

**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, May 13, 2019 City Hall 4:30PM

- Committee Review-Monthly Expenditures

**NOTICE OF CITY COUNCIL MEETING**

Monday, May 13, 2019 Washburn City Hall 5:30 PM

**AGENDA**

- Call to Order/Roll Call/Pledge of Allegiance
- Approval of Minutes – City Council Meeting – April 8 and April 16, 2019
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments
  - Vacancies on Harbor Commission, Housing Authority
  - Proclamations for National Skilled Nursing Care Week, National Police Week, Week of the Young Child, Emergency Medical Services Week, Foster Provider Appreciation Month, and Arbor Day **TAB 1**
- Discussion & Action on Amending the Minutes of the March 11, 2019 Council Meeting **TAB 2**
- Public Hearing, Discussion & Action on Resolution 19-003 to Vacate all Alleys in Blocks 18 and 23 of the DuPont Park Addition to the City of Washburn, James Bratley and Debra Barnhardt - Petitioners **TAB 3**
- Discussion & Action on Plan Commission Recommendation to Approve a Conditional Use Permit for Manufacturing Use in Commercial Area C-3 Zoning District – Operate a Sewing Business in Accordance with the Regulations of 8-476 out of the Property Located at 324 West Bayfield Street – Amy Trimbo, Petitioner **TAB 4**
- Discussion & Action on Proposed Certified Survey Map – Gary Holman, Petitioner **TAB 5**
- Presentation on Plans for Historic Civic Center, Action on Request for Support in Grant Writing for Facility - Coke Lindsey President of Historic Civic Center Foundation, Petitioner **TAB 6**
- Discussion & Action on Request to Wisconsin DOT to Reconstruct STH 13 (Bayfield Street) in the City of Washburn from Thompson's Creek to Superior Avenue in 2024. **TAB 7**
- Discussion & Action on Capital Improvements to Wastewater Treatment Plant and Capital Improvements Plan **TAB 8**
- Discussion & Action on the Solar Photovoltaic (PV) System Design and Installation Project at the Wastewater Plant **TAB 9**
  - Acceptance of Bids; Approval of Contract with Eagle Point Solar
  - Designation of Responsible Representative of the City for the Project
  - Resolution 19-004 Authorizing the Borrowing of \$199,000 from the BCPL for the Project and Other Upgrades
- Discussion & Action on Placement of Dog Park at Lot 19 (Woodland Drive Property) **TAB 10**
- Discussion & Action on Painting Fish Sculpture at West End Park as a Rainbow Trout – Aimee Strzok, Petitioner **TAB 11**
- Discussion & Action on Request to Expand RV Camping at Thompson's West End Park **TAB 12**
- Discussion & Action on Planning Process for Omaha Street Property Available for Development **TAB 13**
- Discussion & Action on Ordinance 19-004 Amending City Code on Enforcement to be Consistent with Statutory Changes **TAB 14**
- Discussion & Action on Resolution 19-005 to Update Information for Wisconsin Public Employers Group Health Insurance Program **TAB 15**
- Alcohol Licensing Matters – **TAB 16**
  - Introduction of Annual Alcohol and Beer Garden License Renewal Applications
  - Bartender License Renewal Applications - #21-01 Through 21-12
  - New Bartender License Applications - #20-56 Through #20-61
- Adjourn

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

**April 8, 2019**

**CITY OF WASHBURN COMMON COUNCIL MEETING**

5:30PM Washburn City Hall

Present: City Council Members: Aaron Austin, Karen Spears-Novachek, Linda Barnes, John Gary, Jeremy Oswald

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

Excused Absence: Jennifer Maziasz, Mary McGrath

**Call to Order** - Meeting called to order at 5:30PM by Mayor Avol. 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 Meetings of March 11, 2019– A motion was made by Barnes to approve the March 11, 2019– minutes, second by Novachek. Motion carried unanimously.**

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

**Public Comment** – Thomas Neimes, 605 W. 4<sup>th</sup> St.-applauded the Mayor and City Administrator for their civility at the last meeting, commended the Council for looking forward and thanked the people who voted for him. Hilary Jewell, Bayfield, WI with Recreation and Fitness Resources, Inc.- thanked the City for their continued partnership and support of the North Coast Community Sailing Program. Mike Defoe, 820 W. Bayfield St,- stated he is one of the property owners who's basement was flooded and foundation was damaged when one of the water line broke on Bayfield Street, he thank the City and Public Works Department for the quick response, but hopes that the City is going to address its infrastructure soon because this is serious.

**Mayoral Announcements, Proclamations, Appointments-** The Mayor thanked the City Administrator, Carl Broberg and the rest of the Harbor Commission for the work on the coal dock.

He then asked Jeremy Oswald to talk a little about what Superior Day's is. Oswald explained this is a group comprised of individuals from four (4) counties who advocate for our area. Members of this group come up with one or two issues they feel are important to our area and lobby for them. Oswald hopes that the City will consider getting involved with this next year, it's a great opportunity to meet with elected officials face to face.

The Mayor nominated Candace Kolenda to the Harbor Commission. Moved by Barnes to approve the appointment of Candace Kolenda to the Harbor Commission, second by Gary. Motion carried unanimously. He also announced we still have vacancy on the BART Board and Zoning Board of Appeals.

He congratulated the newly elected Council. Thanked Linda Barnes, John Gary and Jeremey Oswald for their service each was given a plaque and everyone had cake.

**Presentation & Discussion on the Washburn Library annual Report – D. Pendergrass, presenting –** Libraria Darrell Pendergrass presented the report. Austin, Oswald, Barnes and Gary all commended Mr. Pendergrass on th great job being done at the Library. Pendergrass also committed on the fundraisers underway for their tuck poir project, they are hoping to have all the funding by 2021.

**Discussion & Referral to Plan Commission of Request to Vacate all Alleys in Blocks 18 and 23 of the DuPon Park Addition to the City of Washburn, James Bratley and Debra Barnhardt-Petitioners –**Kluver has n objection to this vacating request as it helps to clean up an issue for this small area and it would no create any lan locked parcels. Novachek moves to recommend sending Request to Vacate all Alleys in Blocks 18 and 23 of th DuPont Park Addition to the City of Washburn to the Plan Commission, second by Oswald. Motion carrie unanimously.

