy improvements at wastewater treatment plant.**

The loan is to be continued for a term of 20 years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of 4.00 percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of Washburn, in the County(ies) of Bayfield, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **One Hundred Sixty Nine Thousand And 00/100 Dollars (\$169,000.00)** from the Trust Funds of the State of Wisconsin to the City of Washburn in the County(ies) of Bayfield, Wisconsin, for the purpose of **financing solar panels and energy improvements at wastewater treatment plant.** That at the same time and place, the common council of the City of Washburn by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of Washburn, certified to by the Mayor and clerk, accompanies this application.

Given under our hands in the City of Washburn in the County(ies) of Bayfield, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Mayor, City of Washburn

\_\_\_\_\_  
Clerk, City of Washburn

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

## FORM OF RECORD

The following preamble and resolutions were presented by Alderman \_\_\_\_\_ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **Washburn**, in the County(ies) of **Bayfield**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **One Hundred Sixty Nine Thousand And 00/100 Dollars (\$169,000.00)** for the purpose of **financing solar panels and energy improvements at wastewater treatment plant** and for no other purpose.

The loan is to be payable within **20** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **4.00** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **Washburn**, in the County(ies) of **Bayfield**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **Washburn** by such loan from the state be applied or paid out for any purpose except **financing solar panels and energy improvements at wastewater treatment plant** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **Mayor** and clerk of the City of **Washburn**, in the County(ies) of **Bayfield**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **Mayor** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

Alderman \_\_\_\_\_ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- |     |          |       |       |       |
|-----|----------|-------|-------|-------|
| 1.  | Alderman | _____ | voted | _____ |
| 2.  | Alderman | _____ | voted | _____ |
| 3.  | Alderman | _____ | voted | _____ |
| 4.  | Alderman | _____ | voted | _____ |
| 5.  | Alderman | _____ | voted | _____ |
| 6.  | Alderman | _____ | voted | _____ |
| 7.  | Alderman | _____ | voted | _____ |
| 8.  | Alderman | _____ | voted | _____ |
| 9.  | Alderman | _____ | voted | _____ |
| 10. | Alderman | _____ | voted | _____ |
| 11. | Alderman | _____ | voted | _____ |
| 12. | Alderman | _____ | voted | _____ |

A majority of the members of the common council of the City of Washburn, in the County(ies) of Bayfield, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

STATE OF WISCONSIN

County(ies) of **Bayfield**

I, \_\_\_\_\_, Clerk of the City of **Washburn**, in the County(ies) of **Bayfield**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of **Washburn** at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of **Washburn**, County(ies) of **Bayfield**, is constituted by law to have \_\_\_\_\_ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of \_\_\_\_\_ ayes to \_\_\_\_\_ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of **Washburn** this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

City of **Washburn**

County(ies) of **Bayfield**

State of Wisconsin

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

STATE OF WISCONSIN  
COUNTY(IES) OF **BAYFIELD**

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, \_\_\_\_\_, Clerk of the City of **Washburn**, County(ies) of **Bayfield**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **Washburn** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20\_\_\_\_\_ \* \$ \_\_\_\_\_  
\* Latest year available

I further certify that the whole existing indebtedness of the City of **Washburn**, County(ies) of **Bayfield**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

City of **Washburn**

County(ies) of **Bayfield**,

State of Wisconsin

\_\_\_\_\_. 20\_\_\_\_\_  
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

4

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



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

To: Honorable Mayor and City Council Members  
From: Scott J. Kluver, Administrator  
Re: Bayfield Street Way-Finding Signage  
Date: June 26, 2019

Enclosed you will find a request from Mr. Jeff Moberg of the Washburn Inn to re-approved and pursue the Bayfield Street Way-Finding Signage Project with a few modifications.

To provide a brief history, in November 2016 the Council voted, after several iterations and changes, to approve the design of the way-finding signs that the then Historic Preservation Committee had worked on. That plan was eventually permitted by the state in March of 2017. At the time, we did not have the money in the budget to do the project. The City was given a gift from the estate of Eric Novachek (son of Karen Spears-Novachek) in October of 2017 (which we still have) that in my opinion would qualify with the wishes of the estate for the use of the funds. The funds are to be used for "tourism and advertising" purposes. However, within a week of that opportunity presenting itself, the City was asked by one of the other historic groups in town to delay the implementation of the signs because "they are ugly and they can do a better job." Know that there is very little flexibility on the way finding signs design. Size, color, content, etc. are all regulated by the DOT. They can only point to public or non-profit establishments as well. Needless to say, the City never heard back from this local group and no one has pushed this project forward again until now. At the time we were considering this, it was estimated to cost just under \$20,000 to have the signs made (there would have been some additional installation costs).

If the Council would like to pursue these signs as requested, I ask that you please re-affirm the design, and finalize any additional changes that are requested or that you may wish to make. Once you do that, we will take any proposed changes back to the sign company to get an updated price which will change for sure if more signs are added. We will then seek new DOT approval for this project. At this time, my best guess is that this project, as now requested, could be completed for \$25,000 to \$30,000. There are adequate funds available for this project if the Council approves the use of the donated estate dollars. If the Council approves of this project, a not to exceed limit of \$30,000 should be adequate assuming there have not been new rule changes since that time that might add to the expense.

If the DOT re-approves the project, we would plan for the signs to be removed and then returned during the Bayfield Street Reconstruction Project in five years or so. If you have further questions on this request, please let me know.

**washburnadmin@cityofwashburn.org**

---

**From:** Jeff Moberg <tigereyeinvestments@gmail.com>  
**Sent:** Monday, June 24, 2019 4:08 PM  
**To:** City of Washburn Administrator

Good Afternoon Scott;

Signage has been a popular topic of discussion among local businesses including basic signage that is needed for wayfinding in the City of Washburn. We understand that there was a plan approved at one time for some wayfinding signage and we would like to see that plan move forward now that there is potential funding for the project.

There are a few changes that we recommend making to the original plan including:

1. Change "Coal Dock" to "City Dock"
2. Add 3 signs for "Soccer Fields" (2 on Bayfield Street and 1 on County C where the road turns)
3. Remove "Historic" from "Memorial Park Campground"
4. Combine "Historic Lakeshore" and "Walking Trail" to have 1 arrow instead of 2
5. Add Middle School to "High School/Middle School"
6. Remove "Brownstone Buildings" (too vague)
7. Add "/" to "City Hall/Carnegie Library"

We feel that there is considerable support for this project and that our entire community would benefit from this signage.

Thank you for your consideration of this matter.

Jeff

Washburn Inn

Washburn Business Alliance

CORRESPONDENCE / MEMORANDUM

*State of Wisconsin*

---

*Date:* March 28, 2017

*To:* City of Washburn

*From:* Matthew Reddy, P.E.  
Traffic Engineer  
WisDOT, DTSD-NW Region, Eau Claire office

*Subject:* Community Wayfinding Signing Permit

This letter shall serve as the Community Wayfinding Signing Permit for the City of Washburn to install and maintain guidance signing on STH 13 as contained and approved in the attached master plan. No additions or changes will be allowed without a revised and approved master plan.

Please contact me to coordinate staking the actual field locations of the signs before installation occurs. We will need to approve the actual installation locations. We will also coordinate the removal of existing WisDOT signs which have destinations that are repeated on the proposed Community Wayfinder signs.

Sign supports shall meet the National Cooperative Research Program breakaway standard requirements. Modified 4" x 6" wood posts and 2" square tubular steel posts per the attached details are most commonly used.

WisDOT Standard Sign Installation Details; A4-3, A4-4, and (others as needed), are attached. Adherence to these standards is required.

Sincerely,



Matthew Reddy, P.E.  
NW Region Traffic Engineer

## Tammy Demars

---

**From:** Aaron Guilbault <aaron@tapconet.com>  
**Sent:** Wednesday, November 16, 2016 7:50 AM  
**To:** Tammy Demars  
**Subject:** TAPCO - C22793 Q1607640  
**Attachments:** 22793\_Q1607640\_Loc B.pdf; Sales-Quote Q1607640.pdf

**Importance:** High

Please see attached adjustments to the Location B signage. As well as the quote. I added the cost for the signs w/ logo as well. No poles are included, and shipping is not included.

Lead time is about 4-6 weeks currently.

