

**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, March 12, 2018 City Hall 4:30PM  
▪ Committee Review-Monthly Expenditures

**NOTICE OF CITY COUNCIL MEETING**  
Monday, March 12, 2018 Washburn City Hall 5:30 PM

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

#### **AGENDA**

- Call to Order/Roll Call/Pledge of Allegiance
- Approval of Minutes – City Council Meeting – February 12, 2018
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments
- Presentation & Discussion on Ambulance Coverage and Need to Increase Available EMTs **TAB 1**
- Discussion & Action on Buying-In to Xcel Energy’s Solar Connect Project **TAB 2**
- Discussion & Action on Placement of Public Art Donation in Honor of Tom Blake on Island Off of Thompson’s West End Park – Jesse Woodward, Petitioner **TAB 3**
- Discussion & Action on Resolution #18-002 Authorization to Apply for Wisconsin Economic Development Corporation (WEDC) Community Development Investment Grant for the Washburn Iron Works Expansion and Sewer Main Relocation Project **TAB 4**
- Discussion & Referral to Plan Commission for Request for Vacation of the East 418 Feet from First Avenue East of East Memorial Park Drive – Washburn Iron Works, Petitioner **TAB 5**
- Discussion & Action on Chamber of Commerce Use of Thompson’s West End Park, Wikdal Park, City Hall Plaza, and the Coal Dock; Closure of Portions of Bayfield Street, 5<sup>th</sup> Avenue West, 1<sup>st</sup> Avenue West, 2<sup>nd</sup> Avenue West, and 4<sup>th</sup> Avenue West; and Relaxation of Open Container and Noise Ordinances all at Certain Times during Brownstone Block Party Activities July 27 through July 29, 2018 **TAB 6**
- Discussion & Action on Chamber of Commerce Request to Close North 3<sup>rd</sup> Avenue West from Bayfield Street to the Alley for Dandelion Days on June 9, 2018 **TAB 7**
- Alcohol Licensing Matters - **TAB 8**
  - Issuance of a Class “A” License and “Class A” License to Hansen’s IGA, Inc.; at 226 W. Bayfield Street, Donna Kolonko – Agent
  - Bartender License Applications – #19 – 47 and 48
- Closed Session Items
  - Review of City Attorney Interview Questions
- Adjourn

February 12, 2018

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members: Richard Avol, Jeremy Oswald, John Gary, Robert Arquette, Karen Spears Novachek

Municipal Personnel: Mayor Scott A. Griffiths, City Administrator Scott J. Kluver, Assistant City Administrator Dan Stoltman, City Attorney Siegler

Excused Absence: Jennifer Maziasz, Mary McGrath

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

**Approval of Minutes** – City Council Meeting January 8, 2018– A motion was made by Avol to approve the January 8, 2018, second by Novachek. Motion carried unanimously.

**Approval of Expenditures**- Expenditures were not approved due to lack of finance committee members.

**Public Comment** – None

**Mayoral Announcements, Proclamations, Appointments**- None

**Presentation & Discussion on Certifying the Sewer Utility Lab** – City utility employee Joel Weber gave an overview of the project and discussed the cost and savings. It was stated that current staff levels are sufficient for the added work. It was stated the cities of Bayfield and Ashland currently have certified labs. No motion was made. It was stated the treatment plant will move forward with the project.

**Discussion & Action on Proposed Tree and Brush Removal Project at West End Park** – Public Works Director Gayla Salmi gave an overview of the project. It was stated that most of the trees being removed are dead and logging the area would not be practical. Ms. Salmi stated that the wood harvested from the area would be chopped up to be sold as firewood in the parks. No motion was made. It was stated to have the Public Works Department to move forward with the project.

**Discussion & Action on Signing on to Letter to Federal Legislators Supporting Funding of Repairs Needed in the Apostle Islands National Lakeshore** – An overview was given on the topic. A motion was made by Novachek to approve the signing on to the letter to federal legislators supporting funding of repairs needed in the Apostle Islands National Lakeshore, second by Avol. Motion carried unanimously.

**Discussion & Action on Draft Certified Survey Map of City Lot #30 in the Bounded by Omaha Street, First Avenue East, and Memorial Park Drive to Create a Lot to Sell to Fishnote Properties LLC** – Kluver gave an overview. A discussion took place on the difficulties in finding record on the ownership of old railroad right of ways, which is why the city can't provide a warranty deed on the property. A motion was made by Arquette to approve the draft certified survey map of City Lot #30 in the bounded by Omaha Street, First Avenue East, and Memorial Park Drive to create a lot to sell to Fishnote Properties LLC, second by Avol. Motion approved unanimously.

**Discussion & Action on Draft Certified Survey Map of City Lot #31 of the 1<sup>st</sup> Avenue East Business Park Area for the Creation of Two Lots to Sell One Each to the Washburn Iron Works and to Jeff Pipgras** – A discussion took place on the baseball field that will be lost upon the sale of the two properties. It was stated that city staff will be working with the baseball stake holders to come up with a solution on losing one of the fields. A motion was made by Arquette to approve the draft certified survey map of City Lot #31 of the 1st Avenue East Business Park Area for the creation of two lots to sell one each to the Washburn Iron Works and to Jeff Pipgras, second by Oswald. Motion carried unanimously.

**Presentation, Discussion & Action on Offer by Pearl Beach Construction to Purchase City Lots #47 and #48 for the Construction of an Office and Contractors Yard at that Location** – Owner of Pearl Beach Construction Karl Dornburg spoke and gave an overview of his company. Mr. Dornburg stated that no fabrication would take place, work would consist of repairs and storage. He stated noise would not be an issue. He stated that his request for lot 47 would not be a deal breaker if the request was denied. Oswald asked about the concerns coming from Harbor View. Mr. Dornburg stated that he would work with the Harbor View to alleviate any concerns with the neighboring property. Avol asked about the company

structure. Mr. Dornburg stated that it was corporation of between 30-40 employees located in Michigan and would have 8-10 new employees in Washburn. Mr. Dornburg stated that his company does not have any outside partners. A discussion took place on what Mr. Dornburg wanted from the city. He stated he would need a lease for a portion of the coal dock. A discussion took place on what the building would look like. Mr. Dornburg stated that he would follow any city zoning requirements and would consider making the end of the building facing Central Avenue look more appealing. A discussion took place on how to rezone the area for the requested use. It was stated that the property could potentially be rezoned industrial or marine. Oswald asked if the floor should be opened. A motion was made by Oswald to open the floor, second by Avol. Motion carried unanimously. Carl Broberg spoke on coal dock access for Pearl Beach Construction and that he feels it can work. Ruth Amraen asked about the Coal Dock grant and if the dock needs to be used for commercial purposes. Kluver stated that it does, but does not yet know much of the dock needs to be reserved for that use. Jeff Anderson spoke in favor of Pearl Beach Construction. A motion was made by Avol to close the floor, second by Novachek. Motion carried unanimously. Kluver discussed the offer is for two properties and that lot 48 is key to the deal working out. Mr. Dornburg stated that lot 48 is the needed but losing lot 47 is not a deal breaker. It was stated that Council would prefer to go into closed session to further discuss the item. No motion was made.

**Discussion and Action on Administration Goals and Objectives for 2018, Review of 2017 Goals** – Kluver gave an overview. Avol stated he would like to see housing and park improvements be worked on in 2018. Avol stated that he would like to see more positive interactions between the city and businesses, as well as active business development. A discussion took place on the importance of each goal and objective. A motion was made by Novachek to approve the administration goals and objectives for 2018, second by Arquette. Motion carried unanimously.

**Alcohol Licensing Matters - Bartender License Applications – #19 – 45 through 46** – No discussion took place. A motion was made by Avol to approve Bartender License Applications – #19 – 45 through 46, second by Oswald. Motion carried unanimously.

#### **Closed Session Items**

Negotiation on Offer by Pearl Beach Construction to Purchase City Lots #47 and #48 for the Construction of an Office and Contractors Yard at that Location - Personnel Matters – Evaluation of the City Administrator- A motion was made by Avol to go into closed session at 6:59pm pursuant to Wisconsin State Statute §19.85(1) (c), for personnel matters; and (e) for the purpose of potentially selling public property, for which competitive and bargaining reasons require a closed session, following which the Council may reconvene in open session to take any action that may be necessary on the closed session items, second by Novachek. Motion carried unanimously via roll call vote.

**Adjourn** – A motion was made by Avol to adjourn at 8:20pm, second by Novachek. Motion carried unanimously.

Dan Stoltman  
Assistant City Administrator

#### **FINANCE COMMITTEE MEETING 4:30PM**

Committee Member Richard Avol reviewed monthly expenditure vouchers.

**1**

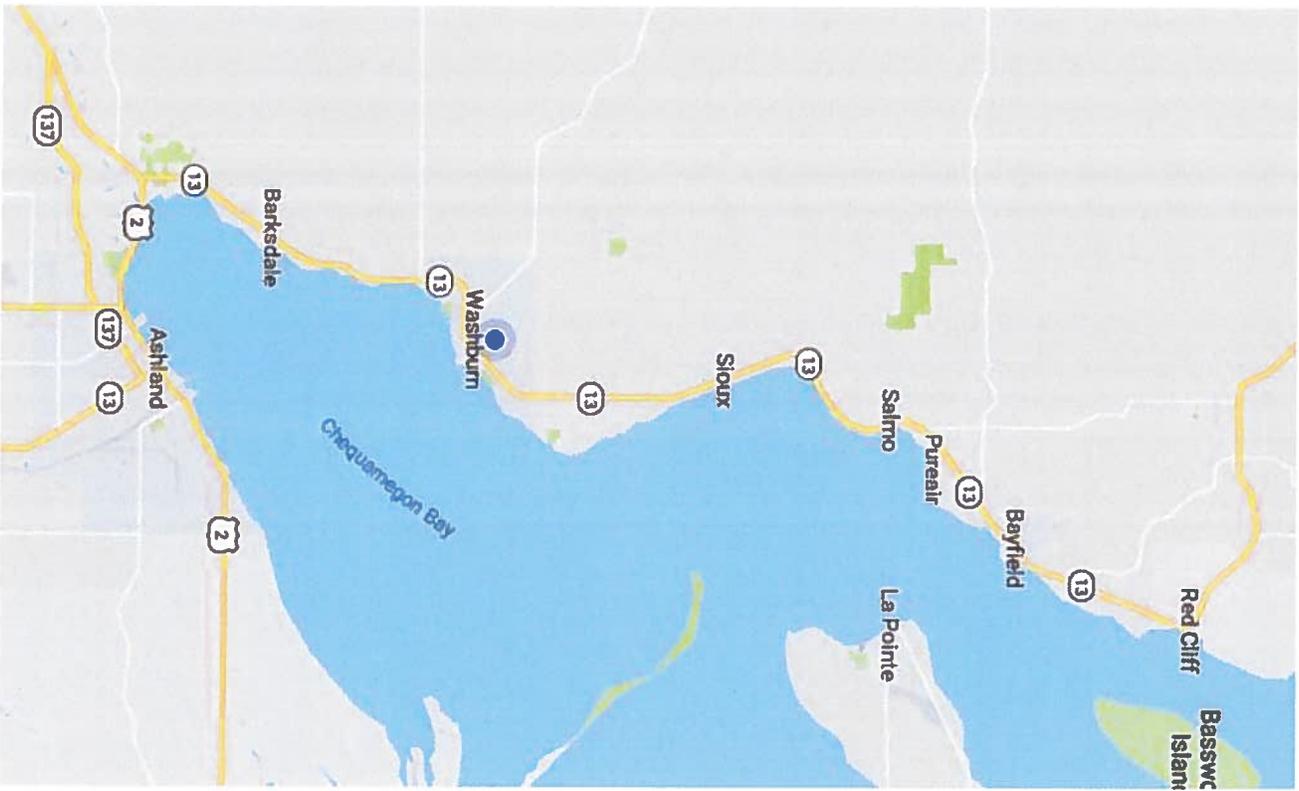


**Crisis on the horizon?**

**Or an opportunity for positive change?**

# **Did you know?**

- This is a volunteer ambulance service
- There are 26 volunteers
- Length of service ranges from less than one year to over 36 years
- In 2017 these volunteer EMTs took more than 10,000 hours on call (at \$2.00 an hour)
- Each EMT takes about 40 hours of training a year on their own time, even taking leave from their regular job to do so



**What if you called  
for an ambulance  
and no one came?  
What if the  
ambulance had to  
come from Ashland  
or Bayfield?**