**Discussion & Action on Renewal of Lease Agreement of Thompson's West End Park Boat Ramp Area for North Coast Community Sailing- Hilary Jewell, Petitioner** – Do to the work that is going to be happening on the Boat Ramp Kluver is asking for some flexibility. Moved by Oswald to approve the renewal of lease agreement Thompson's West End Park Boat Ramp Area for North Coast Community Sailing, including the flexibility request by Kluver, second by Barnes. Motion carried uniamoulsy.

**Discussion & Action on Contract with Smithgroup for Engineering and Bid Document Preparation Related to the Thompson's West End Park Boat Ramp Project- and the Assignment of Owners Responsible Agent for the West End Park Boat Ramp Project** Motion by Novacheck to approve contract with Smithgroup for the engineering and bid document preparation for the Thompson's West End Park Boat Ramp Project and appoint Scott Kluver as the Responsible Agent for the Project with Bob Anderson as back up in Kluver absence, second by Oswald. Discussion on funding. Motion carried unanimously.

**Discussion & Action on resolution 19-002 to Transfer Responsibility of the Recreation Boater Grant Thompson's West End Park to the city Administrator-** Former Assistant City Administrator Stoltman was originally authorized to act on behalf of the City, with his departure a new resolution needs to be passed naming a new authorizing agent. Moved by Barnes to approve Resolution 19-002 to transfer the responsibility of the Recreation Boater Grant Thompson's West end Park to City Administrator Scott Kluver, second by Gary. Motion carried uniamoulsy.

**Discussion & Action on Listing Bayfield Street Development Property with a Broker** – The council recently approved listing a property for sale with Blue Water Realty a local realtor. We have now worked out some of the details for the formerly Brokedown Palace. Basically, if the broker brings us a buyer and the transaction is completed, then we would get a commission. Individuals who have expressed interest in the building in the past would be exempt and no commission would be given to the broker. Mr. Jennings is the original broker who initiated the request to list the City properties and at the time was associated with Blue Water Realty, he has now left Blue Water Realty to start his own firm as Anthony Jennings & Crew Real Estate located in Ashland. Mr. Wheeler and Mr. Jennings are both respected realtors and while Blue Water is in Washburn, Mr. Jennings has Washburn connections as well. Mr. Kluver is recommending leaving the first property with Blue Water Realty and listing the Brokedown with Anthony Jennings Crew Real Estate. Moved by Novacheck to list the property known at the Brokedown Palace with Anthony Jennings Crew Real Estate, second by Barnes. Motion carried unanimously.

**Discussion & Action on Submission Requests to Army Corps of Engineers Section 154 Grant** – No Discussion Gary moves to approve submissions of the three projects as outlined by Kluver correspondence dated Mar 22, 2012<sup>nd</sup> by Austin. Motion carried unanimously.

**Alcohol Licensing Matters - Bartender License Applications #20-55** – A motion was made by Oswald approve Bartender License Applications – #20-55, second by Gary. Motion carried unanimously.

**Adjourn** – Motion to adjourn by Barnes, seconded by Austin. Motion carried unanimously. Meeting adjourned at 6:10 pm.

Tammy L. DeMars  
City Treasurer/Deputy Clerk

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

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

April 16, 2019

CITY OF WASHBURN RE-ORGANIZATIONAL COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members: Aaron Austin, Carl Broberg, Karen Spears Novachek, Jennifer Maziasz, Laura Tulowitzky, Tom Neimes Jr.

Municipal Personnel: Mayor Richard Avol, City Administrator Scott J. Kluver, City Treasurer Tammy DeMars, City Attorney Max Lindsey

Excused Absence: Mary McGrath

**Call to Order** - Meeting called to order at 5:30PM by Mayor Avol. Roll call attendance depicted six (6) of seven (7) members of the Common Council in attendance. Quorum of the Council recognized.

**Mayoral Announcements, Proclamations, Appointments-** Notification of Opportunity to Attend New Officials Workshop Sponsored by League of Wisconsin Municipalities.

**Election of Council President** – No discussion took place. A motion was made by Maziasz to elect Novachek to Council President, second by Neimes. Novachek accepts nomination. Motion carried unanimously.

**Election of Plan Commission Member (2/3 Vote Required)** – A motion was made by Neimes to nominate Austin. Austin thanks Neimes for the nomination, but declines the nomination as he would not be able to put in the time required for that position. Moved by Maziasz to nominate Tulowitzky, to Plan Commission, second by Neimes. After brief discussion, Tulowitzky accepted nomination. Motion carried unanimously.

**Confirmation of Council Member Appointments to Boards, Commissions, Committees** - Mayor is asking for the following City Council appointments, Laura Tulowitzky to Library Board, Tom Neimes to Bart Board, Carl Broberg to Harbor Commission, Personnel/Finance Aaron Austin, Mary McGrath and Karen Spears-Novechek. Moved by Novachek to confirm the Mayor appointments of Council members to the various boards, commissions and committees, second by Broberg. Motion carried unanimously.

**Confirmation of Citizen Appointments to Boards, Commissions, Committees** - The Mayor stated he would like to nominate the following Citizens; Rodger Reiswig Harbor Commission, Leo Ketchum-Fish & John Gray Plan Commission, Zoning Board of Appeals, Michael Wright with Linda Barnes as Alternate 1 and Scott Griffiths as Alternate 2, Parks Kyleleen Cullen Bartnick and Library Board John Adams and Tom Cogger Jr. A motion was made by Novachek to approve all citizen appointments, second by Broberg. Motion carried unanimously. The Mayor also announced there are still two (2) citizen vacancies on the Harbor Commission

**Appointment of Weed Commissioner** – Moved by Novachek to appoint Public Works Director Bob Anderson as the Weed Commissioner, second by Austin. Motion carried unanimously.

**Designation of Public Depository (s)** – No discussion. A motion was made by Maziasz to approve all listed below as the public depository(s), second by Novachek. Motion carried unanimously.

- o Bremer Bank
- o Chippewa Valley Bank
- o Northern State Bank

**Designation of Official Newspaper-** A motion was made by Tulowitzky to designate the Ashland Daily Press as the official paper, second by Broberg. Motion carried unanimously.

**Discussion and Orientation and Other Training for Council Members** – Kluver reminder, anyone who wish to sign up for the training in Ashland can let him know and he will sign everyone up at once, and the Board of Review Training is scheduled for the first Monday of May at 5:00pm. He also wanted all members not to be afraid to ask questions. City Attorney Max Lindsey gave a brief training session on Open Records, e-mail quorums, and walking quorums.