Aaron Guilbault  
Region 1 Outside Sales Representative (WI, MN, MI)  
Office: 262-754-4341  
Cell: 920-728-1792  
[aaron@tapconet.com](mailto:aaron@tapconet.com)

Traffic & Parking Control Co, Inc  
Safe travels.™  
Visit us at [TAPCOnet.com](http://TAPCOnet.com)

---

**From:** Tom Mueller  
**Sent:** Tuesday, November 15, 2016 4:39 PM  
**To:** Aaron Guilbault <aaron@tapconet.com>  
**Subject:** C22793 Q1607640

Here's a proof with just the revised sign.

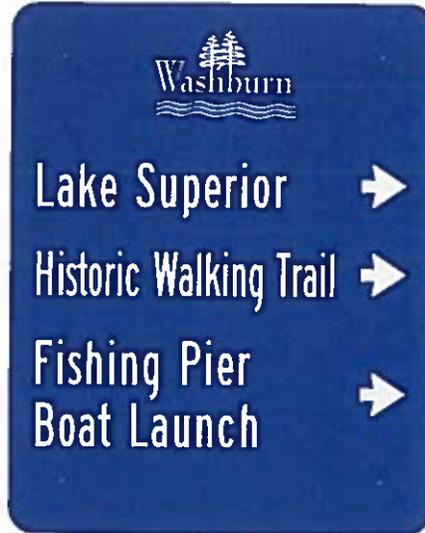
**Tom Mueller**  
Production Artist, Sign Shop  
Office: 262-649-5234  
[tmueller@tapconet.com](mailto:tmueller@tapconet.com)



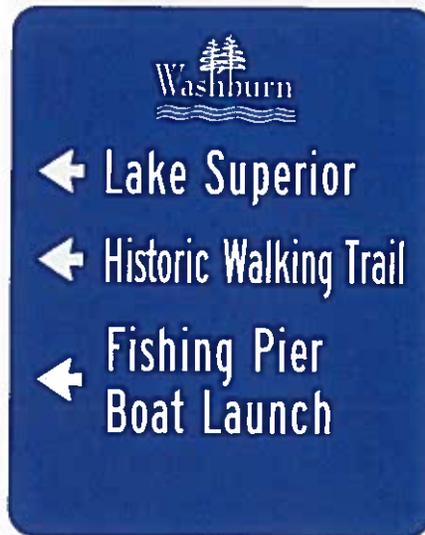
Visit us at [TAPCOnet.com](http://TAPCOnet.com)

current sign design

Location B



C1604738



C1604739

Customer City Of Washburn

Customer # C22793

Sales order # SO Q1607640

Sales person Aaron G

File name Q1607640 .fs

Customer...	date & signature
... approves for production <input type="radio"/>	<input type="text"/>
... requests changes / additions <input type="radio"/> (please describe below)	<input type="text"/>



**SALES QUOTE**

**Customer Copy**

Number	Q1607640
Date	6/27/2016
Page	1

5100 West Brown Deer Road • Brown Deer, WI 53223  
 Phone (800) 236-0112 • tapconet.com • Fax (800) 444-0331

Sell To Cust. C22793	City Of Washburn Tammy DeMars P.O. Box 638 119 Washington Ave Washburn, WI 54891			Ship To Cust.	City Of Washburn tdemars@cityofwashburn.org P.O. Box 638 119 Washington Ave Washburn, WI 54891	
	Customer PO #	Expires	Slsp		Terms	Freight
WAYFINDING SIGNS	7/27/2016	Aaron Guilbault	Net 30 DAYS	PREPAY/ADD	BEST RATE	

Item	Description	Quantity	UM	Price	Extension
SP SIGN	Sign,48"x60",HIP, Single Side, Multi-Color Logo,No holes, Radius corners, (3) Med Extrusions,raw back	20	EA	495.00	\$9,900.00
SP SIGN	Sign,48"x60", HIP, Single Side, 1-Color, No holes, Radius corners, (3) Med Extrusions,raw back	20	EA	445.00	\$8,900.00
645-00034	Universal post channel clamp,Round Post strapping is sold separately	60	EA	8.95	\$537.00
126897	Stainless Steel Strapping,.50"x.030x.41" Long with built in buckle	60	EA	6.60	\$396.00

Mounting Hardware included for round post any diameter  
 Plus Shipping and Handling

Thank you- Aaron Guilbault  
 #920-728-1792  
 aaron@tapconet.com  
 #888-806-8885

Shipment within \_\_\_\_\_  
 Acceptance By \_\_\_\_\_  
 Date \_\_\_\_\_  
 By \_\_\_\_\_

Merchandise	Freight	Tax	Total
\$19,733.00	\$0.00	\$0.00	\$19,733.00

For terms and conditions, please visit: <http://www.tapconet.com/terms-and-conditions>



current sign design



48"x80" 3" Rad w/(4) 3/8" holes 6" in each side

Font: Hwy C & B 5"

Customer: **City Of Washburn**

Customer #: **c 22793**

Sales order #: **SO Q1607640**

Sales person: **Aaron G**

File name: **Q1607640 .fs**

Customer... date & signature

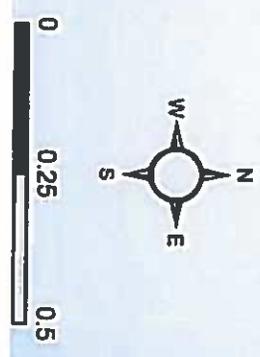
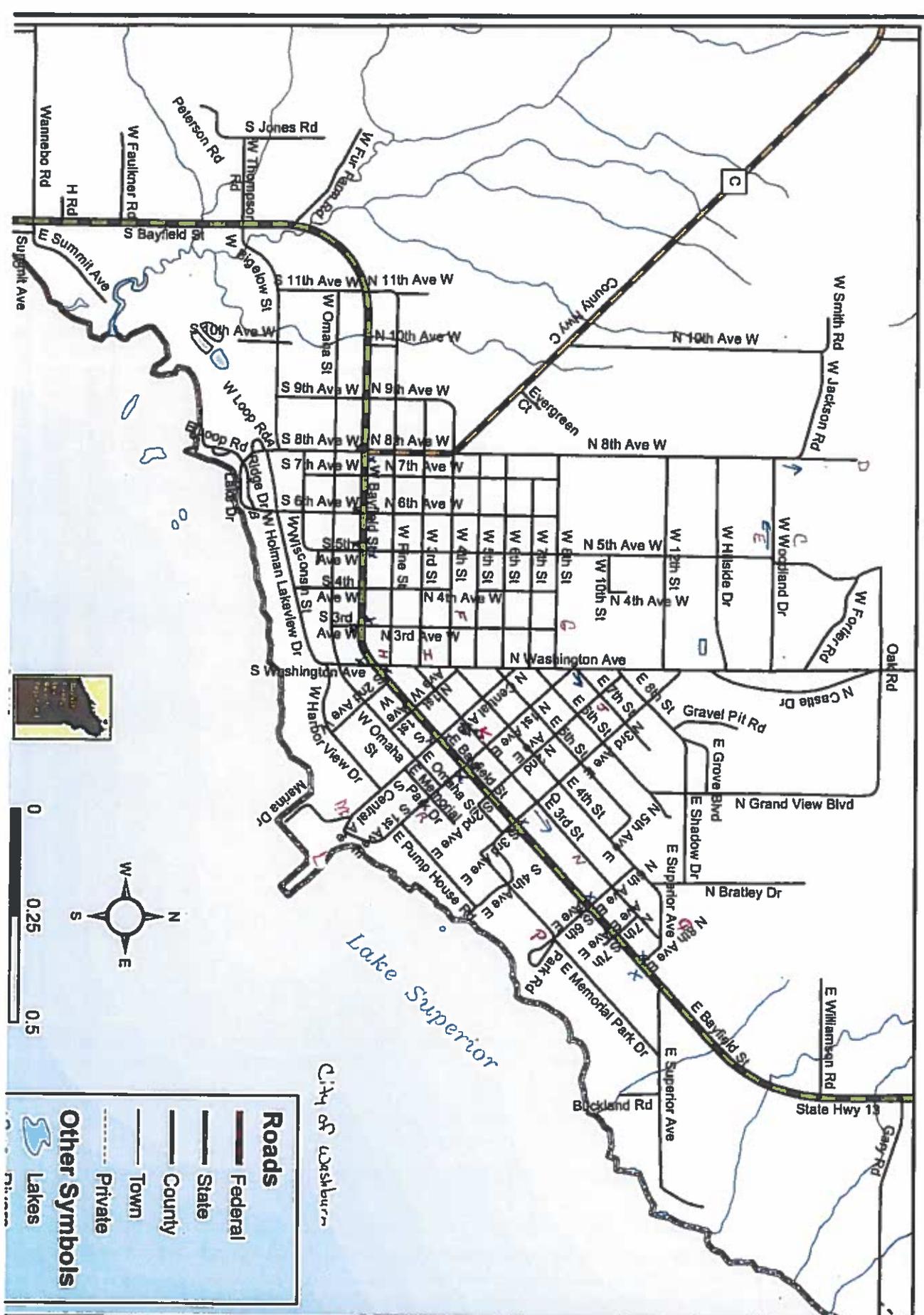
... approves for production  \_\_\_\_\_