# That happened...

**2** times in 2015  
**9** times in 2017

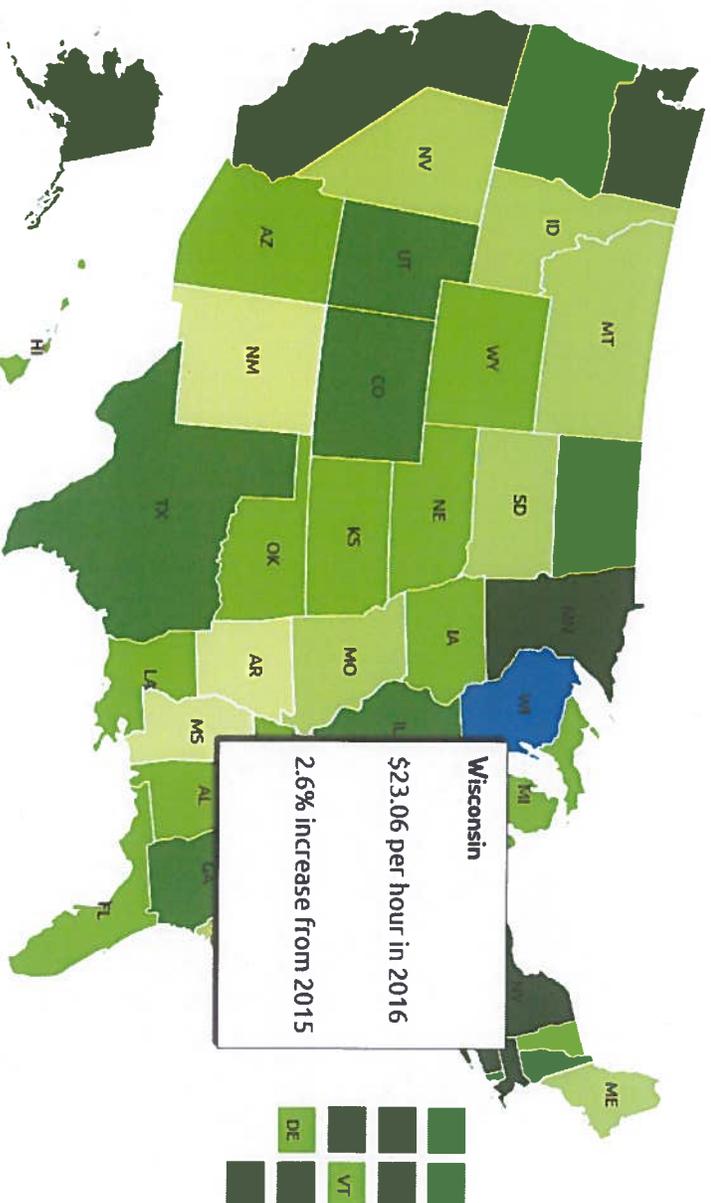


- Most often on a weekday
- Most often between 7 a.m. and 5 p.m.
- Most EMTs have regular jobs and cannot respond to calls, even if they work in the city.

# Value of EMTs to the taxpayers of Washburn (City and Town), Bayview, and Barksdale

**\$413,154.49**

17,916.5 on-call hours X \$23.06 (2016 value rate)



[www.independentsecotr.org](http://www.independentsecotr.org)



Should the city just pay for full-time EMTs Mon-Fri days?

One EMT working 8 hours a day, five days a week  
= about **\$72,000 a year (including benefits)**

Two EMTs = \$144,000

With the state tax cap limits, where does that money come from?

What gets cut?

Referendum? Or.....??

# This is not just a problem in Washburn...

## Cuba City EMS suspends service after failure to respond to emergency call



WKOW photo

CUBA CITY (WKOW) — Cuba City currently has no EMS services following an incident last month where the rescue squad was unable to respond to a 911 call of a possible stroke victim because of a lack of trained volunteers.

Police Chief Terry Terpak says a backup crew from Platteville responded Sept. 21 just before seven a.m. and took the victim to a hospital, with the 75-man dying three days later.

Terpak says the death was not the result of the brief delay in ambulance response. He says the victim's condition went unreported for several days, until a visiting family member placed the 911 call.

"But to the family, yeah, we are sorry," Mayor Tom Gilie says. "Wish we could have been there."

Gilie says other small communities are also struggling to have enough trained volunteers to respond to emergency calls.

Gilie and Terpak says state department of health services officials required the Cuba City Area Rescue Squad to suspend operations when the squad was unable to produce scheduling of on-call volunteers to ensure 24/7 coverage.

However Rha Luma, president of CCARS in a message to WKOW clarified the decision and said they took themselves out of service and have contracted with a private company.

"Cuba City Area Rescue Service took itself out of service and contracted with a private company until we can ensure our day shift is complete," Luma said. "The state EMS office did not suspend or take our license. We are being proactive and sensitive to our communities needs."

They say such a schedule is being created. The squad had been operating with a page-system where all twenty-seven drivers and trained, medical personnel would be notified for all calls. Gilie says it's been especially difficult to field crews during certain day time hours before of the volunteer's work schedules.

A spokesperson for DINS says the rescue squad intends to hire limited-term employees, and downgrade from a service with EMTs with advanced training, to personnel with basic training only.

A representative of a Danuque-based ambulance company says his firm is covering emergency services in Cuba City through mid-November. Gilie says the city's contract with the company for \$33,000, Gilie says it is expected state officials will approve a renunciation of Cuba City's rescue squad before December.

# It's not just a problem in Wisconsin...

Wakefield city council seeks new city-based ambulance - The Daily Globe

Page 1 of 2

## The Daily Globe - Serving Gogebic, Iron and Ontonagon Counties Wakefield city council seeks new city-based ambulance



P.J. Gitsens/Daily Globe

LOCAL CITIZENS listen to Mike Von, chief of the volunteer fire department in Wakefield, present a written report to the Wakefield City Council Monday.

By P.J. GILKINSON

[news@worldailyglobe.com](mailto:news@worldailyglobe.com)

Wakefield - Before Jan. 1, Wakefield had an ambulance parked in its main street fire hall.  
But Mike Von, chief of the city's volunteer fire department, told the Wakefield City Council Monday the ambulance is no longer there.

Von said that Benson Ambulance Service, as of the start of the year, decided that staffing challenges would make it impossible to continue loaning one of its vans to Wakefield.

So what happens when a Wakefield citizen calls 911 with a medical emergency?

In a Tuesday phone interview, Von said that Benson will still respond with an ambulance - it's just that it will be issued from its Ironwood office, instead of from the Wakefield fire hall.

Von is optimistic that a new local option will emerge before long. He told the council that Aspirus Ironwood Hospital might be the answer.

Von said Aspirus Ironwood is exploring the possibility of establishing some level of emergency service in Wakefield, perhaps by leasing an ambulance here, as Benson did for more than five years.

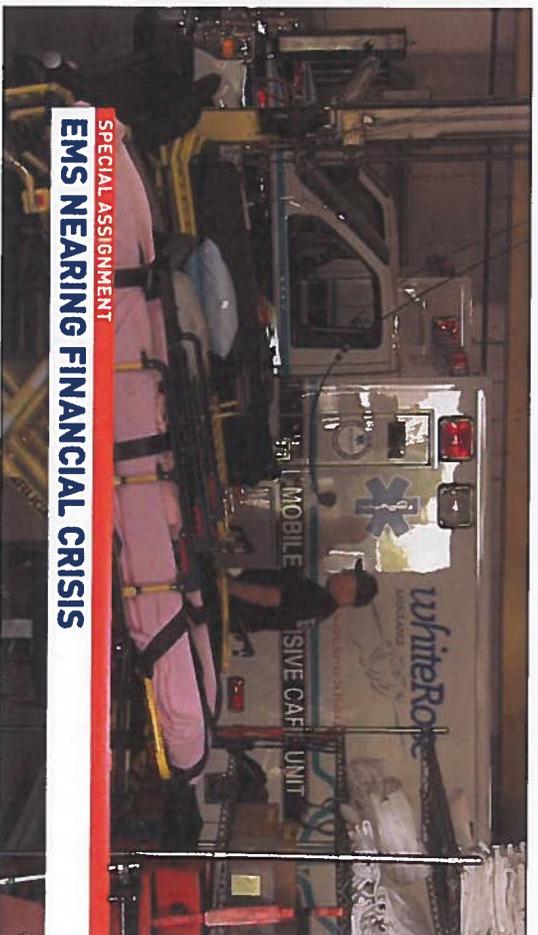
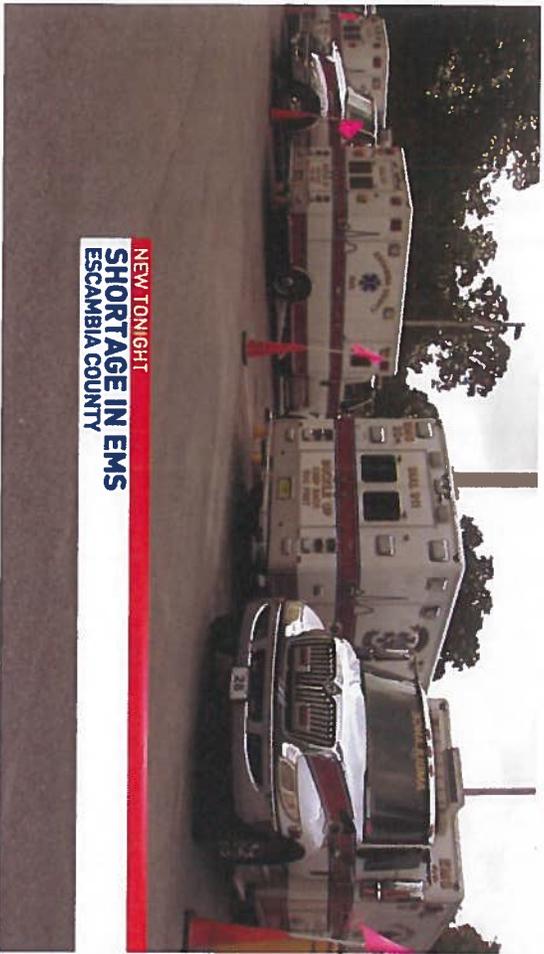
It's going to benefit the community, so go ahead and get us some information," said Mayor John Gramusio to Von.

Gramusio then appointed two council members, Kay Witta and James Anderson, to form a committee with Von, to work with Aspirus Ironwood toward possible negotiations.

In other fire hall news, Von told the council that he's hoping to add on to the 31-year-old fire hall. "We do need another hall or stall and a half," he said, citing storage needs for a recently purchased brush fire truck (also known as a forest fire truck) and other miscellaneous equipment.

## **Looking for a career in E.M.S.?**

**Beacon Ambulance Service is restructuring it's full time crews and we now have six full-time positions open for EMT-Basic. Salary for Basic- EMT positions range from 34 to 47 thousand per year plus benefits. We serve the Ambulance needs of the communities of Hurley / Ironwood area. (Northwest Wisconsin ) and Iron Mountain, Kingsford area, ( Michigan's upper peninsula). Is this your opportunity to live where you would love to vacation? If the answer is yes visit our corporate website at [www.avantihis.com](http://www.avantihis.com) click Employment and fill out an online application.**



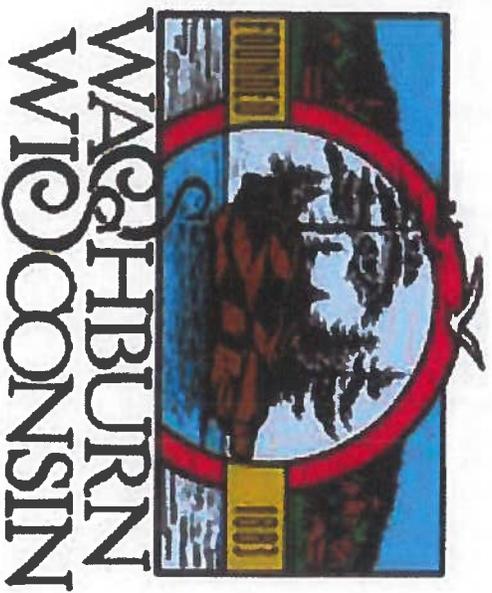
It's a problem for everyone.

And figuring out what to do will take all of us.

What if we could say...

"Today's ambulance coverage is being provided  
in part by (*insert your business name*)."

...for being willing to have volunteers from your  
workplace on call that day?



# What can your business do...

- To help find EMTs for day-time coverage
- To encourage a current or future employee to become an EMT
- Encourage employers to let employees respond to calls without being penalized



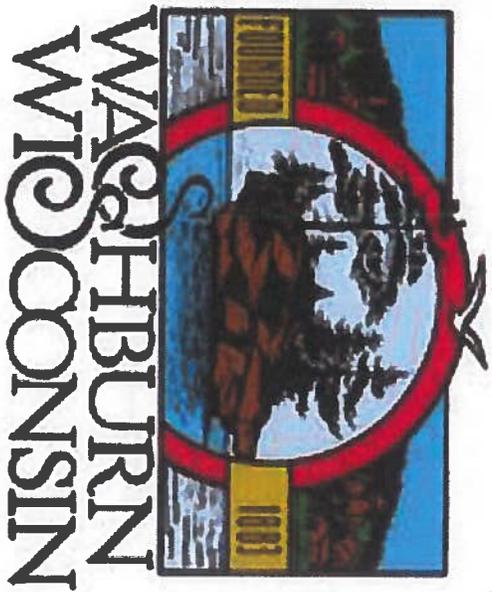
# E<sup>M</sup>T Course

- The current E<sup>M</sup>T Class is about 200 hours.
- The cost is about \$1200

The next class starts in May in Red Cliff.