**Adjourn** – A motion was made by Broberg to adjourn at 6:20pm, second by Austin. Motion carried unanimously.

Tammy DeMars  
Treasurer/Deputy Clerk

**1**

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To: Honorable Mayor and City Council Members  
From:  Scott J. Kluver, Administrator  
Re: Resignation/Appointment to Housing Authority  
Date: May 2, 2019

Karen Guski has indicated that she is stepping down from the Housing Authority Board. Mayor Avol is nominating Kristy Jensch to replace her. This appointment would be effective until October of 2020.

CITIZEN PROFILE

APPLICATION FOR CITY OF WASHBURN  
COMMITTEE, BOARD, or COMMISSION SEAT

Please use this form to express your interest in serving on a committee, board, or commission of the City of Washburn. Return to the City Clerk's office at City Hall, 119 Washington Avenue, P.O. Box 638, Washburn, Wisconsin 54891. You may submit any additional material to support your application if you desire. Information on vacancies can be obtained by calling the Clerks office.

Most committee, board or commission appointments are mayoral appointments confirmed by the Council.

Name of City Committee, Board, or

Commission: HOUSING AUTHORITY

Name of

Applicant: KRISTY Jensch

Home

Address: 410 5th Ave E, Washburn, WI 54891

Home Phone: 715 373 5491 Business Phone: 715 209 1485 Email Kjensch70@icloud.com

Occupation: !!! Retired!

Are you currently serving on a City Committee, board or commission? Yes  No

If yes, please list: Board of Appeals / Zoning

Please describe the background and experience you can bring to work of the board you seek.

11 years as City Councilor

Are you able to attend its meetings regularly? Yes  No

Signature:

Kristy Jensch

Date:

5/2/19

*National Skilled Nursing Care Week 2019*

WHEREAS the citizens of Washburn and area communities, now residing in nursing homes have contributed immeasurably to the heritage, success and growth of our community; and

WHEREAS nursing home residents of any age or ability are themselves living history and a precious resource; and

WHEREAS Nursing Homes across the Nation are holding events in observance of National Skilled Nursing Care Week guided by this year's national theme of "Live Soulfully" to show how they achieve happy minds and healthy souls, and

WHEREAS National Skilled Nursing Care Week begins on Mother's Day, May 12<sup>th</sup> and ends on May 18<sup>th</sup>, 2019;

THEREFORE do I, Richard Avol, as Mayor of Washburn, declare May 12<sup>th</sup> - May 18<sup>th</sup> 2018 "National Skilled Nursing Care Week" in the City of Washburn.

Signed

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Richard Avol, Mayor

City of Washburn

on the \_\_\_\_ day of \_\_\_\_\_ May \_\_\_\_\_, 2019.

Proclamation  
National Police Week

**Whereas,** The Congress and President of the United States have designated May 15<sup>th</sup> as Peace Officers' Memorial Day, and the week in which May 13<sup>th</sup> falls dedicated as "National Police Week" and

**Whereas,** the Members of the Law Enforcement Agency of the City of Washburn play an essential role in safeguarding the rights and freedoms of the City of Washburn; and

**Whereas,** it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law Enforcement Agency, and that members of our Law Enforcement Agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**Whereas,** the men and women of the Police Department of the City of Washburn unceasingly provide a vital public service;

**Now, therefore,** I, Richard Avol, Mayor of the City of Washburn, call upon all citizens of the City of Washburn and upon all patriotic, civic, and educational organizations to observe the week of **May 12<sup>th</sup> – May 19<sup>th</sup>, 2019**, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating Law Enforcement Officers, past and present, who by their faithful and loyal devotion to their responsibilities have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens. I further call upon all citizens of the City of Washburn to observe **Wednesday, May 15, 2019**, as Peace Officers Memorial Day in honor of those Law Enforcement Officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

Signed at the City of Washburn, County of Bayfield, State of Wisconsin, in the witness thereof the seal and signature of the City of Washburn affixed.

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Mayor Richard Avol  
City of Washburn

# The Week of the Young Child

Proclamation by  
Mayor Richard Avol

Whereas, the National Association for the Education of Young Children, celebrated the Week of the Young Child, **April 8 - April 12, 2019**; and

Whereas, the **School District of Washburn, and the Washburn Community** are working to improve early learning opportunities, which are crucial to the growth and development of young children, and to building better futures for everyone in **the Washburn community**; and

Whereas, all young children and their families across the country and in **Washburn** deserve access to high-quality early education and care; and

Whereas, our citizens are demonstrating their commitment to a more sustainable Earth, stronger communities and healthier, more productive learning environments for all young children and their families; and

Whereas, in recognizing and supporting the people, programs and policies that are committed to high-quality early childhood education as the right choice for kids;

**I, Richard Avol, Mayor of the City of Washburn, do hereby proclaim May 6 through May 10, 2019 as The Week of the Young Child in Washburn and encourage all citizens to work to make a good investment in early childhood in the Washburn Community.**

## **EMS Week Proclamation**

*To designate the Week of May 19-25, 2019, as Emergency Medical Services Week*

**WHEREAS, emergency medical services is a vital public service; and**

**WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and**

**WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and**

**WHEREAS, the emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, educators, administrators and others; and**

**WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and**

**WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now**

**THEREFORE, I, Richard Avol, Mayor of the City of Washburn, in recognition of this event do hereby proclaim the week of May 19-25, 2019, as**

**EMERGENCY MEDICAL SERVICES WEEK**

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**Richard Avol, Mayor**

## **Foster Provider Appreciation Month Proclamation**

*To designate the Month of May as Foster Parent Appreciation Month*

**WHEREAS, foster families are committed to providing a safe, nurturing environment 24/7 for a child or children until they are placed back with their parents or until another permanent placement is found; and**

**WHEREAS, many of these families are relatives caring for family members, but some are families take in a child they have never met; and**

**WHEREAS, foster families often do not have extra money or other resources in caring for foster children; and**

**WHEREAS, there is a need in our community for additional foster families to care for children; and**

**WHEREAS, it is important to recognize the important role foster families have in a child's life and in the community;**

**THEREFORE, I, Richard Avol, Mayor of the City of Washburn, in recognition of the importance of foster care providers do hereby proclaim the month of May 2019, as**

### **FOSTER PROVIDER APPRECIATION MONTH**

*in the City of Washburn and encourage all residents to support foster families in our community.*

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**Richard Avol, Mayor**



*Whereas*, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

*Whereas*, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

*Whereas*, 2019 is the 147<sup>th</sup> anniversary of the holiday and Arbor Day is now observed throughout the nation and the world, and

*Whereas*, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

*Whereas*, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, healthy perennial foods while beautifying our community, and

*Whereas*, trees, wherever they are planted, are a source of joy and spiritual renewal.