... requests changes / additions  *(please describe below)*

\_\_\_\_\_

City of Washburn

Location of Destination on Map	Sign	Proposed Sign Location X	Trail Blazing Sign Needed
A	<ul style="list-style-type: none"> <li>← Thompson's West End Park Campground</li> <li>← Artesian Springs</li> <li>← Beach</li> </ul>	Corner of 8 <sup>th</sup> Ave. West & HWY 13	
B	<ul style="list-style-type: none"> <li>← Historic Lakeshore</li> <li>← Walking Trail</li> <li>← Fishing Pier Boat Launch</li> </ul>	Corner of 6 <sup>th</sup> Ave. West & Hwy 13	
C	← Cemetery	Corner of 5 <sup>th</sup> Ave. West & HWY 13	Yes
D	← School Forest		Yes
E	← Tennis Courts		
F	← High School	Corner of 3 <sup>rd</sup> Ave. West & HWY 13	
G	← Elementary School		
	← Football Field		
H,I	→ Brownstone Buildings	Corner of Washington Ave & HWY 13	
J	→ City Hall Carnegie Library		Yes
	→ Bayfield County Courthouse		
K	→ Historic District	Corner of Central Ave & Hwy 13	Yes
L	← Coal Dock		
M	← Marina		
N	← Tennis Courts	Corner of 3 <sup>rd</sup> Ave. East & Hwy 13	Yes
O	← Jackie's Field		
P	← Historic Memorial Park Campground	Corner of S. 6 <sup>th</sup> Ave. East & Hwy 13	
Q	← Health Complex	Corner of 8 <sup>th</sup> Ave. East & Hwy 13	
R	<ul style="list-style-type: none"> <li>← Baseball Fields</li> <li>← Skating Rinks</li> <li>← Business Park</li> </ul>	Corner of 1st Ave. East & Hwy 13	



**Roads**

- Federal
- State
- County
- Town
- Private

**Other Symbols**

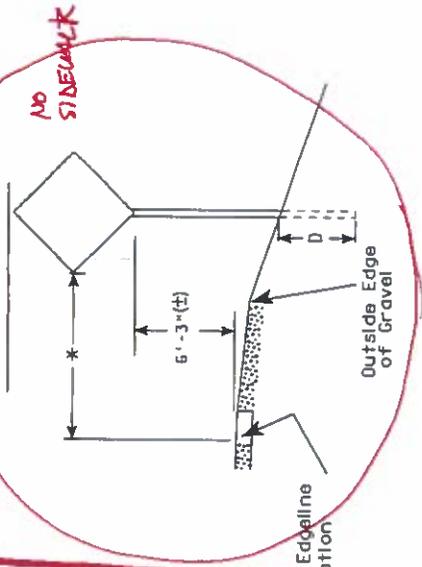
- Lakes

City of Washburn

**GENERAL NOTES**

1. Signs wider than 4 feet or 20 sq.ft or larger, shall be mounted on multiple posts. Refer to plate A4-4.
2. If signs are mounted on barrier wall, see A4-10 sign plate.
3. For expressways and freeways, mounting height is 7'-3" (±) or 6'-3" (±) depending upon existence of a sub-sign.
4. Minimum mounting height for J assemblies (A2-15) is 7'-3" (±) or 6'-3" (±) per urban or rural detail respectively.
5. Minimum mounting height for signs mounted on traffic signal poles is 5'-3" (±).
6. Offset distance shall be consistent with existing signs or consistent throughout length of project.
7. The (±) tolerance for mounting height is 3 inches.
8. Folding signs shall be mounted at a height of 5'-3" (±) or as directed by the Engineer.
9. The Double Arrow sign (W12-1) shall be mounted at a height of 2'-3" (±). The Chevron sign (W1-8), Roundabout Chevron panel (R6-4B), Enhanced Reference Markers, Clearance Markers (W5-52), Mile Markers (D10 series), in Road Object Markers (W5-54) & End of Road Markers (W5-56) shall be mounted at a height of 4'-3" (±).

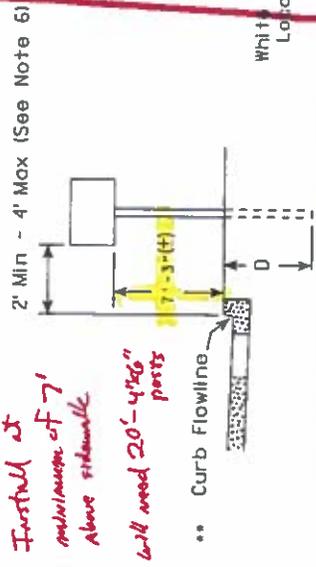
**RURAL AREA (See Note 2)**



*NO SIDEWALK*

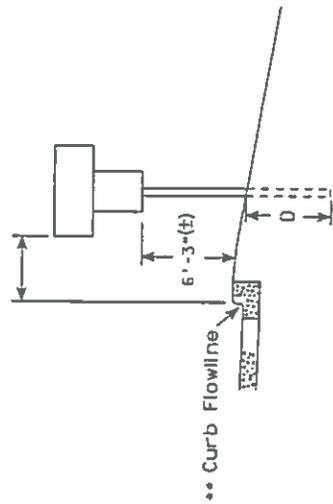
**URBAN AREA**

*Next to or in sidewalk*



*First full 2' minimum of 7' above sidewalk will need 20'-4ftg" posts*

**2' Min - 4' Max (See Note 6)**



\*\* The existence of curb and gutter does not in itself mandate the vertical clearance illustrated. That height is typically measured where there is sidewalk adjacent to the roadway or parking is permitted. In the absence of sidewalk vertical clearance is measured from the top of the curb. Offset of signs is measured from the flow line.

**POST EMBEDMENT DEPTH**

Area of Sign Installation ( Sq. Ft. )	D ( Min )
20 or Less	4'
Greater than 20	5'

\* 6 feet from edge of a paved shoulder or 12 feet from the edge of pavement (edge line location) or 2 feet from outside edge of gravel, whichever is greater unless directed by project engineer.

TYPICAL INSTALLATION OF PERMANENT TYPE II SIGNS ON SINGLE POSTS

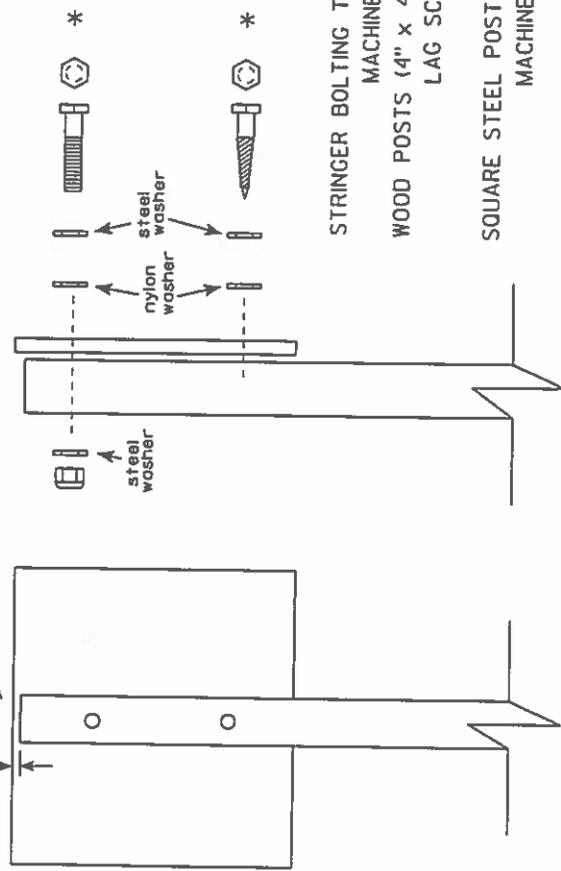
WISCONSIN DEPT OF TRANSPORTATION  
APPROVED

*Matthew J. Roub*  
for State Traffic Engineer

DATE: 7/23/15 PLATE NO. A4-3-20

SIGN SHALL BE MOUNTED TO PROJECT ABOVE THE TOP OF THE POST

1" ± 1/2"



Nuts, bolts and lags used for mounting signs shall have hexagonal heads and shall be either :

- Hot dip galvanized in accordance with ASTM Designation: A 153, Class D, or SC 3
- Electro-galvanized in accordance with ASTM Designation : B 633, TYPE III, SC 3.