The City may sponsor a student to take this class.

# Questions?



2

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



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

To: Honorable Mayor and City Council Members  
From: Scott J. Kluver, Administrator <sup>SK</sup>  
Re: Buy-In to Xcel Energy's Solar Connect Community  
Date: February 26, 2018

Enclosed you will find information related to Xcel Energy's Solar Connect Community Project. In short, Xcel Energy is planning a solar garden near their grounds in Ashland. In order to get this project started, there needs to be a certain level of buy-in from the community. I am recommending that the City of Washburn participate in this project.

How this works is the City would give Xcel Energy money up front and in turn the City would receive a credit on its energy bill. This credit would continue for 25 years. The amortization works out to investing the money at a rate of between five to six percent. The issue has been finding money that the City would be willing to invest.

After speaking to the Treasurer about this, we are recommending that the City invest a total of \$125,000 into this program. This money would be "loaned" to the Sewer Utility from the Water Utility (\$25,000), Storm Water Utility (\$50,000), and General Fund (\$50,000). These funds would be replenished first through the credit each month from the Sewer Utility electric bill until these amounts would be repaid. This will take between 12 and 15 years, unless the Sewer Utility would turn around to the point where it can repay the money sooner. The remaining years of this program would then benefit the Sewer Utility. This plan assumes that the Sewer Utility will become and maintain being financially solvent in the next year.

Although this will not help the Sewer Utility in the short term, it will help the Sewer Utility in the long term by helping to keep the Utility solvent and the rates lower than they otherwise would be.

As you are aware, the City has been working to put out a bid for solar panels on its own facilities. That work will continue. We have been in touch with Bill Bailey of Chequamegon Renewables and he is supportive of Xcel's efforts. It is hoped that this will help foster an atmosphere of cooperation by Xcel Energy to support our own solar panel initiatives as well. It will take us at least another year to actually construct our own solar panels due to the need of grant assistance, but this provides another avenue for the City to work towards utilizing clean energy.

Please let me know if you have any questions on this program. I recommend a motion be made to buy into the Xcel program at \$125,000 and that the funds be allocated and replenished as outlined.



# Solar\*Connect Community

Customer Prospectus

February 8, 2018

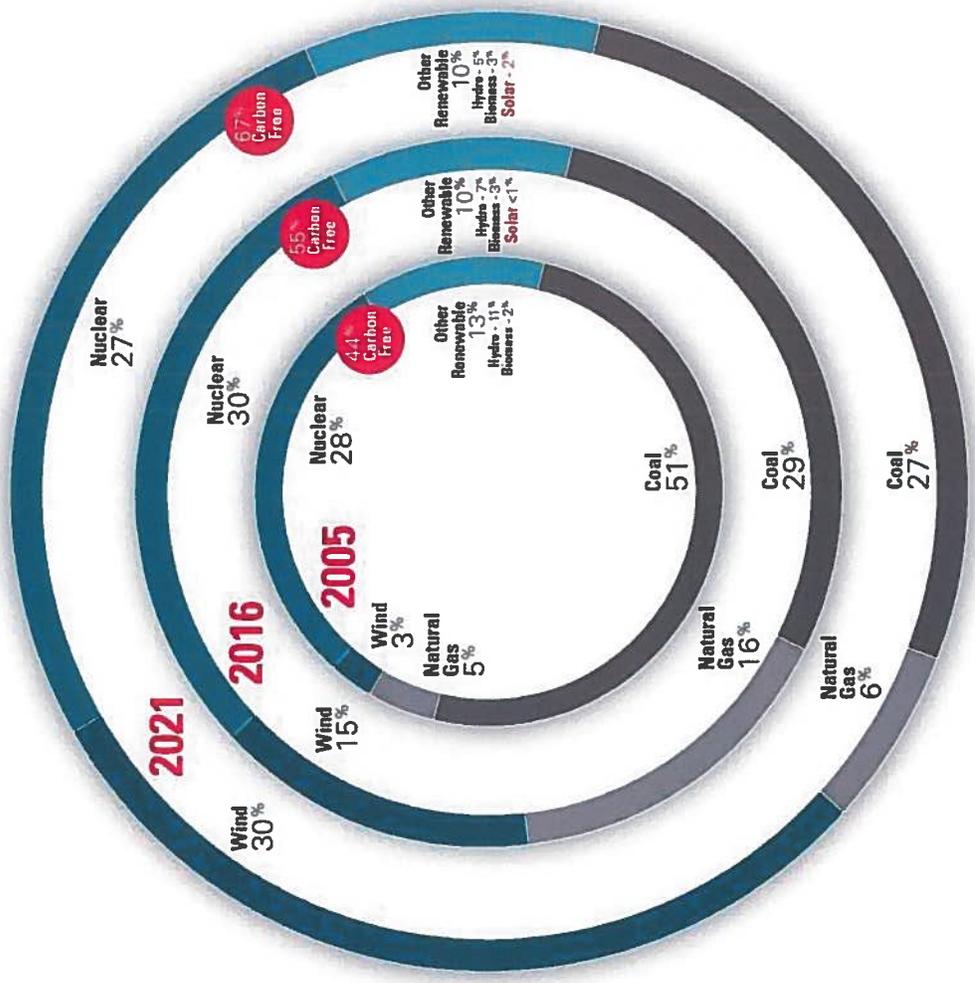


# Solar\*Connect Community



**Upper Midwest**  
(Michigan, Minnesota, North Dakota, South Dakota, Wisconsin)

- Xcel Energy is committed to sustainable energy options for all customers.
- National leader in renewable wind energy for more than a decade.
- Solar\*Connect Community is a flexible and affordable solution to help you meet your sustainability goals.





## Program overview

- Three 1,000-kW (1 MW) arrays
  - Seven-acre gardens in Eau Claire, Ashland and greater La Crosse area
  - About 3,000 panels produce 300 watts each
- Eau Claire: energized October 2017
- Greater La Crosse area: operational Fall 2018
- Ashland: operational Summer 2019



# Why community shared solar?



- Provides a solar option for everyone
- It's easy – no need to site and maintain your own system
- Will not impact building insurance costs
- Less expense than customer-owned solar systems
- Partner with neighbors, other businesses and communities to support solar option in Wisconsin



# How does it work?

- Choose amount of solar subscription
  - Minimum: 200 watts
  - Maximum: 400 kilowatts
- Purchase subscription with a one-time enrollment cost
- Solar bill credit monthly for next 300 months (25 years)



Month	Day	Bill	Credit
January	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
February	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
March	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
April	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
May	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
June	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
July	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
August	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
September	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
October	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
November	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		
December	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
	17		
	18		
	19		
	20		
	21		
	22		
	23		
	24		
	25		
	26		
	27		
	28		
	29		
	30		
	31		



# How it looks on your bill

## ELECTRICITY SERVICE DETAILS

PREMISES NUMBER:  
INVOICE NUMBER:

METER READING INFORMATION			
METER	Read Dates: MMDDYY - MMDDYY (X DAYS)	PREVIOUS READING	USAGE
Total Energy	68340 Actual	67805 Actual	535 kWh

528 Heating Degree Days

## ELECTRICITY CHARGES

DESCRIPTION	USAGE UNITS	RATE	CHARGE
Customer Charge			\$14.00
Energy Charge Summer	535 kWh	\$0.122400	\$65.48
<b>Subtotal</b>			<b>\$79.48</b>
WI Low Income Assist		3.00%	\$2.38
County Tax		0.50%	\$0.40
State Tax		5.00%	\$3.97
<b>Total</b>			<b>\$86.23</b>

## OTHER RECURRING CHARGES DETAILS

DESCRIPTION	CHARGE
Solar*Connect Community Production Credit	
Solar Production Period	
SRC0000000	
County Tax	0.05%
State Tax	5.00%
<b>Total</b>	<b>-\$7.81 CR</b>



# Costs and solar credits

## New price

- \$1,600 per kilowatt
- **↓**11% from initial price

## Solar Credit

- Large Demand C&I  
\$0.069/kWh
- Small Commercial, Farm,  
Residential \$0.074/kWh



*The initial credit is the “floor” and will never be lower*



# Examples

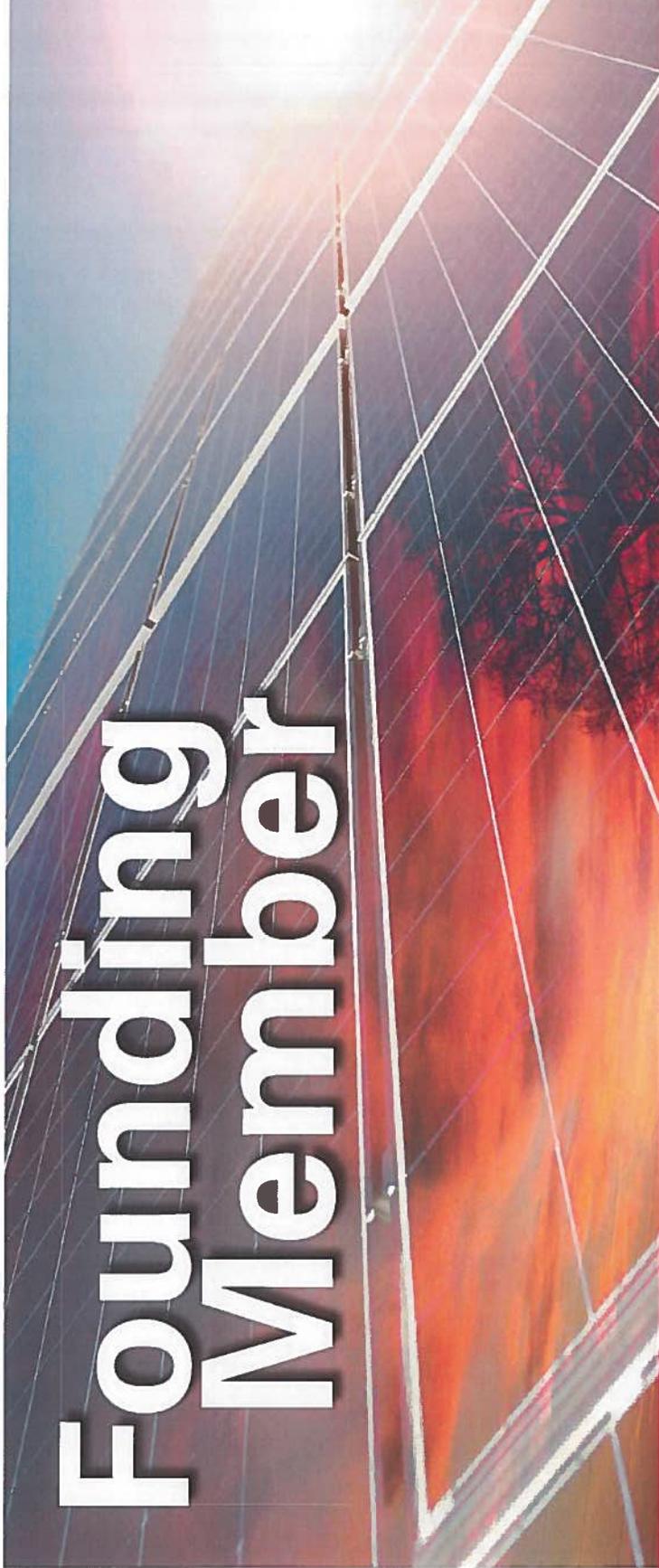
Business Examples	400kW	100kW
Cost	\$640,000	\$160,000
Credit (25 yrs) – No escalation	\$920,000	\$230,000
Credit (25 yrs) – 1.5% escalation	\$1,115,000	\$279,000

Residential Examples	10kW	1kW
Cost	\$16,000	\$1,600
Credit (25 years)	\$24,600	\$2,460
Credit (25 yrs) – 1.5% escalation	\$29,900	\$2,990

\* Using these estimates subscribers can anticipate **net solar credits in excess of subscription costs** over the life of the contract.