*Now, Therefore, I, Richard Avol, Mayor of the*

*City of Washburn, do hereby proclaim*

*Thursday, May 9, 2019 as the 147<sup>th</sup> anniversary celebration of*



**Arbor Day**

*in the City of Washburn, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and*  
*Further, I urge all citizens to plant trees to gladden the heart and promote the well being of this and future generations.*

*Dated this 9<sup>th</sup> day of May, 2019*

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Richard Avol  
MAYOR

**2**

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715-373-6160  
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To: Honorable Mayor and City Council Members  
From: <sup>SK</sup> Scott J. Kluver, Administrator  
Re: Amend the March 11<sup>th</sup> Council Minutes  
Date: April 26, 2019

We have received a request from Jeff Silbert that his comments in the March 11<sup>th</sup> Minutes be amended. I have attached the minutes of that meeting and you can see under the Discussion & Action on Respondent to Omaha Development RFQ Process and Next Steps what it states. The request is to amend his comments to state the following:

Jeff Silbert stated he has not specific comment regarding location for housing, but does believe adequate housing for low-income persons is needed.

The recording of the meeting does support this statement. A motion to approve the amendment to the minutes would be needed. If you have any questions regarding this, please let me know.

March 11, 2019

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM Washburn City Hall

Present: City Council Members:

Aaron Austin, Jennifer Maziasz, Karen Spears-Novachek, Linda Barnes, John Gary (arrived at 5:40), Jeremy Oswald, Mary McGrath

Municipal Personnel:

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

Excused Absence:

None

**Call to Order** - Meeting called to order at 5:30PM by Mayor Avol. Roll call attendance depicted six (6) of seven (7) members of the Common Council in attendance. Quorum of the Council recognized.

**Approval of Minutes** – City Council Meetings of February 11, 2019– A motion was made by Barnes to approve the February 11, 2019– minutes, second by McGrath. Motion carried unanimously.

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

**Public Comment** – Deanna Yost spoke on housing and stated that housing is needed but not on the Omaha St. property. Richard Olson spoke on the Omaha St. property and feels a better use can be found over housing. John Carlson spoke on the Omaha St. property and is against housing there. Roth Edwards spoke on the Omaha St. property and parks. Marcus Warren spoke on the Omaha St. property and wants the city to explore other options. Seth Vasser stated that a lot of empty buildings in town need to be used before housing from a developer is built. Rebecca Nielson discussed needing more public input and being an eco-municipality. Dave Anderson stated he hopes Council will open the floor during the meeting. Thomas Yost discussed housing and wants more community involvement.

**Mayoral Announcements, Proclamations, Appointments**- The Mayor stated that the city has vacancies on BART Board, Zoning Board of Appeals, and Harbor Commission. The Mayor read the proclamation for longtime resident Izzy Moe declaring March 16, 2019 “Izzy Moe Day” in honor of her 100<sup>th</sup> birthday.

**Public Hearing, Discussion, and Action on Ordinance 19-003 Amending Chapter 3 Land Use Map of the Comprehensive Plan as Indicated to Change Two Parcels from Planned Waterfront Special Development to Marina** – A motion was made by McGrath to open the public hearing, second by Barnes. Motion carried unanimously. No public comment. A motion was made by McGrath to close the public hearing, second by Novachek. Motion carried unanimously. Kluver gave an overview. He stated that under the current zoning code these buildings are non-conforming, and this change would be the first step in bringing them back into compliance. It was discussed that currently, if the buildings are damaged or destroyed, they would not be allowed to be rebuilt, and this change would change that. Barnes stated that the reasons for the current zoning was so no more storage buildings in that area could be built, and asked if this change would impact that. Kluver stated that it would only effect the current buildings. A motion was made by Oswald to approve Ordinance 19-003, second by McGrath. Motion carried 6-1 Barnes no.

**Discussion & Action on Conditional Use Amendment Request for Contractor Yard and Personal Storage Facility for Alltemp Heating and Cooling. Amendment will Address Exterior Façade and Architectural Changes from the Previously Approved Plan. – Property Located at 330 South 1<sup>st</sup> Avenue East – Jeff Pipgras, Petitioner** – Barnes asked if the change was only to the outside color to the building. Mr. Pipgras stated that the outside of the building would become all steel instead of a brick like lower section along with the steel upper section. Oswald stated that the Plan Commission had no issue with the change. A motion was made by Oswald to approve conditional use amendment request for contractor yard and personal storage facility for Alltemp

Heating and Cooling, to address exterior façade and architectural changes from the previously approved plan, second by Novachek. Motion carried unanimously.

**Discussion & Action on Conditional Use Request for a Home Occupation – Operate a Private Practice Counseling/Meditation Service in Accordance with Regulations of 8-536 out of the Property Located at 877 Jackson Road – Carol Kouba, Petitioner –** The Mayor stated that Plan Commission approved the request. No discussion took place. A motion was made by McGrath to approve conditional use request for a home occupation operate a private practice counseling/meditation service in accordance with regulations of 8-536 out of the property located at 877 Jackson Road, second by Novachek. Motion carried unanimously.

**Discussion & Action on Request to Amend Water and Sewer Credit Policy – Sharilyn Sandstrom, Petitioner and on Amendment Proposed by Staff –** Kluver gave an overview. A discussion was had on how the new policy would work. A motion was made Maziasz to approve the staff amendments to the water and sewer credit policy, second by Barnes. Motion carried unanimously.