Threads on bolts and nuts shall be manufactured with sufficient allowance for the cadmium plate or galvanized coating to permit the nuts to run freely on the bolts.

STRINGER BOLTING TO ALUMINUM SIGNS (SEE SIGN PLATE A4-18)

MACHINE BOLTS - 5/16" X 1-3/4" Length w/ lock nuts

WOOD POSTS (4" x 4" or 4" x 6")

LAG SCREWS - 3/8" X 3" (NO STRINGERS ON BACK OF SIGN)

3/8" X 4" (STRINGERS ON BACK OF SIGN)

SQUARE STEEL POSTS (2" x 2")

MACHINE BOLTS - 3/8" X 3-1/4" Length w/ nuts (NO STRINGER ON BACK OF SIGN)

3/8" X 5" Length w/ nuts (STRINGERS ON BACK OF SIGN)

RIVETS - 3/2" (6605-9-6) BULB-TITE, TRI-FOLD, ALUMINUM BODY/MANDREL

O.D. FLANGE .720-.765 INCH, GRIP RANGE .042-.375 INCH

WASHERS (ALL POSTS) -

1-1/4" O.D. X 3/8" I.D. X 1/16" STEEL

1-1/4" O.D. X 3/8" I.D. X .080 NYLON

\* Two different fastening systems are shown for illustration purposes. On any individual sign, either one or the other system shall be used. Actual number of fasteners per sign varies with the sign area, but normally there are two. For a single post installation, all signs greater than 9 sq. ft. require the use of 3 fasteners.

ATTACHMENT OF SIGNS TO POSTS

WISCONSIN DEPT OF TRANSPORTATION

APPROVED *Matthew R. Rauch*

for State Traffic Engineer

DATE 8/11/16 PLATE NO. A4-B.8

SHEET NO: E

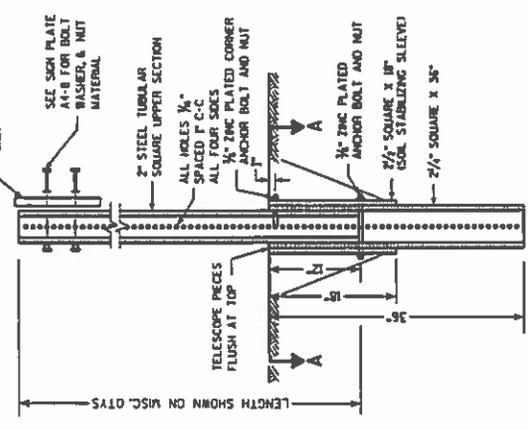
PROJECT NO:

REF: MAP - PLATE #11-1000-2016 T1116

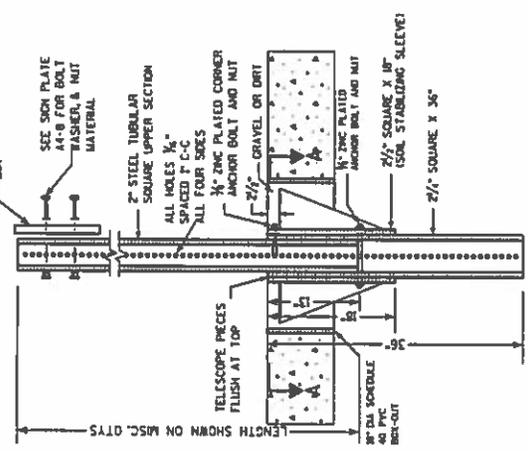
PRINTED BY - 60



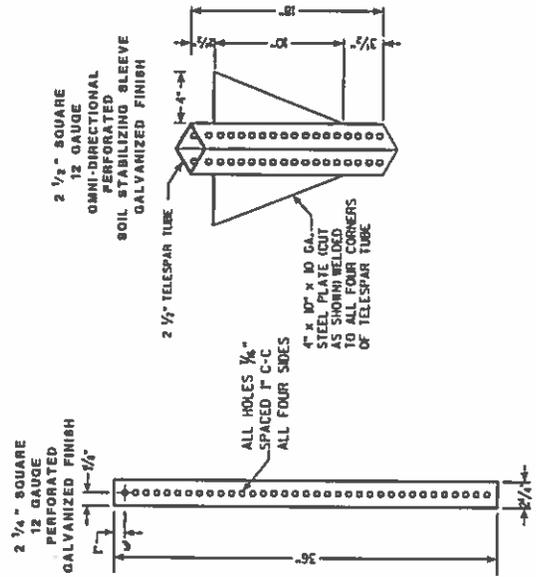
DETAIL OF TUBULAR STEEL SIGN POST  
(IN LOCATIONS OTHER THAN POURED CONCRETE OR ASPHALT)



DETAIL OF TUBULAR STEEL SIGN POST  
(IN POURED CONCRETE OR ASPHALT)



TELESCOPIC TUBING ANCHORS  
TWO PIECE SYSTEM



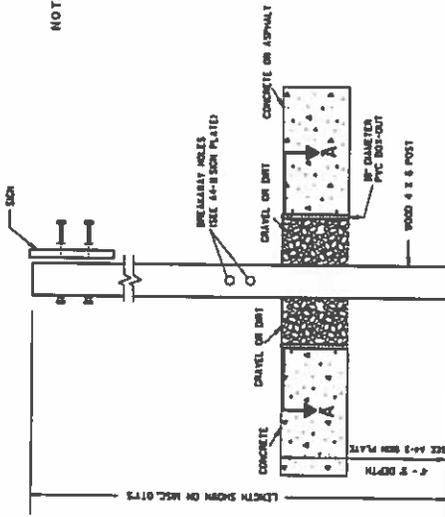
Area of Sign Installation (Sq. Ft.)	Number of Required Posts
9 or less	1
Greater than 9 less than or equal to 18	2
Greater than 18 less than or equal to 27	3

Signs wider than 3 feet or larger than 9 sq. ft shall be mounted on multiple posts (see above table).

TUBULAR STEEL  
SIGN POST  
A4-9

WISCONSIN DEPT. OF TRANSPORTATION  
APPROVED *Matthew R. Rauch*  
For State Traffic Engineer  
DATE 2/05/15 PLATE NO. A4-9.9

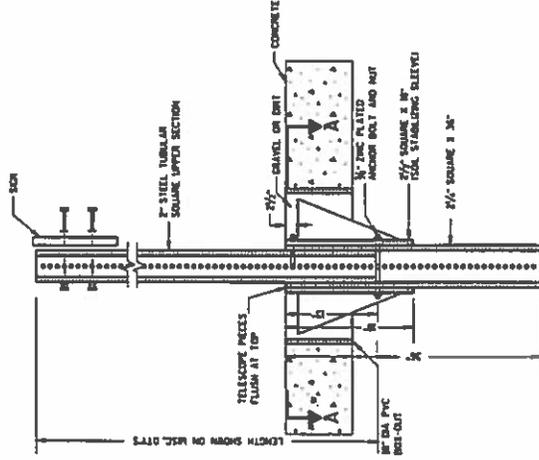
SHEET NO: E  
PROJECT NO:  
HWY:  
COUNTY:  
PLOT DATE: 09-FEB-2013 11:09  
PLOT BY: mscjjs  
PLOT SCALE: 1:11.65981211.00000  
WSDOT/CADD'S SHEET 42



ELEVATION VIEW

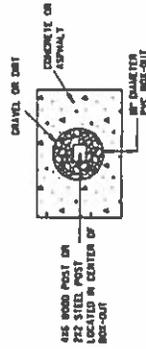
DETAIL OF WOOD 4 X 6 SIGN POST IN BOX-OUT

- NOTES: 1. ALL MATERIAL TO BE APPROVED BY ENGINEER PRIOR TO INSTALLATION
2. SEE SIGN PLATE A4-8 FOR SIGN HARDWARE REQUIREMENTS
3. 18 INCH X 18 INCH SQUARE BOX-OUTS MAY BE USED FOR INSTALLATIONS IN EXISTING CONCRETE OR ASPHALT LOCATIONS.