# Customer recognition



# Founding Member

## Solar\*Connect Community<sup>SM</sup>

A Renewable energy program from Xcel Energy



# Timeline

## Now-Summer 2018

- Subscription drive
- Obtain sufficient commitments to proceed with Ashland garden

## Summer 2018

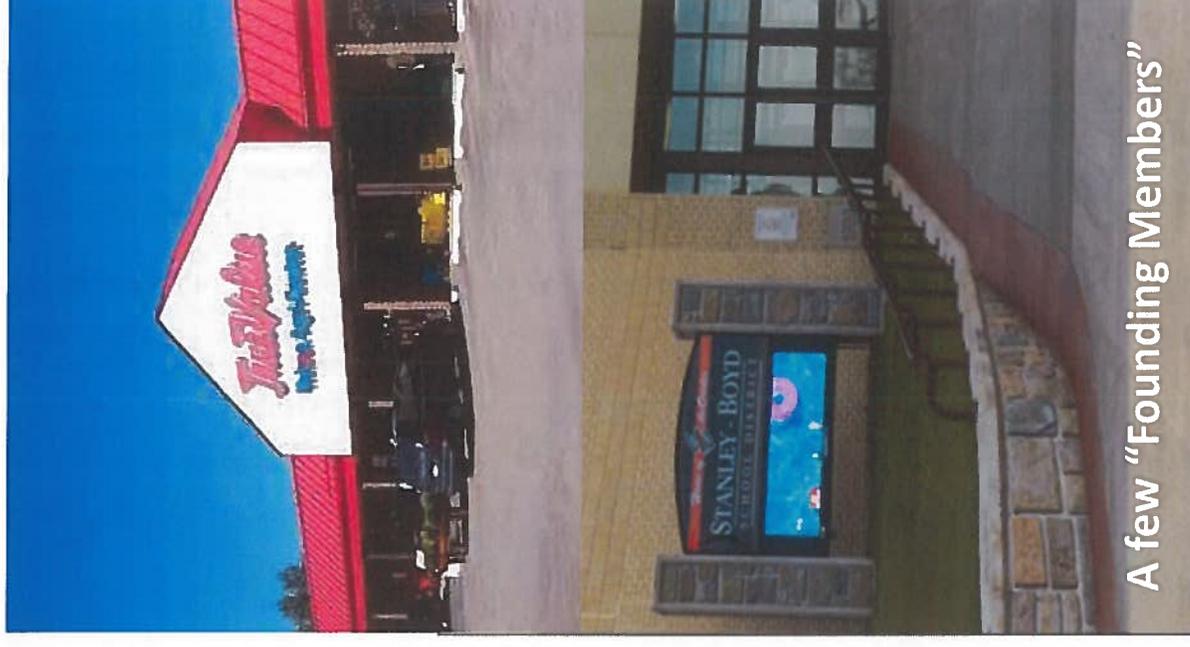
- Subscription balance due
- Subscribers receive first interim credits from North Star solar facility (MN)

## Spring/Summer 2019

- Ashland solar array constructed

## Summer 2019

- Solar garden construction complete



A few "Founding Members"



## Resources

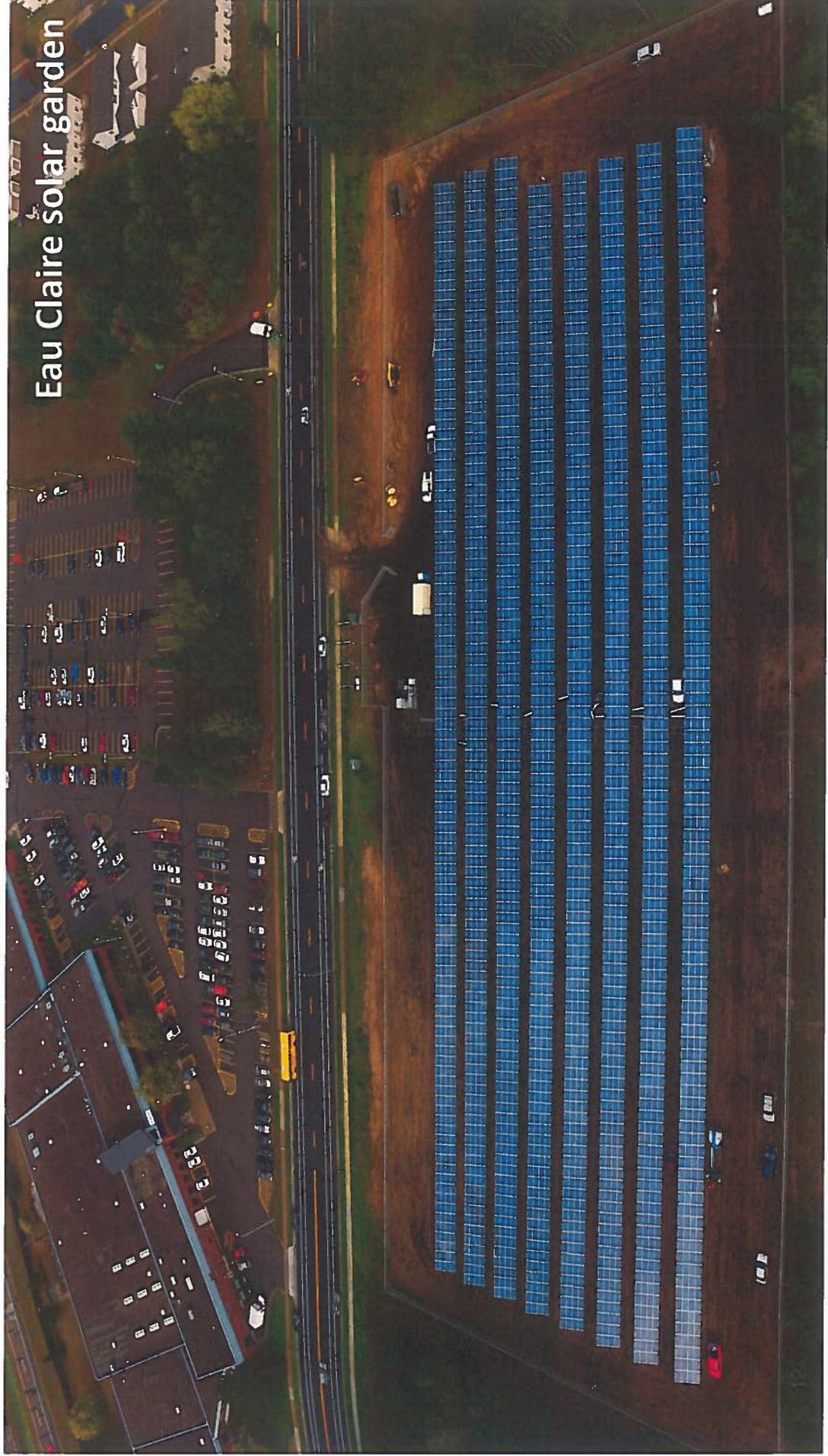
**Business Customers:** Contact your Xcel Energy Account Manager, Community Service Manager or the Energy Expert Team at 800-824-1688

**Residential Customers:** Call our Energy Expert Team at 800-824-1688

Email: [SolarConnectComm@xcelenergy.com](mailto:SolarConnectComm@xcelenergy.com)  
Web: [xcelenergy.com/SolarConnectCommunity](http://xcelenergy.com/SolarConnectCommunity)



# Questions?



Eau Claire solar garden

## City of Washburn Administrator

---

**From:** Bebeau, Michael S <michael.s.bebeau@xcelenergy.com>  
**Sent:** Thursday, February 22, 2018 9:11 AM  
**To:** City of Washburn Administrator  
**Cc:** Klaver, Jeff S  
**Subject:** Solar Connect Community

Hi Scott:

Please find attached an analysis for Solar Connect for the Washburn WWTP. We are able to provide the higher 7.4/7.5 cent credits so the simple payback can be as low as 11.9 years.

We've included information for your maximum subscription for this particular building of 360 KW, and also have included information on 50 and 100 KW subscriptions. Please let us know if we can provide any more details on other buildings or subscription amounts. The hyperlink below takes you to our Solar Connect Website with more information. In addition feel free to call Jeff Klaver at 715-737-1192 with any questions or help to sign up!

[www.xcelenergy.com/SolarConnectCommunity](http://www.xcelenergy.com/SolarConnectCommunity)

## Waste Water Treatment Plant

---

### WASHBURN CITY OF

WASHBURN CITY OF at 948 W BIGELOW ST WASHBURN, WI 54891-9513

Current from 12/04/1982

Total balance : \$13216.46

Credit Rating : 1

Details	Notes	Owner	Tax Jurisdictions	Process History
Service		Electric-1-1		



Date: 1/11/18 (updated)

### Solar\*Connect -Example

Account #                      Premise #

*based on \$1600/kW Cost,  
and an initial credit of \$.075/kWh (B15 rate)*

C&I	System size (kW)	
kW	360	
kWh/kW/yr est	1,400	
kWh/yr	504,000	
kWh/mo	42,000	
credit/\$kWh	\$0.075	
credit/mo	\$3,150	
credit/yr	\$37,800	
Credit/25 yrs *	\$945,000	* no escalation
Credit/25 yrs **	\$1,210,745	assume 2% escalation
simple payback with no escalation	15.2	yrs
simple payback with escalation	11.9	yrs
deposit	\$72,000	
balance	\$504,000	
total invest	\$576,000	
# Panels	1,161	

### 50 KW subscription

Date: 1/11/18 (updated)

**Solar\*Connect -Example**

**Account #                      Premise #**

*based on \$1600/kW Cost,  
and an initial credit of \$.075/kWh (B15 rate)*

<b>C&amp;I</b>	<b>System size (kW)</b>	
<b>kW</b>	<b>50</b>	
<b>kWh/kW/yr est</b>	<b>1,400</b>	
<b>kWh/yr</b>	<b>70,000</b>	
<b>kWh/mo</b>	<b>5,833</b>	
<b>credit/\$kWh</b>	<b>\$0.075</b>	
<b>credit/mo</b>	<b>\$438</b>	
<b>credit/yr</b>	<b>\$5,250</b>	
<b>Credit/25 yrs *</b>	<b>\$131,250</b>	<b>* no escalation</b>
<b>Credit/25 yrs **</b>	<b>\$168,159</b>	<b>assume 2% escalation</b>
<b>simple payback with no escalation</b>	<b>15.2</b>	<b>yrs</b>
<b>simple payback with escalation</b>	<b>11.9</b>	<b>yrs</b>
<b>deposit</b>	<b>\$10,000</b>	
<b>balance</b>	<b>\$70,000</b>	
<b>total invest</b>	<b>\$80,000</b>	
<b># Panels</b>	<b>161</b>	

**100 KW subscription**

Date: 1/11/18 (updated)

### Solar\*Connect -Example

Account #                      Premise #

*based on \$1600/kW Cost,  
and an initial credit of \$.075/kWh (B15 rate)*

C&I	System size (kW)	
kW	100	
kWh/kW/yr est	1,400	
kWh/yr	140,000	
kWh/mo	11,667	
credit/\$kWh	\$0.075	
credit/mo	\$875	
credit/yr	\$10,500	
Credit/25 yrs *	\$262,500	* no escalation
Credit/25 yrs **	\$336,318	assume 2% escalation
simple payback with no escalation	15.2	yrs
simple payback with escalation	11.9	yrs
deposit	\$20,000	
balance	\$140,000	
total invest	\$160,000	
# Panels	323	

**Michael BeBeau**  
Xcel Energy | Responsible By Nature  
Community Service Manager  
2400 Farm Road, Ashland, WI 54806  
P: 715.682.6936 F: 715.682.6921  
E: [michael.s.bebeau@xcelenergy.com](mailto:michael.s.bebeau@xcelenergy.com)

3

**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: <sup>SK</sup> Scott J. Kluver, Administrator  
Re: Request to Place Sculpture of Tom Blake on Island off Thompson's West End Park  
Date: February 26, 2018

Enclosed you will find a request from Jesse Woodward to place a sculpture of Tom Blake on the westernmost island off of Thompson's West End Park.

I have also enclosed the policy for your review.

The first issue that we will have to resolve is jurisdiction of the "island." Is it part of the City, or does the DNR claim ownership.

Until further information is available on this issue, the Council can really only decide if they would like to pursue this, or if they have no interest in this. Additional details will be needed before a final decision to proceed could be made.

## City of Washburn Administrator

---

**From:** kluverscottj <kluverscottj@gmail.com>  
**Sent:** Monday, February 26, 2018 9:53 AM  
**To:** City of Washburn Administrator  
**Subject:** Fwd: Updated request for Sculpture installation.

Sent via the Samsung GALAXY S®4 Active™, an AT&T 4G LTE smartphone

----- Original message -----

**From:** Jesse Woodward <superiorschooner@gmail.com>  
**Date:** 02/26/2018 08:29 (GMT-06:00)  
**To:** [kluverscottj@gmail.com](mailto:kluverscottj@gmail.com)  
**Subject:** Updated request for Sculpture installation.