**Discussion & Action on Respondent to Omaha Development RFQ Process and Next Steps –** The mayor gave a speech regarding the Omaha St. property. A discussion was had on what the city would receive in tax revenue if the Movin' Out project was to move forward. Kluver stated that he would expect between \$35,000 and \$40,000 per year. A discussion was had on tax increment financing (TIF). McGrath gave a speech regarding the Omaha St. property. A discussion was had on different areas of the Omaha St. property that could be used for the Movin' Out project. It was stated that Movin' Out would not take ownership of the entire property, only the area needed for the development. A discussion took place on needing housing and using portions of that property for such a purpose versus wanting to wait for a different type of development on that property. A discussion was had having more planning and more public involvement. A motion was made by Barnes to open the floor, second by Novachek. Motion carried unanimously. Jamie Peterson spoke on council needing to make decisions and doesn't feel like a decision would be rushing, that a lot of work has already gone into the discussion. George Engelhard spoke and stated there should be concrete plans and figures before the city agreed to a development. Wendy Young spoke on the Omaha St. property and real estate value. John Carlson discussed listening to the people. Dave Anderson discussed waiting for the future to come to Washburn and related it to a study with children where they can eat one marshmallow now or two marshmallows if they wait. Mr. Anderson stated that attracting more poor people to live in Washburn is not good for the city. Roth Edwards spoke on the comp plan and that it is weak on economic development. Seth Vasser asked about the breakdown having housing and how many affordable housing units are currently in Washburn. Jeff Silbert stated he sees the need for affordable housing, but is uncertain the Omaha St. property is the best location. A motion was made by McGrath to close the floor, second by Novachek. Motion carried unanimously. Discussion took place. A motion was made by Maziasz to not to go with the Movin Out proposal at this time, but the city is open to considerations in the future, and will seek more community involvement in creating and developing a vision for the Omaha Street property, second by McGrath. Motion carried 4-3 via roll call vote. Barnes- yes, Gary- yes, Maziasz- yes, McGrath- yes, Austin- no, Novachek- no, Oswald- no.

**Discussion & Action on the Concept of Establishing an Ordinance to Address Sex Offender Residency Restrictions –** City Attorney Lindsey gave an overview. It was stated the ordinance came to the city from the city codifier as a potential new city ordinance. A discussion took place. A motion was made by Oswald to open the floor, second by Novachek. Motion carried unanimously. John Baregi spoke on the topic. A motion was made by McGrath to close the floor, second by Maziasz. Motion carried unanimously. A discussion was had getting the police departments input before making a decision. A motion was made by Novachek to table the item until more information can be provided by the police department and city attorney and will be brought back to Council at the next possible meeting, second by Barnes. Motion carried unanimously.

**Alcohol Licensing Matters - Bartender License Applications #20-53 & 54 –** A motion was made by Barnes to approve Bartender License Applications – #20-53 & 54, second by Novachek. Motion carried unanimously.

**Closed Session Items**

o Personnel Matters – Consideration of Compensation for City Treasurer Position -  
A motion was made by Novachek to go into closed session at 8:30pm 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, second by Barnes. Motion carried unanimously via roll call vote. Novachek discussed the Personnel and Finances discussion and recommendation. A motion was made by Novachek to continue the City Treasures increased salary of \$57,835 for continued increases in zoning permit related duties until such time that those increased duties are reduced, second by Barnes. Motion carried unanimously.

Adjourn – Motion to adjourn by Novachek, seconded by Barnes—unanimous. Meeting adjourned at 8:40 pm.

Dan Stoltman  
Assistant City Administrator

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

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

**3**

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



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

**City of Washburn**  
**Notice of Public Hearing on Petition to Vacate Alleys**

A Public Hearing will be held at the City Council Meeting, Monday, May 13, 2019, 5:30 P.M., City Hall Building at 119 North Washington Avenue, for public comment on the following issue:

Consider a Petition by James R. Bratley, 31880 Friendly Valley Rd., Washburn WI, and Debra Barnhardt, 1003 Grandview Blvd., Washburn WI, to vacate the unopened alleys in Block 23 adjacent to lots 1-4 and Block 18 adjacent to lots 1-31 of the Dupont Park Addition to the City of Washburn.

Council action may be taken on this issue following the public hearing. A copy of the petition is available for public inspection at the Washburn City Hall, 119 Washington Ave, during normal business hours.

Scott J. Kluver  
**Zoning Administrator**

Class 3 Notice – Daily Press Block Ad – April 20, 27, and May 4, 2019  
City Hall  
Library  
Website  
Cable TV Channel

**City of Washburn  
Common Council  
Vacating Resolution**

**VACATING RESOLUTION 19-003**

**WHEREAS**, the City Council of the City of Washburn had been petitioned by James R. Bratley and Debra Barnhardt, Washburn, WI for the vacation of:

Return to: City of Washburn  
P.O. Box 638  
Washburn, WI 54891

the unopened alleys in Block 23 adjacent to lots 1-4 (tax parcel 04-291-2-49-04-32-1 00-166-27000) and Block 18 adjacent to lots 1-31 (tax parcel 04-291-2-49-04-32-100-166-21000) of the DuPont Park Addition to the City of Washburn;

**AND WHEREAS**, pursuant to Section 6-2-14 of the Municipal Code of Ordinances, a Public Hearing has been held on said vacation petition; and

**WHEREAS**, the Common Council of the City of Washburn has determined it to be in the best interest to abandon, discontinue, and vacate, the unopened alleys in Block 23 adjacent to lots 1-4 (tax parcel 04-291-2-49-04-32-1 00-166-27000) and Block 18 adjacent to lots 1-31 (tax parcel 04-291-2-49-04-32-100-166-21000) of the DuPont Park Addition to the City of Washburn; and

**NOW, THEREFORE, BE IT RESOLVED**, the unopened alleys in Block 23 adjacent to lots 1-4 (tax parcel 04-291-2-49-04-32-1 00-166-27000) and Block 18 adjacent to lots 1-31 (tax parcel 04-291-2-49-04-32-100-166-21000) of the DuPont Park Addition to the City of Washburn be hereby vacated and discontinued; and,

**BE IT FURTHER RESOLVED**, that the City of Washburn does not retain rights for the operation, maintenance, repair, replacement or extension of municipal utilities, along with other utilities, within the vacated property including the right of ingress and egress for its employees, agents, and contractors.

Resolved this 13<sup>th</sup> day of May, 2019, by the Common Council of the City of Washburn,

\_\_\_\_\_  
Richard Avol, Mayor

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

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2019, the above-named Richard Avol and Scott J. Kluver, known to be the persons who executed for the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public, Bayfield County, Wisconsin  
My Commission expires: \_\_\_\_\_

Drafted: Scott J. Kluver  
Washburn City Administrator/Clerk

April 18, 2019  
5:30pm Washburn City Hall

CITY OF WASHBURN PLAN COMMISSION MEETING

COMMISSION MEMBERS: Dave Anderson, Richard Avol, John Baregi, John Gray, Adeline Swiston, Laura Tulowitzky

ABSENT: Leo Ketchum-Fish

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

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

**Approval of Minutes – March 21, 2019 –** Moved by Baregi to approve minutes of March 21, 2019 as presented, second by Gray.