ELEVATION VIEW

DETAIL OF STEEL 2 X 2 SIGN POST IN BOX-OUT



PLAN VIEW

FOR NEW CONCRETE/ASPHALT INSTALLATIONS

SIGN POST  
BOX-OUTS  
A4-3B

WISCONSIN DEPT OF TRANSPORTATION

APPROVED *Matthew S. Louch*  
For State Traffic Engineer

DATE 1/27/14 PLATE NO. A4-3B.1

SHEET NO: E

PROJECT NO: 11-0000000000

PLOT NAME: 1

PLOT BY: JMS/JG

PLOT DATE: 27-JAN-2014 09:48

COUNTY:

HWY:

FILE NAME: C:\CAD\11m\proj\cadv\11-0000000000.dwg

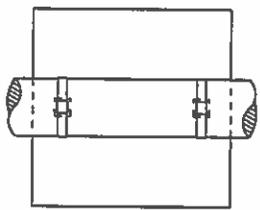
PROJECT NO: 11-0000000000

PLOT SCALE: 1:1.65912711.000000

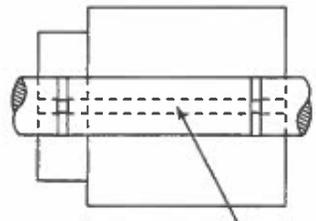
WISDOT/CADDS SHEET 42

BANDING

SINGLE SIGN

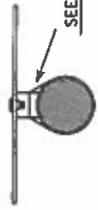


"J" ASSEMBLY

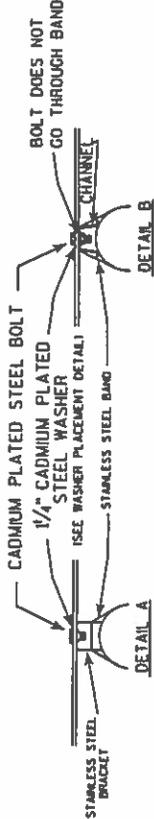


CHANNEL  
SEE TYPICAL PANEL  
INSTALLATION SHEET

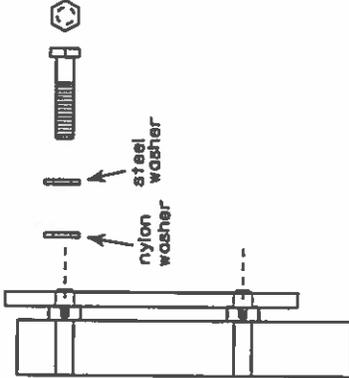
SEE DETAIL B



SEE DETAIL A



WASHER PLACEMENT



WASHERS (ALL POSTS) -

- 1-1/4" O.D. X 3/8" I.D. X 1/16" STEEL
- 1-1/4" O.D. X 3/8" I.D. X .080 NYLON
- FOR ALL TYPE H SIGNS

GENERAL NOTES

1. Any sign over 3 feet in width shall use the V-Block banding method. See A5-10 standard plate.
2. Signs 3 feet or greater in height shall have three bracket bands installed. Signs less than 3 feet in height shall have two bracket bands installed.
3. Banding and assembly bracket shall be stainless steel. All bands shall be 3/4" in width and 0.025" thickness.

STANDARD SIGN SIGN BANDING DETAILS
WISCONSIN DEPT OF TRANSPORTATION APPROVED
<i>Matthew L. Pauch</i> for Traffic Control Engineer
DATE 8/16/15 PLATE NO. A5-9.3

PROJECT NO: \_\_\_\_\_ COUNTY: \_\_\_\_\_ HWY: \_\_\_\_\_ SHEET NO: E

FILE NAME: I:\C:\A57116\VP\Project\A5-9.3\A57116.dwg

PLOT DATE: 18-AUG-2015 13:17 PLOT BY: EMMALJO PLOT NAME: 1 PLOT SCALE: 1/32,1488911,00000



**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:** Scott J. Kluver, Administrator  
**Re:** Winter Parking and Inoperable Vehicles  
**Date:** June 26, 2019

Enclosed you will find two simple ordinances that are recommended for your approval, along with an update on the City's Deposit Schedule.

The first ordinance cleans up language in the code to list the penalty for parking violations as listed in the deposit schedule. The intention is to increase the winter parking violation to \$30 from \$20, which would make it consistent with other parking violations. This comes as a recommendation from the Police Chief. A motion would be necessary to approve the ordinance and also the deposit schedule as revised.

The second ordinance adds a provision that allows the police to address discarded vehicles that are parked on City rights-of-way, and boulevard/terrace areas. This also comes as a recommendation from the Police Chief.

I encourage the Council to pass all of these requests. Please let me know if you have any questions.

**washburnadmin@cityofwashburn.org**

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**From:** Max Lindsey <mlindsey@ncis.net>  
**Sent:** Wednesday, June 26, 2019 12:03 PM  
**To:** washburnadmin@cityofwashburn.org  
**Subject:** Ordinances  
**Attachments:** Ordinance 2019-007 - Inoperable, Wrecked or discarded vehicles.docx; Ordinance 2019-006 - Winter Parking.docx

Scott,

Attached are ordinances updating the winter parking regulation and the junked vehicle ordinance. For Winter Parking, this would also require an amendment to the Deposit schedule to make all violations a \$30 deposit. The amendment of the deposit schedule can be done by approval of Council and no ordinance is required.

Ken asked about issuing a citation pursuant to state statute for a second and/or repeated offense of violating the winter parking regulations. My opinion is that does not specifically need to be stated in the ordinance. Section 1-2-7(b) provides that "the issuance of a citation hereunder shall not preclude the City or any authorized officer from proceeding under any other ordinance or law or by any other enforcement method to enforce any ordinance, regulation or order." Following this section, officers could issue a second citation for a subsequent violation pursuant to Wis. Stats. § 346.53, or any other applicable state statute.

Thanks,  
Max

Max T. Lindsey  
Dallenbach, Anich & Wickman, S.C.  
220 6th Ave. W.  
P.O. Box 677  
Ashland, WI 54806  
Phone: (715) 682-9114  
Fax: (715) 682-9504

**CITY OF WASHBURN**  
**Ordinance No. 19-006**

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of July 8, 2019, for the purpose of amending Title 10, Chapter 1, Section 14 of the City's Code of Ordinances to update the deposit amount charged for violation of the Winter Parking regulations. Ordinance § 10-1-14 shall be amended to read as follows, deletions in ~~strikeout~~, additions in red:

1. Amend Title 10, Chapter 1, Section 14 as follows:

**Sec. 10-1-14 Winter Parking**

\*\*\*

**(c) Violations; Penalties**

- (1) **Forfeitures.** Any person violating this Section shall forfeit a sum **as set forth in the Ordinance Deposit Schedule approved by the Common Council, as may be amended from time to time** of ~~Fifteen Dollars (\$15.00)~~ if paid ~~at the City Hall in the City of Washburn within five (5) days of issuance of said citation, provided further that if the payment is not made within said five (5) day period, then said forfeiture shall be increased to Twenty five Dollars (\$25.00), plus costs as assessed by the Bayfield County Circuit Court.~~