I am seeking the councils permission to install a metal sculpture dedicated to Tom Blake on the furthest west of the two manmade islands of West End park. Tom Blake, who grew up in Washburn, is the internationally recognized father of modern surfing and paddle boarding. The sculpture would be designed not only to honor Tom Blake's legacy but Washburn's deep and continued connection with the waters of the Chequamegon bay and the world.

The Island is almost entirely a manmade structure. As the concrete remnants of Washburn's logging days it is Ideally suited as a base for a large sculpture. Impact to the island would be minimal as much of the material for installation is already integral to the island itself, I.E. Large steel bolts etc.

The form the sculpture would take would be presented as a model to be approved by the council at a further date. Preliminary ideas include a traditional paddle board shape, 14ft tall, that would encompass the silhouette of Tom Blake and house a low toned bell reminiscent of those found on maritime buoys.

Tom Blake's love of the Chequamegon Bay Area is clear. This is evident not only in his writing of the area, which glows, but also in how he chose to live his life. He returned to the area often and quietly. He is buried in Washburn. Never seeking fame or recognition, this area was a sanctuary for Tom Blake. I would like to build a sculpture to both pay homage to a local hero and celebrate our community's unwavering passion for our lake. Installing this piece on "Tom Blake Memorial Island" would, I feel, accomplish both.

A timeline for this project optimally would take place this summer. Installation should take no more than a few days, Construction however could take several weeks depending on design.

Thank you for your consideration.  
Jesse.

Sent from my iPad



**CITY OF WASHBURN  
GIFTS AND DONATIONS  
AND NON-COMMERCIAL NAMING POLICY  
(Adopted May 13, 2013)**

The City of Washburn has been enriched by the generous donations of individuals and entities in support of the Washburn community. The City of Washburn welcomes and encourages support from private individuals and entities that support the programs and services that the City provides to the public.

The City will review proposed gifts and memorials for the purpose of assisting the donors in reaching their intended goals while recognizing the mission, goals, plans, resources and limitations of the City as a whole. It is intended that this policy provide a thoughtful review process which considers the intentions of the donor, is sensitive to the needs and desires of the community, and is sensitive to the costs associated with proposed gifts and donations, including long-term costs of maintenance and care.

**Purpose**

The purpose of the Gifts and Memorials Policy is to provide a foundation including guidelines and procedures for considering and receiving proposed donations to the City of Washburn and for considering non-commercial requests for naming public property, structures and facilities.

**Definitions**

**Donation(s)/Gift(s)**: Any item proposed to be deeded, bequeathed or otherwise given or donated to the City of Washburn including, but not limited to, endowments; real property; public improvement projects or proposals; structures or portions of structures; money; negotiable securities; materials; equipment; flora; fauna; improvements to facilities or land; statues; monuments; memorials; tributes; sculptures; murals and other public works of art; plaques; and graphics or signs.

**Donor**: A private individual, for-profit company, non-profit organization, public agency or any other entity wishing to make a donation or gift to the City of Washburn.

**Donor Recognition Object**: A physical object such as a plaque or sign placed to acknowledge a donation or gift.

Monument/Memorial: An item or object established to preserve the memory of a deceased person(s) or an event that occurred in the past. Any statue, sculpture, mural or other structure or landscape feature designed to perpetuate in a permanent manner the memory of any person, group, event or other significant element of history.

Park Amenity: Typical park improvements that contribute to the traditional use of park land such as benches, play structures, picnic tables, shelters, sports facilities, trails, etc.

Public Art: Works of Art including, but not limited to, paintings, prints, sculptures, and murals.

Public Improvement Project/Proposal: May include a funded, partially funded or unfunded capital project(s) request consisting of real property, structures, portions of structures, materials and/or equipment for construction or renovation of a structure or landscape feature. Maintenance activities such as weeding or replanting established gardens is not considered a public improvement project for purposes of this policy.

Tribute: An item, object or gift designed to acknowledge the contributions of a living person(s) to society. Projects recognizing groups such as persons with cancer or AIDS are also considered tributes.

### **Applicability**

This policy shall cover all donations and gifts to the City of Washburn and any of its Departments except for donations made to the Washburn Public Library which are done pursuant to their Donations Policies. Non-commercial requests for naming public property, structures and facilities shall also be considered under this policy. However, this policy is not intended to cover sponsorships, naming rights or other similar arrangements of a commercial nature.

The City of Washburn retains sole discretion to determine whether to accept or decline any proposed gift or donation. This policy shall not be construed to create any right for any individual or organization to make any improvement or place any items on any public property within the City of Washburn regardless of whether their proposal meets any or all of the criteria laid out herein.

## Procedure

As donations and gifts vary greatly, the review process may be tailored according to the type of gift or donation proposed and the complexity of the proposal. Those wishing to make a gift or donation are strongly encouraged to contact the recipient city department(s) or division(s) at the earliest possible time to discuss the proposed gift and the process for review.

## Donation Agreement Form

A Donation Agreement Form may be required to be completed for gifts/donations as directed by the City Administrator and/or Department Head. The form may be completed by the Donor or by the Recipient Department. The Recipient Department shall work with the Donor to complete the form whenever requested. This form shall be approved by the City Administrator and shall include, as appropriate and applicable, the intent of the proposal, cost estimates, size, proposed siting, timeline, site drawing, future maintenance requirements and any other information the City Administrator may deem necessary and/or useful.

Completed Donation Agreement Forms shall be submitted to the City Administrator for review and recommendation to the Council, if required.

## Monetary Gifts and Donations / Gifts and Donations of Negotiable Securities

- 1) Previously established funds or campaigns. The City Administrator and/or Department Heads, upon approval of the City Administrator, are hereby authorized to accept any monetary gifts or donations to be made for a previously approved / established / existing / budgeted fund or capital campaign.
- 2) Undesignated/Unconditioned Monetary Gifts/ Donations. The City Administrator and/or Department Heads, upon approval of the City Administrator, are hereby authorized to accept any undesignated and/or unconditioned monetary donations made to the City and shall deposit such money with the City Clerk. The amounts shall be deposited in the account(s) that most appropriately matches the intentions of the Donor(s) when identified.

- 3) Conditioned Donations. In the event that a monetary donation is conditioned or donated specifically for a new Public Improvement Project, Memorial, Work of Public Art, Tribute, or new program; the Recipient Department shall assist the Donor to complete a Donation Agreement form and the Donation shall follow the procedures set forth in this policy as if the donation were to be made of the actual program or item proposed to be acquired or constructed. If the donation is not accepted, the City Clerk shall return the donation to the donor. If appropriate, the City Finance Clerk may establish a new fund or project within a fund for the donation.
  
- 4) Negotiable Securities. The City Administrator is hereby authorized to accept donations of negotiable securities when in his/her professional judgment, in consultation with the City Clerk and the affected Department Head, acceptance of the proposed donation is in accordance with the statutes, rules and regulations governing municipal finances and investment; and, the proposed donation is not subject to conditions, is for a previously approved/established/existing/budgeted fund or campaign, or is for a conditioned donation that has been approved pursuant to this policy. Negotiable securities may be held or sold at a marketable rate and the proceeds of such sale used as specified by the donor or as may deemed appropriate in the best interests of the City.

### **Gifts of Real Property**

The City Administrator shall review any proposed donation of real property and make recommendation to the appropriate boards or commissions and to the Common Council. Proposed gifts or donations of real property shall be reviewed for suitability for the intended use or potential for resale; any conditions which may be placed upon the use of the property by the donor; potential environmental concerns; probable maintenance costs; and any other relevant information. Appraisals of the property may be requested from the Donor. All gifts or donations of real property shall be reviewed by the Plan Commission for recommendation prior to Common Council action.

### **Non-Monetary Gifts and Donations (excluding real estate)**

- 1) The City Administrator and/or Department Heads, upon approval of the City Administrator, are hereby authorized to accept donations of materials or other items made for previously approved/established/existing/budgeted projects or materials or other items that are typical for use in a city department or division.
  
- 2) The City Administrator is hereby authorized to accept donations of typical park amenities such as benches, replacement playground equipment and

sports facilities, gifts of trees or other flora and similar items. Any gift of an amenity must comply with any standards adopted by the City. Individuals wanting to donate a bench or a tree should contact the Public Works Director at 715-373-6171 to select from a pre-approved style of bench or from a list of native trees. Additional details will be coordinated by the Public Works Director.

- 3) For other gifts and donations including, but not limited to, substantial gifts such as Public Art, Memorials, Tributes, and Public Improvement Projects, the Recipient Department shall assist the Donor in completing a Donation Agreement form and forward the completed form to the City Administrator for review and recommendation to any appropriate boards or commissions and to the Common Council. The City Administrator, Boards/Commissions and Common Council shall consider all of the circumstances surrounding the proposed gift including the criteria as enumerated within this policy and as may be applicable to the proposed donation. If the donation is approved and if appropriate, the City Clerk may establish a new fund or project within a fund for the donation.

### **Criteria for Evaluating Gifts and Donations**

In order to assist potential donors to fulfill their desires to make a gift or donation to the City of Washburn and to ensure that all gifts and donations are consistently, fairly and thoughtfully reviewed, the City will be guided in its review of proposed gifts and donations by the following guidelines.

#### **Donations of Memorials/Tributes/Public Improvement Projects and Works of Art:**

When reviewing proposed donations of Memorials, Tributes, Public Improvement Projects and Works of Art, the following criteria shall be considered, as well as any other criteria which may be relevant on a case by case basis:

- Consistency with the mission, policies and master plans governing the City of Washburn and/or the particular department
- Whether the proposed donation/gift provides improvements to an area of the City which may be deficient in public amenities
- Whether the proposed donation/gift promotes the preservation of historical and cultural aspects of the community
- Whether the proposed gift/donation has an educational component
- Whether the proposed donation/gift helps to promote conservation, preservation and protection of the natural environment
- Whether the proposed donation helps to promote preservation of natural areas and greenspace where such preservation is suitable, is contemplated by plans, or is otherwise desirable

- Whether the proposed gift/donation provides a new or different experience for the public
- Whether the proposed gift/donation promotes the use of public spaces for a variety of interests such as special events, sports tournaments, competitions, and other recreational opportunities, including both active and passive recreation in a park or other area where such uses are suitable, are contemplated by plans or are otherwise desirable
- Whether the proposed gift/donation is suitable for the purpose proposed
- Whether the proposed gift/donation is compatible with the proposed location, if one has been identified, and other users of the public space
- Whether the proposed gift/donation compliments or is harmonious in quality, scale and character with existing improvements and features in the area
- Whether the proposed public gift/donation is a traditional park or municipal amenity
- Whether the proposed gift/donation reuses, rehabilitates or restores an existing park or municipal feature or replaces aging, outdated or unsafe infrastructure
- Suitability of the gift/donation to the environmental conditions of public display
- Susceptibility of the gift/donation to wear and vandalism
- Suitability of the gift/donation to the technical requirements or design standards for installation of improvements in public places
- Whether any public safety or security issues are identified and the potential danger to the public health, safety or welfare associated with the proposed gift/donation
- Whether the proposed gift/donation complies with all applicable codes including building codes and ADA requirements
- Whether the gift or donation is restricted in any manner and the impact of those restrictions or contingencies
- If the gift/donation is real property, the financial implications of removing the property from the City's tax base
- Financial implications to the City of Washburn based on the cost of the proposed gift/donation or project implementation including installation and ongoing maintenance and the costs of relocation or removal, if necessary.

The level of maintenance and costs of relocation or removal vary depending on the nature of the proposed gift/donation. In general, donors will be asked to contribute enough money to cover long term maintenance costs, relocation and removal, if reasonably anticipated. These costs shall be estimated and submitted with the donation form and may be provided through the establishment of a maintenance fund, endowment or other suitable means.

The City may agree to take on future maintenance costs and shall consider the following criteria when making such decision.

- The community's need or desire for the donation or improvement;
- Whether, and to what extent, the proposed gift/donation provides new or diverse experiences for community members and visitors;
- The financial capacity of the donor;
- Ease of maintenance and repair; and
- Whether the annual maintenance cost is so low as to be negligible.

The City shall also consider that circumstances may arise which may prevent a donor or previously established maintenance fund from covering the costs of maintenance and care and that these costs may ultimately become a City responsibility.

#### Works of Art –

In addition to the above-listed criteria, if the proposed gift/donation is a Work of Art, the following criteria shall be considered as well as any other criteria which may be relevant on a case by case basis:

- Quality of the work based upon a professional assessment of the work, detailed written proposal, drawing or maquette or photographs
- Suitability of the theme of artwork to a public venue
- Appropriateness of the artwork to the site, in the case where a particular site has been requested or identified
- Appropriateness of the process for selecting the artist or artwork
- Qualifications of the artist based on documentation of past work and the artist's professional qualifications

#### Memorials / Tributes / Naming –

The City of Washburn respects the desire of individuals to commemorate special events or the lives of loved ones, living and deceased. However, the City also recognizes that other community members who visit public places may desire not to be burdened with a constant reminder of mortality, death or traumatic events. The City also recognizes the important contributions of many individuals to community life and that it is simply impossible to recognize all of those contributions. To that end, if the proposed gift/donation is a Memorial or Tribute or a non-commercial request to name a public space or other item, the City of

Washburn shall consider the following criteria, as may be appropriate to the particular donation, in addition to those criteria identified above.