**Public Hearing-** Moved by Swiston to open floor, second by Tulowitzky. Motion carried unanimously. No comments. Moved by Swiston to close floor, second by Anderson. Motion carried unanimously

**Discussion and Recommendation on Conditional Use Application -Request for Manufacturing Use in a Commercial Area, C3 Zoning District-Operate a Sewing Business in Accordance with the Regulations of 8-476 out of the property located at 324 West Bayfield Street Amy Trimbo, Petitioner –** Mrs. Trimbo present. The applicant submitted a site plan and a plan of operation, addresses employees, hours of operation, pollution, noise, parking the building façade and safety. Deputy Zoning Administrator Anderson reviewed the application and has no objection to this application. The Commission confirmed the size of the parcel was not an issue, the use is compatible, the location of the use on the property is not a concern, traffic safety should not be a problem, it is a suitable additional use, there are no negative impacts on the environment known of, concerns with impacts on the neighbors were discussed and hours of operations were agreed on, and it would not impede the normal development. Gray moves to recommend approval of the Conditional Use Application of Amy Trimbo to operate a Sewing Business out of the property located at 324 West Bayfield Street, second by Baregi. Motion carried unanimously.

**Discussion & Action on Site Plan for Work/Live Dwelling Unit at 324 West Bayfield Street, C3 Zoning District – Amy Trimbo** – Deputy Zoning Administrator Bob Anderson, has no issue with the site plan, Mrs. Trimbo meets all the required requirements addressed in section 8-553 in the zoning code for a Work/Live Dwelling Unit. Moved by Gray to approve the site plan for the Work/Live Dwelling unit at 324 W. Bayfield, St., second by Baregi. Motion carried unanimously.

**Discussion and Recommendation on Request to Vacate all Alleys in Blocks 18 and 23 of the DuPont Park Addition to the City of Washburn, James Bratley and Debra Barnhardt-Petitioners-** Moved by Baregi to recommend approval to vacate all the alleys in Block 18 and 23 of the DuPont Park Addition to the City of Washburn, second by Swiston. Motion carried unanimously.

**Discussion on Green Houses as Accessory Structure for Non-Residential Property in the Commercial Districts –** Deputy Zoning Administrator Bob Anderson drafted some proposed changes to amend the Zoning Code to allow commercial greenhouse in the Commercial Districts. Discussion included eliminating the size restriction, possible limit on number of parking spots that could be eliminated or changing the be sure there is still adequate parking to eliminate effects on other neighboring business. Bob Anderson will re-draft and bring back to the next meeting for more discussion.

**Adjourn -** Moved by D. Anderson to adjourn @ 5:54pm, second by Gray. Motion carried unanimously.

Respectfully Submitted,  
Tammy L. DeMars  
Treasurer/Deputy Clerk

INTENT TO VACATE ALLEY

Document Number

Document Title

Application to vacate alleys in Block 18 (adjacent to lots 1-31) of DuPont Park Addition to the City of Washburn and the alley in Block 23 (adjacent to lots 1-4) of DuPont Park Addition to the City of Washburn.



2019R-576964

DENISE TARASEWICZ  
BAYFIELD COUNTY, WI  
REGISTER OF DEEDS  
04/04/2019 10:06AM  
TF EXEMPT #:  
RECORDING FEE: 30.00  
PAGES: 5

Recording Area

Name and Return Address

James R. Bratley  
31880 Friendly Valley Road  
Washburn, WI 54891

Parcel Identification Number (PIN)

04-291-2-49-04-32-1 00-166-27000

04-291-2-49-04-32-1 00-166-21000

Document Drafted by Scott J. Kluver  
City of Washburn

**THIS PAGE IS PART OF THIS LEGAL DOCUMENT – DO NOT REMOVE.**

This information must be completed by submitter: document title, name & return address, and PIN (if required). Other information such as the granting clause, legal description, etc., may be placed on this first page of the document or may be placed on additional pages of the document.

WRDA Rev. 12/22/2010

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



715-373-6100  
715-373-6100  
FAX 715-373-6100

To: Honorable Mayor and City Council Members  
From: Scott J. Kluver, <sup>55k</sup> Administrator  
Re: Vacating Request of All Alleys in Blocks 18 and 23 of Dupont Park Addition  
Date: March 28, 2019

Enclosed you will find a request to vacate all alleys in Blocks 18 and 23 of the Dupont Park addition to the City of Washburn. There is only one short alley in Block 23 adjacent to lots 1-4, and in Block 18 it is a T-shaped alley adjacent to all lots.

The story behind this request is that the two petitioners decided it would be in both of their best interests to clean up an encroachment issue in having part of a structure on the other person's property. In preparing a Certified Survey Map to correct this, it was discovered that the alleys were never vacated either. So, in Block 23, the house and the garage are separated by a platted but unopened alley, and in Block 18, the alley would need to be vacated to fit a home on the property that fits in with how the neighborhood has developed. By vacating the alleys, the surveyor can create one large block of land for each property owner that meets proper setbacks and dimensional standards.

I have no objection to this vacating request as it helps to clean up an issue for this small area. No land-locked parcels will be created by this request. As many have heard me comment on this issue before, the entire DuPont Park subdivision should have been re-platted to standards that were desired at the time this area was opened to development. Unfortunately, I can not change what should have been done decades ago. There will likely be future requests for vacating alleys on these blocks as there are other encroachment issues throughout the subdivision. In order for many people to get clean titles in the future, because there is more scrutiny on this issue than there was in the past, others will likely have to go through this process as well.

At this time, a copy of the recorded petition of the intent to vacate is outstanding; however, I will be working with the petitioners to get this done. In addition, there will need to be a review of the utility easements, if any, in the area.

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

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):

ALL alleys within Block 18 & Block 23 of Bryant Park Addition  
to the City of Washburn, Bayfield County, WI (Tax ID) 32689, 32695, 32696

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
3. \_\_\_\_\_  
\_\_\_\_\_  
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4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. For all vacations other than unpaved alleys: Property owner(s) and mailing addresses for at least 25 feet from each end of the section of road to be vacated (see #2 Procedures for Vacat

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 6. \_\_\_\_\_

5. The undersigned petitioner(s) hereby agree to accept said property described above and show the attached sketch or plat, subject to conditions set forth by the City Council and City zoning regulations and including, but not limited to, the right of the City of Washburn and/or utility companies to retain any easement, drainageway, or floodplain land for the purpose of maintaining conducting or constructing any required existing or future services or facilities on said easement which would serve or protect the public.