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: \_\_\_\_\_

# ORDINANCE DEPOSIT

## SCHEDULE

### Ordinance Deposit Schedule (Effective ~~January 2016~~ August 1, 2019)

<u>Offense</u>	<u>Description</u>	<u>Deposit</u>	<u>PS</u>	<u>JS/CLDS (JA/CLDA)</u>	<u>JISS/ CSSS (CSF/JIF)</u>	<u>CC</u>	<u>Total</u>
2-5-4	Specific Conflicts of Interest	30.00	7.80	23.00	89.50	25.00	175.30
3-4-2	Fail to Pay Accommodation Tax	100.00	26.00	23.00	89.50	25.00	263.50
<b>Public Safety</b>							
5-1-7	Civilians to Assist	30.00	7.80	23.00	89.50	25.00	175.30
5-2-2	Impeding Fire Equipment	30.00	7.80	23.00	89.50	25.00	175.30
5-2-4	Damage to Fire Hoses, Block Fire Lane or Hydrant	30.00	7.80	23.00	89.50	25.00	175.30
5-2-6	Bystander to Assist	30.00	7.80	23.00	89.50	25.00	175.30
5-2-7	Vehicles to Yield Right of Way	30.00	7.80	23.00	89.50	25.00	175.30
5-2-8	Interference with Use of Hydrant	30.00	7.80	23.00	89.50	25.00	175.30
5-2-9	Open Burning	30.00	7.80	23.00	89.50	25.00	175.30
5-4-5	Automatic Dialing Devices	30.00	7.80	23.00	89.50	25.00	175.30
5-4-6	Improper Testing of Alarms	30.00	7.80	23.00	89.50	25.00	175.30
5-4-9(e)	False Alarm	30.00	7.80	23.00	89.50	25.00	175.30
<b>Public Works</b>							
6-1-2	Alteration of Grade Prohibited	30.00	7.80	23.00	89.50	25.00	175.30
6-2-1	Removal of Rubbish and Dirt from Sidewalks	30.00	7.80	23.00	89.50	25.00	175.30
6-2-2(b)	Sidewalk Permit Required	30.00	7.80	23.00	89.50	25.00	175.30
6-2-3	Excavation in Streets and Public Ways	30.00	7.80	23.00	89.50	25.00	175.30
6-2-5	Obstruction and Encroachment	30.00	7.80	23.00	89.50	25.00	175.30
6-2-7	Snow and Ice Removal	30.00	7.80	23.00	89.50	25.00	175.30
6-2-8	Prohibited Terrace Area Use	30.00	7.80	23.00	89.50	25.00	175.30
6-2-11	Unlawful Dumping on Street	30.00	7.80	23.00	89.50	25.00	175.30
6-2-12	Failure to Obtain Street Number	30.00	7.80	23.00	89.50	25.00	175.30
6-1-13	Obstruction of Public Ditches	30.00	7.80	23.00	89.50	25.00	175.30
6-3-1	Driveway Permits Required	30.00	7.80	23.00	89.50	25.00	175.30
6-3-2	Driveway Requirements, Prohibited Driveways	30.00	7.80	23.00	89.50	25.00	175.30

6-4-4	Interference with City Forester	30.00	7.80	23.00	89.50	25.00	175.30
6-4-6	Unlawfully Planted Trees	30.00	7.80	23.00	89.50	25.00	175.30
6-4-8	Trees Obstructing View at Intersection	30.00	7.80	23.00	89.50	25.00	175.30
6-4-10	Prohibited Acts (trees)	30.00	7.80	23.00	89.50	25.00	175.30

<u>Offense</u>	<u>Description</u>	<u>Deposit</u>	<u>PS</u>	<u>JS/CLDS JA/CLDA)</u>	<u>JISS/ (CSSS(CSF/I</u>	<u>CC</u>	<u>Total</u>
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7-1-6	Restrictions on Animals	30.00	7.80	23.00	89.50	25.00	175.30
7-1-8	Dogs in Cemetery	30.00	7.80	23.00	89.50	25.00	175.30
7-1-9	Duty of Owner in Case of Bite	30.00	7.80	23.00	89.50	25.00	175.30
7-1-10	Animal Feces	30.00	7.80	23.00	89.50	25.00	175.30
7-1-11	Injury to Property by Animal	30.00	7.80	23.00	89.50	25.00	175.30
7-1-12	Barking Dogs	30.00	7.80	23.00	89.50	25.00	175.30
7-1-13	Prohibited Animals	30.00	7.80	23.00	89.50	25.00	175.30
7-1-14	Sale of Rabbits, Chicks or Artificially Colored Animals	30.00	7.80	23.00	89.50	25.00	175.30
7-1-15	Proper Food and Drink for Animals	50.00	13.00	23.00	89.50	25.00	186.00
7-1-16	Providing Proper Shelter	50.00	13.00	23.00	89.50	25.00	186.00
7-1-17	Neglecting/Abandoned Animal	50.00	13.00	23.00	89.50	25.00	186.00
7-1-18	Cruelty to Animals	50.00	13.00	23.00	89.50	25.00	186.00
7-1-19	Trapping of Animals	50.00	13.00	23.00	89.50	25.00	186.00
7-1-20	Dognapping/Catnapping	50.00	13.00	23.00	89.50	25.00	186.00
7-1-21	Vehicle/Animal Accidents	50.00	13.00	23.00	89.50	25.00	186.00
7-1-22	Display of Birds in Eating Establishments	50.00	13.00	23.00	89.50	25.00	186.00
7-1-23	Keeping of Bees	50.00	13.00	23.00	89.50	25.00	186.00
7-1-24	Bait Ponds	50.00	13.00	23.00	89.50	25.00	186.00
7-2-14	Condition of Alcohol Beverage License	100.00	26.00	23.00	89.50	25.00	263.50
7-2-15	Closing Hours	100.00	26.00	23.00	89.50	25.00	263.50
7-2-16	Restrictions on Temporary License	100.00	26.00	23.00	89.50	25.00	263.50
7-2-18	Non-Alcoholic Events	100.00	26.00	23.00	89.50	25.00	263.50
7-2-30	Operators License Required	100.00	26.00	23.00	89.50	25.00	263.50
7-3-1	Cigarette License Required	100.00	26.00	23.00	89.50	25.00	263.50
7-3-2	Soda Water Beverage License Required	100.00	26.00	23.00	89.50	25.00	263.50
7-4-1	Direct Seller Registration Required	30.00	7.80	23.00	89.50	25.00	175.30
7-4-8	Regulation of Direct Sellers	100.00	26.00	23.00	89.50	25.00	263.50
7-5-1	Regulation of Fireworks	100.00	26.00	23.00	89.50	25.00	263.50
7-6-1	Street Use Permit Required	30.00	7.80	23.00	89.50	25.00	175.30
7-7-1	Flea Market License	30.00	7.80	23.00	89.50	25.00	175.30

#### Health and Sanitation

8-1-2	Health Nuisances	30.00	7.80	23.00	89.50	25.00	175.30
8-1-3	Keeping of Livestock	30.00	7.80	23.00	89.50	25.00	175.30

8-1-4	Deposit of Deleterious Substance	30.00	7.80	23.00	89.50	25.00	175.30
8-1-5	Noxious Weeds	30.00	6.50	23.00	89.50	25.00	175.30
8-1-6	Natural Lawns	30.00	6.50	23.00	89.50	25.00	175.30

<u>Offense</u>	<u>Description</u>	<u>Deposit</u>	<u>PS</u>	<u>JS/CLDS (JA/CLDA)</u>	<u>JISS/ CSSS (CSF/JIF)</u>	<u>CC</u>	<u>Total</u>
8-1-7	Length of Lawns	30.00	7.80	23.00	89.50	25.00	175.30
8-1-8	Regulation of Smoking	30.00	7.80	23.00	89.50	25.00	175.30
8-1-9	Provide Cigarettes to Minor False represent age to purchase	100.00	26.00	23.00	89.50	25.00	263.50
8-2-1	Cleanup of Spilled or Accidentally Discharged Waste	30.00	7.80	23.00	89.50	25.00	175.30
8-2-2	Storage of Polluting Substances	30.00	7.80	23.00	89.50	25.00	175.30
8-3-5	Recycling Regulations	30.00	7.80	23.00	89.50	25.00	175.30
8-3-6	Misc. Recycling/Refuse Disposal Regulations	30.00	7.80	23.00	89.50	25.00	175.30
8-4-6	Rules for Cemetery Visitor	30.00	7.80	23.00	89.50	25.00	175.30

#### Public Utilities

9-1-42	Surreptitious Use of Water	100.00	26.00	23.00	89.50	25.00	263.50
9-1-49	Cross Connection Control	100.00	26.00	23.00	89.50	25.00	263.50
9-2-1	Use of Public Sewers	100.00	26.00	23.00	89.50	25.00	263.50