- The person memorialized must have been deceased for a minimum of five (5) years; or an event must have occurred at least five (5) years ago.
- The proposed donation must have timeless qualities and make a statement of significance for future generations
- The proposed donation must represent a person or event deemed significant to the City of Washburn's history; names of individuals who have made a significant contribution directly and locally to the City of Washburn shall be preferred over the names of national figures
- The proposed donation must meet the general criteria enumerated in this policy
- Whether any increased use of the park or public area resulting from the placement of the memorial or tribute is appropriate to the surrounding context and uses
- Whether the design of the particular donation is solely representative of the particular person or event being commemorated or is of a broader community appeal
- Whether the proposed donation has a functional component
- Whether the individual or group is associated with the particular building, park or other public facility at issue
- When possible, the family should be contacted and allowed an opportunity to comment upon the naming of a building, park or facility after an individual
- In and of themselves, contributions of land or money for public facilities shall not be considered sufficient justification for naming or renaming facilities after individuals, in tribute or memoriam

### **Donor Recognition Objects**

The City of Washburn appreciates the desire of some donors to be recognized either personally or on behalf of another for their generous donations. If a donor recognition object is to be included as part of a proposed gift/donation, such object should be specifically identified and submitted with the Donation Agreement Form for approval. In general, it is the policy of the City of Washburn to limit donor recognition objects to plaques or other recognition objects which are small in scale, which do not detract from green space areas and/or which are part of an approved project involving the use of personalized decorative tiles or pavers. The City Administrator and Department Heads are hereby authorized to approve Donor Recognition Objects which are proposed in accordance with this policy.

### **Items to be referred to Boards or Commissions prior to Acceptance**

Prior to Common Council action for acceptance of any proposed gift or donation requiring Council approval, the City Administrator shall review the proposed gift or donation and make recommendation to the appropriate advisory boards or commissions for their review and recommendation. Proposed gifts or donations shall be reviewed with reference to the criteria set forth in this policy. All gifts or donations of real property shall be reviewed by the Plan Commission for recommendation prior to Common Council action.

Any works of Art including but not limited to statues, monuments, memorials, tributes, sculptures, murals, graphics or signs shall, in addition to any other appropriate board or commission, be referred to the Historic Preservation Committee and Plan Commission for their review and recommendation.

### **Additional Requirements**

*Establishment of Trust Accounts.* The City of Washburn will not create a separate Trust Account for donations in an amount smaller than \$10,000. For amounts greater than \$10,000, the Donor may request and the City of Washburn may establish a separate Trust Account for the donated funds.

*Private Construction.* If construction of a Public Improvement Project is coordinated or contracted for by the donor, the donor will be responsible for complying with all federal, state and local laws which may include competitive bidding and state wage rate laws. The donor will also bear the cost of all necessary permits, approvals, project management, design, installation, and manufacture of the gift/donation unless these costs are specifically accepted or waived by the City of Washburn.

Proof of compliance with the City's insurance requirements for contractors will be required before work may commence on any Public Improvement Project.

Improvements made in a public place become the property of the City of Washburn and are subject to the laws, policies and procedures of the City of Washburn.

*Damaged, lost, stolen or worn gifts or donations.* The City is not obligated to replace any gift/donation or improvement if it is lost, stolen, damaged or worn.

The City of Washburn reserves the right to remove any donated project for safety reasons, deterioration caused by age, neglect or vandalism, and/or the City's inability to finance ongoing maintenance or repairs.

Acknowledgements & Anonymity. All donations for which the donor does not request anonymity shall be acknowledged by the Mayor, City Administrator, or appropriate Department Head with a letter of appreciation. For a monetary gift given in memorial, tribute, bequest, or in recognition of someone, a letter shall be sent to the person or family of the person being honored.

Because the City of Washburn is a municipal corporation and subject to the provisions of the Wisconsin Public Records Law, the City cannot guarantee anonymity of individual donors but will work with individuals who wish to remain anonymous in their donations to provide appropriate means for those individuals to make their gifts/donations while maintaining their privacy.

Appraisals. The City may, at its option, request or require an appraisal of real or personal property prior to the acceptance of any gift or donation.

Waiver of Terms of this Policy. The City Council may waive any of the criteria specified within this policy upon a finding that it is in the best interests of the City to do so.

Tax Liability. It is the responsibility of the donor to assign a monetary value to a gift or donation for tax purposes. Information provided by the City of Washburn, its officials, employees or agents in connection with gifts/donations is intended to be informational only and is not intended to be a substitute for professional financial or legal advice or opinions. The City of Washburn makes no representations or guarantees as to the tax implications of any gift or donation made to the City. Donors are responsible and are advised to obtain their own tax and financial advice from appropriate professionals.

### Reports

Departments shall report gifts/donations made, either through the completion of a Donation Agreement Form or through other report, to the City Administrator.

Annually, after the close of the fiscal year, the City Clerk shall provide a report to the Council including details of gifts/donations. Trust Funds will be reported separately on the annual Trust Report.

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: <sup>SK</sup> Scott J. Kluver, Administrator  
Re: Application for WEDC CDI Grant for Iron Works Expansion/Sewer Main Relocation Project  
Date: February 27, 2018

Enclosed you will find a resolution that is required to apply for the Wisconsin Economic Development Corporation (WEDC) Community Development Investment (CDI) Grant. This grant would be to provide funding for the Washburn Iron Works Expansion Project and Sewer Main Relocation Project. Basically how this grant works is that it would provide 25 percent of the total costs of the project up to \$250,000.

This is one of two grant programs that Taylor Pearson and I have been eyeing for this project. Of the two grants, the other being a Community Development Block Grant for Public Infrastructure, this is the one that would be easier to administer and has the potential to provide more funding. It is possible to apply and match both grants if we choose to go that route.

Please know that the Washburn Iron Works is planning to cover the costs of the grant writing for this application and is looking at entering into an agreement with Cedar Corporation for those services. The City would be the actual applicant and would need to sign off on the application.

Know that this is the same grant program that I was eyeing for our Bayfield Street Development Property Project (Brokedown). If we would be successful with this application, we would most likely not be eligible to receive funds for another application until after July of 2019. Assuming that this application would be successful, funds would be available sometime after July of 2018. In my opinion, this is the project to apply for at this time. Although we are still discussing our Bayfield Street property with several interested parties, we would be several months away from entering into a sale agreement that would be far enough along to apply for this grant. The Washburn Iron Works Project is more likely to be completed first.

If this resolution is approved, the next step will be to negotiate a development agreement with Washburn Iron Works that would outline the responsibilities of both parties and exactly how the funds would be utilized. This is a requirement of the grant as well.

Please let me know if you have any questions on this resolution. I believe this is necessary to move forward with the Iron Works Project and I recommend approval.

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



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

**The City of Washburn, Wisconsin  
RESOLUTION NO. #18-002**

**Resolution Authorizing the Submission of a Wisconsin Economic Development Corporation (WEDC)  
Community Development Investment (CDI) Grant Application for the Washburn Iron Works  
Expansion and Sewer Main Relocation Project**

**WHEREAS**, WEDC accepts applications for the CDI Grant Program to assist with funding building renovation and related infrastructure modifications within downtown areas; and

**WHEREAS**, the applicant for a CDI grant must be a unit of local government, even though such grants may be used to assist a privately owned business; and

**WHEREAS**, Washburn Iron Works, Inc. has proposed to expand its existing facility along with doing renovations and updates to its current facility; and

**WHEREAS**, the proposed expansion will require the relocation of a City of Washburn sewer main which serves a significant portion of the east side of the City; and

**WHEREAS**, the City of Washburn Sewer Utility is not able to finance the sewer relocation without a significant increase in utility rates; and

**WHEREAS**, Washburn Iron Works, Inc. is not able to finance both the sewer relocation and their expansion and redevelopment plans without grant assistance;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Washburn, State of Wisconsin, hereby authorizes the submission of an application to WEDC for the a CDI grant; and,

**BE IT FURTHER RESOLVED**, that City administration is authorized to take the necessary steps to prepare such an application for funds under this program in accordance with this resolution, begin the negotiation of the required development agreement which will be submitted to the Council for approval, and sign all of the necessary document on behalf of the City of Washburn.

Resolved this 12<sup>th</sup> day of March, 2018, by the Common Council of the City of Washburn, Wisconsin.

\_\_\_\_\_  
Scott A. Griffiths, Mayor

Attest:

\_\_\_\_\_  
Scott J. Kluver, City Clerk

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



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

The City of Washburn, Wisconsin  
**RESOLUTION NO. #18-002**

**Resolution Authorizing the Submission of a Wisconsin Economic Development Corporation (WEDC)  
Community Development Investment (CDI) Grant Application for the Washburn Iron Works  
Expansion and Sewer Main Relocation Project**

**WHEREAS**, WEDC accepts applications for the CDI Grant Program to assist with funding building renovation and related infrastructure modifications within downtown areas; and

**WHEREAS**, the applicant for a CDI grant must be a unit of local government, even though such grants may be used to assist a privately owned business; and

**WHEREAS**, Washburn Iron Works, Inc. has proposed to expand its existing facility along with doing renovations and updates to its current facility; and

**WHEREAS**, the proposed expansion will require the relocation of a City of Washburn sewer main which serves a significant portion of the east side of the City; and

**WHEREAS**, the City of Washburn Sewer Utility is not able to finance the sewer relocation without a significant increase in utility rates; and

**WHEREAS**, Washburn Iron Works, Inc. is not able to finance both the sewer relocation and their expansion and redevelopment plans without grant assistance;

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Washburn, State of Wisconsin, hereby authorizes the submission of an application to WEDC for the a CDI grant; and,

**BE IT FURTHER RESOLVED**, that City administration is authorized to take the necessary steps to prepare such and application for funds under this program in accordance with this resolution, begin the negotiation of the required development agreement which will be submitted to the Council for approval, and sign all of the necessary document on behalf of the City of Washburn.

Resolved this 12<sup>th</sup> day of March, 2018, by the Common Council of the City of Washburn, Wisconsin.

\_\_\_\_\_  
Scott A. Griffiths, Mayor

Attest:

\_\_\_\_\_  
Scott J. Kluver, City Clerk



**Wisconsin Economic Development Corporation  
Program Guidelines for Fiscal Year 2018**

**Program Name:** Community Development Investment (CDI) Grant Program

**Program Inception:** WEDC FY13

**Lead Division:** Business and Community Development

**New**       **Revised** [Click here to enter a date.](#)

**Aid**       **Pass-thru Aid**       **Technical Assistance**

**Program Goal:**

The goal of the Community Development Investment (CDI) Grant Program is to incent downtown community development in the state of Wisconsin.

This program supports the following WEDC Strategic Pillar and Focus Area:

Community and Economic Opportunity: Community Development

**Program Description:**

The program will support urban, small city and rural community redevelopment efforts by providing financial incentives for shovel-ready projects with emphasis on, but not limited to, downtown community driven efforts. Funded activities should lead to measurable benefits in job opportunities, property values and/or leveraged investment by local and private partners.

**Eligibility Requirements:**

Municipalities (including counties, cities, villages, and towns) tribal entities and other governmental authorities designated by a municipality to apply on its behalf will be eligible to receive grant assistance under the following restrictions:

- Grant recipients must provide a minimum 3:1 match investment in project costs
- No more than 30% of the match investment may consist of other state and/or federal grant sources
- Applicants must provide a signed resolution by the governing elected body authorizing the submittal of an application to the CDI Grant Program
- Generally, applicants may only receive one CDI grant per fiscal year
- An applicant that was impacted by an event that has resulted in a State or Federal Disaster Declaration within the 24 months prior to submitting an application may receive funds for mitigation or preparedness planning and will receive additional considerations including the following:
  - WEDC may reduce or waive the match requirements
  - Applicants must demonstrate that other funding mechanisms (CSBG, WI Disaster Fund, FEMA, etc.) have been evaluated and fully utilized before applying for WEDC CDI Grant funding

Eligible activities are:

- Building renovation



- Historic preservation
- Demolition
- New construction
- Infrastructure investment
- Project or site development planning

Eligible projects are:

- Development of significant destination attractions
- Rehabilitation and reuse of underutilized or landmark buildings
- Infill development
- Historic preservation
- Infrastructure efforts, including disaster prevention measures, providing substantial benefits to downtown residents/property owners
- Mixed-use developments (not exclusively residential)

Activities ineligible for grant assistance or match include, but are not limited to:

- Past costs
- In-kind contributions
- Indirect construction costs (a.k.a. "soft" costs)

WEDC will take the following into account when considering a CDI Grant:

- Impact on the community
- Financial justification
- Previous planning efforts
- Readiness to proceed
- Involvement of public-private partnerships
- Other factors determined by WEDC

### **Incentives and Available Funding (FY18): \$3,000,000**

The grants will be limited to 25% of eligible project costs up to \$250,000.