6. That the facts presented herein and attached hereto are true and correct to the best of my (our) knowledge.

Submitted this 20 day of March, 2019.

CIRCULATOR OF THIS PETITION:

James R. Bratley  
(Signature)

Please Print Below:

James R. Bratley  
Name of Petitioner  
31880 Friendly Valley Road Washburn, WI 54891  
Address  
715-373-2774  
Telephone

STATUS (Check Below):

Property Owner       Option Holder       Owner's Authorized Agent  
 Contract Purchaser

CO-PETITIONER (If Any):

Debra Barnhardt  
Signature

Please Print Below:

Debra Barnhardt  
Name

1003 Grandview Blvd  
Address

715 812 1166  
Telephone

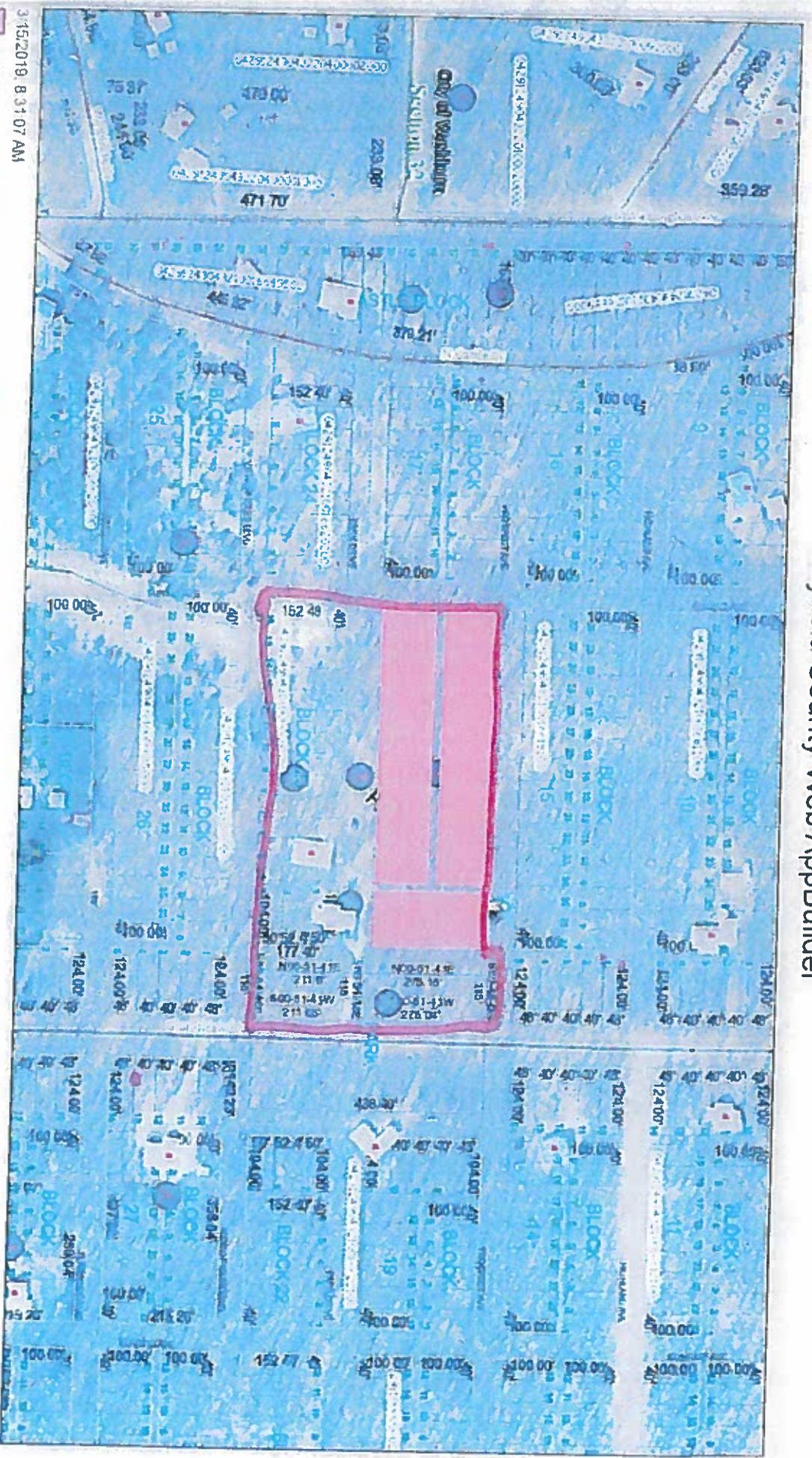
.....  
**FEES:**

\$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.

3/15/2019, 8:31:07 AM



**Map Layers**

- Streets (Blue)
- Buildings (Grey)
- Parks (Green)
- Water (Blue)
- Topography (Brown)
- Utility Lines (Red)
- Other (Yellow)

**Map Style**

- Standard
- Dark
- Light
- High Contrast

**Map Tools**

- Home
- Full Screen
- Print
- Measure
- Layers
- Settings

16



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**washburnadmin@cityofwashburn.org**

---

**From:** Bob Anderson <dpw@cityofwashburn.org>  
**Sent:** Tuesday, April 30, 2019 12:08 PM  
**To:** Scott Kluver  
**Subject:** FW: Alley Vacate Request

Scott,

Below is the response I got from Xcel Energy regarding utilities in the alleys proposed to be vacated.

Bob

Bob Anderson, P.E.  
Director of Public Works  
City of Washburn  
502 West Bayfield Street  
P.O. Box 638  
Washburn, WI 54891  
Office: 715-373-6171  
Fax: 715-373-6148  
Email: [dpw@cityofwashburn.org](mailto:dpw@cityofwashburn.org)

**From:** Schwartz, Sarah B [mailto:[sarah.b.schwartz@xcelenergy.com](mailto:sarah.b.schwartz@xcelenergy.com)]  
**Sent:** Tuesday, April 30, 2019 11:13 AM  
**To:** [dpw@cityofwashburn.org](mailto:dpw@cityofwashburn.org)  
**Subject:** FW: Alley Vacate Request

Bob,

Please see below. Please let me know if you need further assistance.