#### Motor Vehicle and Traffic

10-1-9	Parking Prohibited in Certain Specified Places	30.00					
10-1-10	Parking Reserved for Vehicles of Disabled	30.00					
10-1-11	Leaving Keys in Vehicle	30.00	7.80	23.00	89.50	25.00	175.30
10-1-12	Angle Parking	10.00					
10-1-13	Parking Prohibited Zones	30.00					
10-1-14	Winter Parking	20.00	5.20	23.00	89.50	25.00	162.70
	After 5 days	30.00	7.80	23.00	89.50	25.00	175.30
10-1-15	Unlawful Removal of Parking Citations	50.00	13.00	23.00	89.50	25.00	186.00
10-1-16	Operation of Motor Vehicle in Public Parking Lot	30.00	7.80	23.00	89.50	25.00	175.30
10-1-18	Inoperable/Wrecked/Disabled Vehicles	30.00	7.80	23.00	89.50	25.00	175.30
10-1-19	Speed Limits	State	-----	Bond	-----	Schedule	-----
10-1-20	U-Turns Prohibited	State	-----	Bond	-----	Schedule	-----
10-1-21	a. Prohibited Motor Vehicle Conduct –unnecessary noise	30.00	7.80	23.00	89.50	25.00	175.30
10-1-21	b. Unnecessary smoke from a motor vehicle	30.00	7.80	23.00	89.50	25.00	175.30
	c. Unnecessary acceleration	30.00	7.80	23.00	89.50	25.00	175.30
10-1-22	a. Motor Vehicle parking on Pedestrian Way	30.00	7.80	23.00	89.50	25.00	175.30

	<b>b. Fail to stop for pedestrian in crosswalk</b>	<b>30.00</b>	<b>7.80</b>	<b>23.00</b>	<b>89.50</b>	<b>25.00</b>	<b>175.30</b>
10-1-23	Driving over Curb	30.00	7.80	23.00	89.50	25.00	175.30
10-1-24	Truck Parking	50.00	13.00	23.00	89.50	25.00	186.00
10-2-2	Bicycle Lighting	10.00	2.60	23.00	89.50	25.00	150.10
10-2-3	Parking a Bicycle	10.00	2.60	23.00	89.50	25.00	150.10
10-2-5	Bicycle Regulations	10.00	2.60	23.00	89.50	25.00	150.10

<u>Offense</u>	<u>Description</u>	<u>Deposit</u>	<u>PS</u>	<u>JS/CLDS (JA/CLDA)</u>	<u>JISS/ CSSS (CSF/JIF)</u>	<u>CC</u>	<u>Total</u>
10-2-6	Play Vehicles	10.00	2.60	23.00	89.50	25.00	150.10
10-2-10	In-Line Skate Penalties	30.00	7.80	23.00	89.50	25.00	175.30
10-3-3	Snowmobile Speed/Hours of Operation	30.00	7.80	23.00	89.50	25.00	175.30
10-3-4	Unattended Snowmobile	30.00	7.80	23.00	89.50	25.00	175.30
10-3-5	Snowmobile on Sidewalk	30.00	7.80	23.00	89.50	25.00	175.30
10-3-8	Snowmobile and ATV Trails	30.00	7.80	23.00	89.50	25.00	175.30
10-4-2	ATV Regulations	30.00	7.80	23.00	89.50	25.00	175.30
10-5-1	Abandoned Vehicles	30.00	7.80	23.00	89.50	25.00	175.30
10-5-8	Junked Vehicle/Appliances on Private Property	30.00	7.80	23.00	89.50	25.00	175.30

#### Offenses and Nuisances

11-1-1	Offenses Against State Law Subject to Forfeiture	100.00	26.00	23.00	89.50	25.00	263.50
11-1-2	(a) Possess Marijuana	100.00	26.00	23.00	89.50	25.00	263.50
	(b) Possess Drug Paraphernalia	100.00	26.00	23.00	89.50	25.00	263.50
	(c) Manufacture Drug Paraphernalia	100.00	26.00	23.00	89.50	25.00	263.50
	(d) Delivery of Paraphernalia to Minor	100.00	26.00	23.00	89.50	25.00	263.50
	(e) Possession by Minor (under 17 yrs) 1 <sup>st</sup> Offense	50.00					50.00
	2 <sup>nd</sup> Offense	100.00					100.00
	w/in 1 year						
11-2-2	Safe Use of Firearms	100.00	26.00	23.00	89.50	25.00	263.50
11-2-3	Discharge of Fireworks	100.00	26.00	23.00	89.50	25.00	263.50
11-2-4	Obstructing Streets and Sidewalks	30.00	7.80	23.00	89.50	25.00	175.30
11-2-5	Loitering	30.00	7.80	23.00	89.50	25.00	175.30
11-2-6	Unnecessary Noise	30.00	7.80	23.00	89.50	25.00	175.30
11-2-7	Disorderly Conduct	100.00	26.00	23.00	89.50	25.00	263.50
11-2-8	Unauthorized Presence on School Property	30.00	7.80	23.00	89.50	25.00	175.30
11-2-9(a)	Truancy	25.00	-----	-----	-----	-----	25.00
11-2-9(b)	Contributing to Truancy	50.00	13.00	23.00	89.50	25.00	186.00
11-2-10	Failure to Obey a Lawful Order	100.00	26.00	23.00	89.50	25.00	263.50
11-3-1	Destruction of Property	100.00	26.00	23.00	89.50	25.00	263.50
11-3-2	Littering	50.00	13.00	23.00	89.50	25.00	186.00
11-3-3	Abandoned Refrigerators	30.00	7.80	23.00	89.50	25.00	175.30

11-3-4	Theft of Library Material	30.00	7.80	23.00	89.50	25.00	175.30
11-3-5	Cemetery Regulations	30.00	7.80	23.00	89.50	25.00	175.30
11-3-6	Malicious Mischief	100.00	26.00	23.00	89.50	25.00	263.50
11-4-1	Outside Consumption of Alcohol	50.00	13.00	23.00	89.50	25.00	186.00
11-4-2	Sale to Underage or Intoxicated Person	100.00	26.00	23.00	89.50	25.00	263.50

<u>Offense</u>	<u>Description</u>	<u>Deposit</u>	<u>PS</u>	<u>JS/CLDS (JA/CLDA)</u>	<u>JISS/ CSSS (CSF/JIF)</u>	<u>CC</u>	<u>Total</u>
11-4-3	a. Underage Persons on Premises	100.00	26.00	23.00	89.50	25.00	263.50
11-4-3	b. 125.07(1)(3) Adult Knowingly Allowing Prohibitions on Underage Persons	250.00	65.00	23.00	89.50	25.00	438.00
11-4-4	Defense of Seller	100.00	26.00	23.00	89.50	25.00	263.50
11-4-6	False ID Cards	100.00	26.00	23.00	89.50	25.00	263.50
11-4-7	Alcohol Beverage on School Grounds	100.00	26.00	23.00	89.50	25.00	263.50
11-4-8	Adult Allowing Underage Violation	150.00	39.00	23.00	89.50	25.00	326.50
11-4-9	Solicitation of Drinks	50.00	13.00	23.00	89.50	25.00	186.00
11-5-1	Curfew 1 <sup>st</sup> offense	25.00	-----	-----	-----	-----	25.00
	2 <sup>nd</sup> offense	50.00					50.00
11-5-2	Possession of Controlled Substance by a Juvenile	25.00	-----	-----	-----	-----	25.00
11-5-3	Petty Theft by Juvenile	25.00	-----	-----	-----	-----	25.00
11-5-4	Receiving Stolen Goods	25.00	-----	-----	-----	-----	25.00
11-5-5	Drug Paraphernalia	25.00	-----	-----	-----	-----	25.00
11-5-7	Possession of Tobacco by Juvenile under 17-----	1 <sup>st</sup>	-----	-----	-----	-----	25.00
	17 Years of Age-----	2 <sup>nd</sup>	----	-	--	-----	50.00
		10.00	2.60	23.00	89.50	25.00	135.60
11-6-3	Public Nuisance Affecting Health	30.00	7.80	23.00	89.50	25.00	175.30
11-6-4	Public Nuisances Affecting Morals	30.00	7.80	23.00	89.50	25.00	175.30
11-6-5	Public Nuisances Affecting Peace and Safety	30.00	7.80	23.00	89.50	25.00	175.30

<u>Offense</u>	<u>Description</u>	<u>Deposit</u>	<u>PS</u>	<u>JS/CLDS (JA/CLDA)</u>	<u>JISS/ CSSS (CSF/JIF)</u>	<u>CC</u>	<u>Total</u>
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		<b>Parks and Recreation</b>					
12-1-1	Park Regulations	30.00	7.80	23.00	89.50	25.00	175.30
12-1-2	Radio Controlled Devices in Parks	30.00	7.80	23.00	89.50	25.00	175.30
12-1-3	Turf Protection on Public Property	30.00	7.80	23.00	89.50	25.00	175.30
12-1-4	Park Hours	30.00	7.80	23.00	89.50	25.00	175.30
12-1-6	Regulations of Camping	30.00	7.80	23.00	89.50	25.00	175.30
		<b>Zoning</b>					
13-2-80	Floodplain Zoning Violations	30.00	7.80	23.00	89.50	25.00	175.30
		<b>Subdivision Regulations</b>					
14-1-101	Subdivision Code Violations	30.00	7.80	23.00	89.50	25.00	175.30
		<b>Building Code</b>					
15-1-17	Building Code Violations	30.00	7.80	23.00	89.50	25.00	175.30