At least 50% of the funds will be awarded to cities/towns under 50,000 in population per U.S. Census data.

Funds will be awarded through an ongoing application process.

### **Activities & Expected Outcomes:**

Assist 12 communities and achieve a 22:1 leverage of other investment.

### **Performance Reporting:**

Recipients will be required to semi-annually submit a performance report documenting capital investment, assessed taxable property values, as well as any other contract deliverable.



WEDC may impose additional reporting requirements to evaluate project performance and to ensure compliance with contract deliverables.

**Application and Awards Process:**

Applicants for a Community Development Investment Grant should complete an application through an Account Manager. The completed application will be assigned to an underwriter and will go through the award review process.

For more information on application review, internal process, and award distribution, please refer to WEDC's award administration policies and procedures.

**Revision History:**

Effective Date	Description of Change
7/1/2017	Consideration of multiple applications per community per fiscal year when funding is available
7/1/2017	Remove limitation of one CDI or BF grant per project
7/1/2017	Added project or site development planning as eligible activity

**PROGRAM REVIEW:**

This document has been reviewed by the following parties (Check all that apply):

- Chief Operating Officer
- Chief Legal Counsel & Compliance Officer
- Chief Financial Officer
- Other \_\_\_\_\_

Director of Public Policy: *Amey Jones*  
Division Vice President: *Barb Palmer*

Date: 7/13/17  
Date: 7/13/17

**AUTHORIZED APPROVAL:**

CEO or Designee: *Mark A. Berg*

Date: 7/18/17

**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: <sup>SSK</sup> Scott J. Kluver, Administrator  
Re: Washburn Iron Works Vacating Request  
Date: February 20, 2018

Enclosed you will find a request to vacate the east 418 feet from the intersection of 1st Avenue East of East Memorial Park Drive. The petitioners would use the property to connect their existing property with the property they are in the process of purchasing.

At this time, a copy of the recorded petition of the intent to vacate is outstanding; however, I am aware that it will be recorded as soon as the survey information is returned. Without question, the City would need to maintain utility easements on this street as the proposed new sewer line would be located here.

If the Council is receptive to this vacating request, the matter should be referred to the Plan Commission and authorization to publish the public hearing notice should be given. This request was expected as part of the plan for the Washburn Iron Works expansion.

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

**CITY OF WASHBURN**

PO BOX 638

WASHBURN, WI 54891

**Receipt Nbr:** 25877

**Date:** 2/06/2018

**Check**

**RECEIVED  
FROM**

WASHBURN IRON WORKS, INC

\$400.00

**Type of Payment**

**Description**

**Amount**

Accounting

VACATING FEES

400.00

IRON WORKS MEMORIAL PARK DR VACATING APP

---

TOTAL RECEIVED

400.00



## PROCEDURES FOR VACATING STREETS AND ALLEYS (by petition)

CITY OF WASHBURN  
 (Petitions Available from City Clerk)  
 (Reference WSS §66.1003)

1. Inquiry is made through the City Clerk to City Council and the City Plan Commission and Public Works Department to determine if vacation is possible or if other options are available, and what uses may be allowed on the vacated right-of-way.
2. When a street or alley vacation is granted, the right-of-way becomes private property. The owner(s) on one side of the street/alley obtain ownership of one-half (1/2) of the right-of-way, and owner(s) on the other side obtain ownership of the other half (1/2). If one party wishes to obtain all of the right-of-way, this is strictly a private transaction between the property owners after the vacation occurs. If the petitioner does not own all of the property abutting on both sides of the requested vacation the petitioner must contact the other owners and all must join in signing the petition. If they are also interested in getting the street or alley vacated they may be willing to share the costs of the petition but they are not obligated to do so. If the petition is to vacate a street or a paved alley (that is, any "public way" other than an unpaved alley), the petitioner must also get the owners of one-third of the frontage of the remainder of the public way that lies within 2,650 feet of the ends of the portion to be discontinued to join the petition. **IT IS THE RESPONSIBILITY OF THE PETITIONER TO PROVIDE THE NAMES AND ADDRESSES OF THE ADJACENT PROPERTY OWNERS.**
3. If a vacation petition is submitted **IT MUST BE RECEIVED BY THE CITY CLERK NO LATER THAN THE 4<sup>th</sup> MONDAY OF THE MONTH PRECEEDING THE COUNCIL MEETING AT WHICH IT WILL BE INTRODUCED. THE COMMON COUNCIL MEETS MONTHLY ON THE 2<sup>ND</sup> MONDAY.** It is strongly suggested that the petition be submitted prior to this deadline. **Fees for vacations are \$250 minimum for an alley and \$400 minimum for a street. A fee of twenty-five cents (\$.25) per square foot is due and payable should the vacation be approved. The vacation documents will not be duly recorded and effective until all fees are paid in full. The minimum fee must be submitted with the petition and is not refundable.**
4. The City Clerk places the petition on the City Council agenda for the Council meeting held on the second (2<sup>nd</sup>) Monday of the month. Council refers the matter to the City Plan Commission if the petition meets statutory requirements. The City Clerk verifies abutting ownership as provided by the petitioner. The Plan Commission consists of the Mayor, one Council representative, and five citizens chosen to serve three-year terms.
5. A notice that an application to vacate a street or alley has been filed is prepared by the petitioner and is recorded at the Bayfield County Register of Deeds. A copy of the recorded Notice should be provided to the City Clerk. The Register of Deeds will charge \$30 to record the Notice. State law provides that all proceedings to vacate a street or alley are void if this Notice is not recorded.
6. If the street to be discontinued is within ¼ mile of a state trunk or connecting highway, a copy of the petition must be sent by the City to the Secretary of the Wis. DOT.
7. The City Clerk requests comments on the proposed vacation from the City Public Works Department; the petitioner is required to provide written location of utility lines in the area. The City Public Works Department returns comments and recommendations regarding any impact the vacation may have in the area on such things as traffic flow, garbage collection, and snow removal. (If the requested vacation is adjacent to schools, the Board of Education is also notified.)
8. The agenda for the Plan Commission meeting is prepared by the Mayor (as Chair of the Plan Commission) and the City Clerk with copy to City Council members, local news media, and various other City Departments and interested parties as requested or as determined by the Mayor and City Clerk.
9. Several days before the Plan Commission meeting, the Plan Commission Chairman (Mayor) and City Clerk provides the Plan Commission members with background information about the request, any comments received, etc.

PETITION FOR VACATION OF ALLEY(S) OR STREET(S)  
CITY OF WASHBURN, WISCONSIN

To: Mayor, Common Council and City Plan Commission of the City of Washburn, WI 54891

I (We), the undersigned, do hereby petition the City of Washburn to vacate (give street name or general location of street/alley):

EAST MEMORIAL PARK DRIVE FROM FIRST AVENUE

GOING EAST ~433' (ALONG ENTIRE DISTANCE OF LOT 1 BEING ACQUIRED)

EXCEPT FOR BASEMENT FOR TREE LINE

IN SUPPORT THEREOF, the following facts are hereby presented:

1. **THERE IS ATTACHED** a sketch or copy of the plat of the area which depicts the requested vacation. (Map showing the vacation must agree with legal description of property listed in #2 below).

2. The property abutting the proposed vacation is legally described as:

PIN: 04-291-2-48-04-05-1 05-001-04000 TAX ID: 33931

AND

LOT 1 - LEGAL DESCRIPTION TRD - NEWLY ACQUIRED PROPERTY

3. Abutting property owner(s) and mailing addresses (see #2 Procedures for Vacation):

1. CITY OF WASHBURN

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**CO-PETITIONER (If Any):**

\_\_\_\_\_  
Signature

Please Print Below:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

.....  
**FEES:**

**\$250 minimum for an alley; \$400 minimum for a street - due on filing; non-refundable.**

**SUBMIT MINIMUM FEE WITH PETITION.** (Details regarding fees and the balance due, if any, are found in "Procedures for Vacation" which is given to the applicant with the petition).

**SUBMIT ALL ATTACHMENTS. FAILURE TO DO SO MAY RESULT IN THE PETITION BEING DELAYED OR RETURNED.** COMPLETED PETITIONS SHOULD BE RETURNED TO THE CITY CLERK, CITY HALL, 119 WASHINGTON AVENUE, WASHBURN, WI 54891. TELEPHONE #715-373-6160 Ext. 4 WITH QUESTIONS.

6

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



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

To: Honorable Mayor and City Council Members  
From: Scott J. Kluver, Administrator  
Re: Special Event Request – Brownstone Block Party  
Date: February 23, 2018

Enclosed you will find various requests from the Washburn Chamber related to the Brownstone Block Party (July 27-29, 2018). These requests have been reviewed by Chief Johnson. It should also be clarified that open container is only along Bayfield Street and it goes from alley to alley, except where otherwise designated. Please let me know if you have any questions on the requests. The Chamber will be responsible for covering the event on their insurance.



February 21, 2018

Mayor Griffiths and Councilors,

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

- 1.) Relaxation of the open container and noise ordinance beginning July 27, 2018 and ending at 5PM on July 29 between 10<sup>th</sup> Ave. W. and Central Ave. along Bayfield St. Also, the open container to be 9AM on Friday, until 4AM on Saturday, 9AM on Saturday until 4AM on Sunday, and from 9AM until 5PM on Sunday.
- 2.) Exclusive Chamber use of Wikdal Park beginning at 7AM on July 28 and ending at 5PM on July 29.
- 3.) Use of Thompson's West End Park and pavilion beginning at 10AM on July 29 and ending at 5PM the same day.
- 4.) Use of West End Park on July 28 at 7:30AM until 12PM to accommodate the Scavenger Hunt.
- 5.) Use of the city garage parking areas to accommodate parking for the car show on the 28<sup>th</sup>.
- 6.) Use of the City Hall fountain area on the 28<sup>th</sup>.
- 7.) Request of the closure of the following streets:
  - a. State Approval to be given to close Bayfield St. on the 28<sup>th</sup> from 5AM-5PM from 6<sup>th</sup> Ave. W. to Washington Ave.
  - b. 5<sup>th</sup> Ave. W. From Bayfield St. to Pine St. on July 28<sup>th</sup> from 5AM-5PM (North side) for the Car Show.
  - c. North 1<sup>st</sup> Ave. W. from between Bayfield St. and alley for Fire and Ice on July 28<sup>th</sup> from 11AM-6PM.
  - d. South 4<sup>th</sup> Ave. W. between Bayfield St. and the alley starting at 3PM on Friday, July 27<sup>th</sup> through Sunday, July 29<sup>th</sup> at 5PM (Staying within Patsy's regular bar hours).
- 8.) Use of the Coal Dock for fireworks on the 28<sup>th</sup>.
- 9.) Close S. 2<sup>nd</sup> Ave. W. Bayfield St. to Alley.

WASHBURN AREA CHAMBER OF COMMERCE

P.O. Box 74 - 126 W. Bayfield St Washburn, WI 54891 715-373-5017 [info@washburnchamber.com](mailto:info@washburnchamber.com) [www.washburnchamber.com](http://www.washburnchamber.com)

**City of Washburn**

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



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

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

Pickup \_\_\_\_\_ Destroy \_\_\_\_\_

**Special Event Application / Permit**

■ Copy of Permit Must Be In Possession During Use ■

Name of Event: Brownstone Block Party & Board Across the Bay  
 Event Sponsor/Promoter: Washburn Chamber  
 Nature of applicant: (i.e. charitable organization, corporation, association, individual, etc.) Mary McGrath  
 If charitable organization, tax exempt number: — Is the public invited to this event? yes  
 Description of Event: Fri July 27 - Sun July 29  
summer festival & car show Paddle board race

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

Memorial Park			Thompson's West End Park			
<input type="checkbox"/>	Waterfront	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Beach	<input type="checkbox"/>	Boat Landing
<input type="checkbox"/>	East Campground*	<input type="checkbox"/>	<input type="checkbox"/>	Campground *	<input checked="" type="checkbox"/>	Fishing Pier
<input type="checkbox"/>	Open area within circle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Open area south of campground	<input type="checkbox"/>	Overflow area behind boat landing
<input type="checkbox"/>			<input type="checkbox"/>	Fishing Pier	<input checked="" type="checkbox"/>	Pavilion # <u>Sat. &amp; Sun.</u>
<input type="checkbox"/>			<input type="checkbox"/>	Playground	<input type="checkbox"/>	

\* Campground use will not include seasonal sites

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

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

see attached

**Dates of Use:**

Date(s) of Use: Mem. Park Fri July 27 5pm-7pm W.E. all day Sat & Sun July 28 & 29  
 Time of Use: From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM  
 Set Up Date: same days Clean Up Date: same days

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

What will the money raised be used for? the event

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

Yes  No  Will there be a charge to vendors/concession booths? yes If yes, amount of charge: \$ 15<sup>00</sup>

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

Will there be a separate charge to attend the speakers program? NO If yes, the amount of the charge \$ /

Planned Activities:			Estimated Attendance:		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is food to be served by applicant?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Will caterer be used?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will alcohol be served? Sold? _____	Alcohol Beverage License: <u>South Shore Brewery</u>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will Fireworks be displayed?	Fireworks Display Permit: <u>coming</u>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will Porta-Toilets be provided?	Number of Porta-Toilets Planned: <u>5-6</u>		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Will a dance be held/	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bonfire?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tents, canopies to be placed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Amplified sound equipment to be used?
<input type="checkbox"/>	<input type="checkbox"/>	Stages to be placed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Generators to be used?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electricity to be used?	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	On-site signs/banners to be placed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Off site signs/banners to be placed?

If off site signs/banners are to be placed, note types and dimensions: \_\_\_\_\_

Provide locations for off-site signs & banners: South edge of town (pine trees)  
corner of Bayl. St. ± 6<sup>th</sup> ± 8<sup>th</sup> Aves West 12 East of Civic Ctr.

Applicant's Certificate of Insurance Must Be Received By the City at Least 10 Days Prior to the Event			
Who is providing Insurance Coverage? Applicant? <input type="checkbox"/> Chamber? <input checked="" type="checkbox"/> Other: _____			
Type of Insurance	Name of Insurance Co.	Per Occurrence Limit	Aggregate Limit
General Liability	<u>West Bend + Outdoor Insur Group</u>	\$	\$
Alcohol Liability		\$	\$
Spectator Liability		\$	\$

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

Name: Mary McGrath

Cell Phone: \_\_\_\_\_ Home Phone: 373 5428

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

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

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

Print Name Mary McGrath

WI Driver's License: M 263 5815 8599 08

Title or Position: Program Director

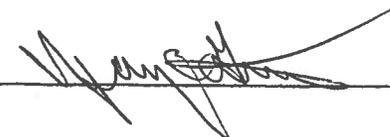
Home Phone: 373 5428

Address: PO 74

Work Phone: 373 5017

City & Zip: Washburn WI 54891

Fax: \_\_\_\_\_

Signature: 

e-mail: mgo@washburnchamber.com

Date: \_\_\_\_\_

FOR OFFICIAL USE ONLY

PERMIT NO: \_\_\_\_\_

Application Reviewed by Common Council (Date): \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**7**



February 23, 2018

Mayor Griffiths and Councilors,

Please accept this communication as our official request for the following items to be considered at the next available council meeting for a new event, Dandelion Days.

You have previously given permission to use Wikdal Park. We ask now for the closure of North 3<sup>rd</sup> Avenue West (Lake Salon) from Bayfield Street to the alley on Saturday, June 9<sup>th</sup>. Time requested for closure is 8AM-7PM to allow enough time for setup and takedown. See attached for preliminary event description.

Thank you,

Mary McGrath, Program Director

**WASHBURN AREA CHAMBER OF COMMERCE**

P.O. Box 74 - 126 W. Bayfield St Washburn, WI 54891 715-373-5017 [info@washburnchamber.com](mailto:info@washburnchamber.com) [www.washburnchamber.com](http://www.washburnchamber.com)

# DANDELION DAYS 2018

JUNE 9TH 10-5pm, WIKDAL PARK, WASHBURN

## EDUCATIONAL/ WORKSHOPS

- Dandelion Root as a coffee substitute -
- cooking with dandelions -
- wine making -
- permaculture -
- painting workshop -
- wild life & dandelions -
- Biodynamic preparations -
- solar Energy -
- solar cooking -
- Herbal preparations -
- Dandelion Soda -
- medicinal uses of dandelions -
- Native American Red Cliff / Bad River -
- and more .....
- Bee Keepers

## ENTERTAINMENT

- Music all day with various local musicians -
- Dance performance -
- poetry -
- puppet theater -

## ART/FOOD BOOTH

- Dandelion \* Soap
  - \* Skin Care
  - \* Baked goods
- Farmers stand -
- clothing -
- Potter Guild -
- Spirit Creek (sauerkraut)
- Tap House (dandelion Beer)

and more .....

## KIDS AREA

- Face painting -
- crown making -
- puppet making workshop -
- painting / drawing -

## ZERO WASTE EVENT / RECYCLING

EVENING DANCE WITH ROOM 2 GROOVE AT THE TAP HOUSE

8

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



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

To: Honorable Mayor and City Council Members  
From: Dan Stoltman, Assistant City Administrator  
Re: Hansen's IGA Alcohol License  
Date: February 26, 2018

The Washburn IGA has been sold and will operate as Hansen's IGA Inc beginning on March 19, 2018. This requires that a new alcohol license be issued. Enclosed you will find the application for a Corporation Class "A" Fermented Malt Beverage & "Class A" Intoxicating Liquor, as well as an appointment for Donna Kolonko as the agent. The publication notice for the license will occur on March 1, 2, and 3. Providing no objections come from the publication, I recommend approval of both licenses and agent.

# ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

456-0000-340870-03

For the license period beginning MAR 19 20 18 ;  
 ending JUNE 30 20 18

TO THE GOVERNING BODY of the:  Town of }  
 Village of } WASHBURN  
 City of }

County of BAYFIELD Aldermanic Dist. No. \_\_\_\_\_ (if required by ordinance)

1. The named  INDIVIDUAL  PARTNERSHIP  LIMITED LIABILITY COMPANY  
 CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): HANSEN'S IGA INC.

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>PRESIDENT GREGORY J HANSEN</u>	<u>1320 CARDINAL ST</u>	<u>BANGOR WI 54614</u>
Vice President/Member	<u>VP NICHOLAS L HANSEN</u>	<u>1728 CASS ST</u>	<u>LACROSSE WI 54601</u>
Secretary/Member	<u>SECRETARY KARI L HANSEN</u>	<u>1320 CARDINAL ST</u>	<u>BANGOR WI 54614</u>
Treasurer/Member	_____	_____	_____
Agent	<u>▶ DONNA KOLONKO</u>		
Directors/Managers	_____		

3. Trade Name ▶ HANSEN'S IGA WASHBURN Business Phone Number (715) 373-5566  
 4. Address of Premises ▶ 226 WEST BAYFIELD ST Post Office & Zip Code ▶ WASHBURN, WI 54891

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?  Yes  No  
 6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant?  Yes  No  
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?  Yes  No  
 8. (a) Corporate/limited liability company applicants only: Insert state \_\_\_\_\_ and date \_\_\_\_\_ of registration.  
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?  Yes  No  
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?  Yes  No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 27,000 SQ FT GROCERY STORE AT 226 WEST BAYFIELD ST

10. Legal description (omit if street address is given above): \_\_\_\_\_  
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?  Yes  No  
 (b) If yes, under what name was license issued? WASHBURN IGA/BITZER INC  
 12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-800-937-8864]  Yes  No  
 13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]  Yes  No  
 14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 17 day of February 2018

Nicole Davis  
 (Clerk/Notary Public)

Nicholas Hansen  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

My commission expires 10-11-2019

\_\_\_\_\_  
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

\_\_\_\_\_  
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>2-22-18</u>	Date reported to council/board <u>3-12-18</u>	Date provisional license issued _____	Signature of Clerk / Deputy Clerk <u>[Signature]</u>
Date license granted _____	Date license issued _____	License number issued _____	

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

Submit to municipal clerk.

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

To the governing body of:  Town  Village of WASHBURN County of BAYFIELD  
 City

The undersigned duly authorized officer(s)/members/managers of HANSEN'S IGA INC  
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as HANSEN'S IGA - WASHBURN  
(trade name)

located at 226 WEST BAYFIELD ST WASHBURN WI 54891

appoints DONNA KOLONKO  
(name of appointed agent)  
61815 ARGO RD ASHLAND WI 54806  
(home address of appointed agent)

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

Yes  No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course?  Yes  No

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

Place of residence last year 61815 ARGO RD ASHLAND WI 54806

For: HANSEN'S IGA INC  
(name of corporation/organization/limited liability company)

By: *Richard L. Houser*  
(signature of Officer/Member/Manager)

And: \_\_\_\_\_  
(signature of Officer/Member/Manager)

**ACCEPTANCE BY AGENT**

I, DONNA KOLONKO, hereby accept this appointment as agent for the  
(print/type agent's name)

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

*Donna J. Kolonko* 2-21-2018 Agent's age \_\_\_\_\_  
(signature of agent) (date)  
61815 ARGO RD ASHLAND WI 54806 Date of birth \_\_\_\_\_  
(home address of agent)

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

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

Approved on \_\_\_\_\_ by *[Signature]* Title Chief of Police  
(date) (signature of proper local official) (town chair, village president, police chief)

**CITY OF WASHBURN  
BARTENDER LICENSES  
July 1, 2017 thru June 30, 2019**

Approved 5/8/17 #19-01 thru #19-17	Provisional Approved 5/8/17 #19-18 expires 7-7-17.	Provisional Approved #19-19 expires 6/16/17.	Approved 6/12/17 #19-18 thru #19-35		Provisional Approved 6/24/17 #19-36 expires 8/23/17.	Approved 7/10/17 #19-36	
Provisional Approved #19-37 expires 8/27/17.	Provisional Approved #19-38/ 7/12/17 expires 9/10/17.	Approved 8/14/17 #19-37 & #19-38	Provisional Approved 9/15/17 #19-39		Provisional Approved 9/20/17 #19-40	Approved 10/9/17 #19-39 & #19-40	
Provisional Approved 9/29/17 #19-41 expires 11/28/17	Provisional Approved 10/23/17 #19-42 expires 12/22/17	Approved 11/13/17 #19-41 & #19-42	No licenses for 12/11/17		Provisional Approved #19-43 12/4/17 expires 2/2/18	Provisional Approved #19-44 12/13/17 expires 2/11/18	
Approved January 8, 2018 #19-43 & #19-44	Provisional Approved #19-45 1/4/18 expires 3/5/18	Provisional Approved #19-46 expires 3/9/18	Approved 2/12/18 #19-45 & #19-46		Provisional Approved 2/9/18 #19-47 expires 4/10/18	Provisional Approved 2/22/18 #19-48 expires 4/23/18	
Pending Approval 3/12/18 #19-47 & #19-48							P I C K E D
LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN OR PREVIOUS NAME	P A I D	PLACE OF BUSINESS	RENEWAL OR NEW LICENSE	U P
MacArthur	Wendy	Marie	Sorenson	X	Washburn IGA	Renewal #19-01	X
Terry	Paige	Alexis	Parks	X	Washburn IGA	Renewal #19-02	X
Ainsworth	Terri	Lea		X	Washburn IGA	Renewal #19-03	X
Larson	Kristy	Anne	Roy	X	Washburn IGA	Renewal #19-04	X
McAuliffe	Shana	Mae		X	Washburn IGA	Renewal #19-05	X
Wilcox	Cameron	Ross		X	Washburn IGA	Renewal #19-06	X
Haughn	Carl	Albert		X	Washburn IGA	Renewal #19-07	X
Defoe	Nicholas	Mark		X	Washburn IGA	Renewal #19-08	X
Johnson	Teresa	Lynn		X	Washburn IGA	Renewal #19-09	X
Vilandre	Roselle	Simone		X	Washburn IGA	Renewal #19-10	X
Johnson	Jamie	Lynne		X	Patsy's	Renewal #19-11	X
Klaar	Jessica	Lee	Goldman	X	Firehouse Bar	Renewal #19-12	X
Heggie	Dianna	Princess	Pliska	X	Holiday	Renewal #19-13	X
Lindsley	Donna	Louise		X	Holiday	Renewal #19-14	X
Stensvad	Lois	Janet		X	Da'lous Bistro	Renewal #19-15	X
Doman	Daniel	Todd		X	The Snug	Renewal #19-16	X
Doman	Kristi	Maria	Lafond	X	The Snug	Renewal #19-17	
Forman	Jami	Jo		X	LkSupView Golf	Provisional #19-18 New #19-18	X X
Carcoba-Defoe	Irene			X	Patsy's	Provisional #19-19 New #19-19	X X
Sundquist	Roberta	Lee		X	Leino's	Renewal #19-20	X
Lawyer	Rose	Marie		X	Da'lou's Bistro	Renewal #19-21	X