**CITY OF WASHBURN**  
**Ordinance No. 19-007**

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of July 8, 2019, for the purpose of amending Title 10, Chapter 1, Section 18 of the City's Code of Ordinances to update the regulations regarding inoperable, wrecked, or discarded vehicles. Ordinance § 10-1-18 shall be amended to read as follows, deletions in ~~strikeout~~, additions in red:

1. Amend Title 10, Chapter 1, Section 18 as follows:

**Sec. 10-1-18 Inoperable, Wrecked or Discarded Vehicles.**

No person owning or having custody of any partially dismantled, nonoperable, wrecked, junked or discarded motor vehicle shall allow such vehicle to remain on any public highway, parking lot or ramp, **City right of way, or Boulevard or Terrace Area, as defined in Section 6-4-2(e)**, longer than twenty-four (24) hours after notification thereof by the Common Council or law enforcement officer. Notification shall be accomplished by placing in a conspicuous place on the vehicle a written notice setting forth briefly the applicable provisions of this Section and the date of the notice. Any vehicle so tagged which is not removed within twenty-four (24) hours after notice is declared to be a public nuisance and may be removed as provided in Section 10-1-17.

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: \_\_\_\_\_

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



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

To: Honorable Mayor and City Council Members  
From: Scott J. Kluver, <sup>SSK</sup>Administrator  
Re: Renewal of Agreement for Auditing and Accounting Services  
Date: June 27, 2019

With the completion of the 2018 audit, the City's agreement with Eagle Auditing & Accounting LLC has expired. It is necessary to either renew the agreement or solicit for new auditing firms.

As Eagle has only been the City's auditor for three years, and we are also still intending to utilize the services of Mr. Mark VanVlack for higher-level accounting services, I am recommending that the agreements for both be renewed. While it is good to periodically change auditors, I do not believe that another three-year term will do any harm. In addition, I believe it likely that costs for auditing services will increase if we seek a different provider.

Enclosed you will find the communication between Eagle and myself outlining the proposed future costs, and a copy of the agreement that is expiring. An engagement letter is coming from Eagle, but I do not have that currently. Also included is an engagement letter from Mr. VanVlack to provide accounting services for 2019. He has indicated he is willing to continue services in future years as long as our Treasurer remains, but he is only willing to make agreements one year at a time.

I recommend renewal of the agreement with both Eagle Auditing & Accounting LLC, and Mr. Mark VanVlack for their respective auditing and accounting services.

**washburnadmin@cityofwashburn.org**

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**From:** Robert M. Biller <[robbiller@pctcnet.net](mailto:robbiller@pctcnet.net)>  
**Sent:** Tuesday, June 25, 2019 11:40 AM  
**To:** washburnadmin@cityofwashburn.org  
**Subject:** RE: Contract

Scott,

Ok that sounds good. Our price for the audit would be \$15,500 for 2019, with a 3% inflation increase per year (\$500) for 2020 and 2021. So it would be \$16,000 for 2020 and \$16,500 for 2021. If that meets with your approval, please advise and I will send an engagement letter.

Thank you,

Rob Biller, CPA  
Eagle Audit & Accounting, LLC

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**From:** washburnadmin@cityofwashburn.org [mailto:[washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org)]  
**Sent:** Monday, June 24, 2019 3:22 PM  
**To:** 'Robert M. Biller' <[robbiller@pctcnet.net](mailto:robbiller@pctcnet.net)>  
**Subject:** RE: Contract

Rob,

Yes, Mark has indicated that he is willing to continue doing the PSC Report, and Form C, with all of the accounting adjustments.

Scott Kliver  
City of Washburn

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**From:** Robert M. Biller <[robbiller@pctcnet.net](mailto:robbiller@pctcnet.net)>  
**Sent:** Monday, June 10, 2019 10:50 AM  
**To:** [washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org)  
**Subject:** RE: Contract

Good Morning Scott,

Yes, we would be interested in renewing the contract. Please advise if Mark Van Vlack will continue with the work he has been doing under the current contract. That will be a determining factor in our contract price.

Thank you for your consideration of us in the contract renewal.

Sincerely,

*Rob Biller*

Rob Biller, CPA  
Eagle Audit & Accounting, LLC

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**From:** [washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org) [<mailto:washburnadmin@cityofwashburn.org>]  
**Sent:** Monday, June 10, 2019 8:35 AM  
**To:** 'Robert M. Biller' <[robbiller@pctcnet.net](mailto:robbiller@pctcnet.net)>  
**Cc:** Tammy Demars <[tdemars@cityofwashburn.org](mailto:tdemars@cityofwashburn.org)>  
**Subject:** Contract

Dear Mr. Biller:

As you may be aware, the City's contract with Eagle Audit & Accounting LCC is expiring at the end of the 2018 audit. The City must decide whether or not to negotiate a renewal of the contract or to release an RFP for auditing services. Before deciding how to proceed, I would like to know if Eagle Audit & Accounting is interested in renewing its contract.

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.

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

September 20, 2016

City Council  
City of Washburn  
Washburn, WI

We are pleased to confirm our understanding of the services we are to provide the City of Washburn, WI ("the City") for the years ended December 31, 2016, 2017 and 2018. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City as of and for the years ended December 31, 2016, 2017 and 2018. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany the City's basic financial statements. As part of our engagement, we will apply certain limited procedures to the City's RSI. These limited procedures will consist principally of inquiries of management regarding the methods of measurement and presentation, which management is responsible for affirming to us in its representation letter. Unless we encounter problems with the presentation of the RSI or with procedures relating to it, we will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budget to Actual Statement of Revenues, Expenditures & Changes in Fund Balance
- 3) Additional reports prepared as part of the audit: Public Service Commission report & WI Form C

Supplementary information other than RSI also accompanies the City's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements:

- 1) Combining statements for non-major funds

**Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted

auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Management Responsibilities**

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will prepare a draft of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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

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

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

#### **Audit Procedures—Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

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

#### **Audit Administration, Fees, and Other**

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

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

The audit documentation for this engagement is the property of Eagle Audit & Accounting, CPAs and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the Wisconsin Department of Revenue or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Eagle Audit & Accounting, LLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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

We expect to begin our audit on approximately February 14 of each year and to issue our final reports no later than May 31. Rob Biller is the engagement partner and is responsible for supervising the engagement and signing the report. Our fee for these services will be \$14,500 for 2016, \$14,500 for 2017 and \$14,500 for 2018. Our invoices for these fees will be rendered 50% at the inception of fieldwork and 50% upon completion of the audit and are payable on presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review report and letter of comment accompanies this letter.

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

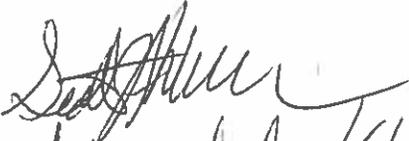
Very truly yours,

*Eagle Audit & Accounting, LLC*

Eagle Audit & Accounting, LLC  
Certified Public Accountants

RESPONSE:

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

By:   
Title: *Administrator/Clerk*  
Date: *0929/16*

*Mark A. Van Vlack*  
30735 Lindblad Road  
Ashland, Wisconsin 54806  
(715) 682-4804  
mavvlack@centurylink.net

June 14, 2019

City of Washburn  
PO Box 638  
119 Washington Avenue  
Washburn, WI 54891

Per your request I am writing this letter to affirm my intentions to perform non audit related services for the City of Washburn for the 12/31/19 as follows:

- 1.) Preparation of Public Service Report with year-end accounting adjustments.
- 2.) Preparation of Annual Report to State of Wisconsin with year-end accounting adjustments.

Items 1 & 2 will be completed prior to the due dates of the reports and the fee for those services will be \$3,500 and \$3,300 respectively.

If these terms and conditions are acceptable please let me know by having the proper City official sign below and return a copy to me.

Sincerely,



Mark A. Van Vlack

I am authorized by the City of Washburn to agree to the above terms and conditions.

\_\_\_\_\_  
City Official Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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