Thank you,  
Sarah

**Sarah B. Schwartz**  
**Xcel Energy | Responsible By Nature**  
Manager, Siting & Land Rights  
1414 W. Hamilton Ave., P.O.Box 8  
Eau Claire, WI 54702-0008  
P: 715.737.1177 C: 715.559-0788 F: 715.737.2480  
E: [sarah.b.schwartz@xcelenergy.com](mailto:sarah.b.schwartz@xcelenergy.com)

---

**XCELENERGY.COM**

Please consider the environment before printing this email

---

**From:** Smerer, Murray J  
**Sent:** Tuesday, April 30, 2019 11:11 AM

**To:** Schwartz, Sarah B  
**Subject:** RE: Alley Vacate Request

We have nothing but a gas and electric service to 1003 grandview and I don't think they are in the alley Murray

---

**From:** Schwartz, Sarah B  
**Sent:** Tuesday, April 30, 2019 11:04 AM  
**To:** Smerer, Murray J  
**Subject:** FW: Alley Vacate Request

Can you take a look at this and let me know if we have any facilities there? Thanks!

---

**From:** Bob Anderson [<mailto:dpw@cityofwashburn.org>]  
**Sent:** Tuesday, April 30, 2019 10:27 AM  
**To:** Schwartz, Sarah B  
**Subject:** Alley Vacate Request

**GAUTION EXTERNAL SENDER: Stop and consider before you click links or open attachments.  
Report suspicious email using the 'Report Phishing/Spam' button in Outlook.**

Hi Sarah,

Thanks for calling me back and taking the time to help out. I've attached a partial map that shows the alleys we are looking to vacate. If you can let me know if you have any utilities in these areas it would be very helpful.

Thanks again,

Bob

Bob Anderson, P.E.  
Director of Public Works  
City of Washburn  
502 West Bayfield Street  
P.O. Box 638  
Washburn, WI 54891  
Office: 715-373-6171  
Fax: 715-373-6148  
Email: [dpw@cityofwashburn.org](mailto:dpw@cityofwashburn.org)

**CITY OF WASHBURN**

PO BOX 638  
WASHBURN, WI 54891

Receipt Nbr: 27813  
Date: 3/20/201  
Check

RECEIVED FROM JAMES BRATLEY & DEBRA BARNHARDT

\$250.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amou</u>
Accounting	VACATING FEES	250
	VACATING FILING FEE	
TOTAL RECEIVED		250

**4**

April 18, 2019  
5:30pm Washburn City Hall

CITY OF WASHBURN PLAN COMMISSION MEETING

COMMISSION MEMBERS: Dave Anderson, Richard Avol, John Baregi, John Gray, Adeline Swiston, Laura Tulowitzky

ABSENT: Leo Ketchum-Fish

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

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

Approval of Minutes – March 21, 2019 – Moved by Baregi to approve minutes of March 21, 2019 as presented, second by Gray.

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

Discussion and Recommendation on Conditional Use Application -Request for Manufacturing Use in a Commercial Area, C3 Zoning District-Operate a Sewing Business in Accordance with the Regulations of 8-476 out of the property located at 324 West Bayfield Street Amy Trimbo, Petitioner – Mrs. Trimbo present. The applicant submitted a site plan and a plan of operation, addresses employees, hours of operation, pollution, noise, parking the building façade and safety. Deputy Zoning Administrator Anderson reviewed the application and has no objection to this application. The Commission confirmed the size of the parcel was not an issue, the use is compatible, the location of the use on the property is not a concern, traffic safety should not be a problem, it is a suitable additional use, there are no negative impacts on the environment known of, concerns with impacts on the neighbors were discussed and hours of operations were agreed on, and it would not impede the normal development. Gray moves to recommend approval of the Conditional Use Application of Amy Trimbo to operate a Sewing Business out of the property located at 324 West Bayfield Street, second by Baregi. Motion carried unanimously.

Discussion & Action on Site Plan for Work/Live Dwelling Unit at 324 West Bayfield Street, C3 Zoning District – Amy Trimbo – Deputy Zoning Administrator Bob Anderson, has no issue with the site plan, Mrs. Trimbo meets all the required requirements addressed in section 8-553 in the zoning code for a Work/Live Dwelling Unit. Moved by Gray to approve the site plan for the Work/Live Dwelling unit at 324 W. Bayfield, St., second by Baregi. Motion carried unanimously.

Discussion and Recommendation on Request to Vacate all Alleys in Blocks 18 and 23 of the DuPont Park Addition to the City of Washburn, James Bratley and Debra Barnhardt-Petitioners- Moved by Baregi to recommend approval to vacate all the alleys in Block 18 and 23 of the DuPont Park Addition to the City of Washburn, second by Swiston. Motion carried unanimously.

Discussion on Green Houses as Accessory Structure for Non-Residential Property in the Commercial Districts – Deputy Zoning Administrator Bob Anderson drafted some proposed changes to amend the Zoning Code to allow commercial greenhouse in the Commercial Districts. Discussion included eliminating the size restriction, possible limit on number of parking spots that could be eliminated or changing the be sure there is still adequate parking to eliminate effects on other neighboring business. Bob Anderson will re-draft and bring back to the next meeting for more discussion.

Adjourn - Moved by D. Anderson to adjourn @ 5:54pm, second by Gray. Motion carried unanimously.

Respectfully Submitted,  
Tammy L. DeMars  
Treasurer/Deputy Clerk

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 Plan Commission Members  
From: Bob Anderson, Deputy Zoning Administrator  
Re: Amy Trembo Conditional Use Permit Application  
Date: April 3, 2019

Ms. Amy Trembo has submitted an application for a Conditional Use Permit to operate a manufacturing business at 324 W Bayfield Street which is located directly east and adjacent to Patsy's Bar & Grill, previously the location of New Horizon's North. This property is located in a C-3, Downtown Commercial Zoning District. The proposed clothing manufacturing activity must be permitted through a Conditional Use Permit. The application also states the intent to have general retail and mixed use dwelling/work unit which require zoning permits.

The proposed manufacturing business will primarily be sewing to make curtains, clothing alterations and repairs, make custom clothing, bags, and more and to provide a retail outlet for these products.

The applicant has submitted an application for a conditional use permit, a Site Plan, and a Plan of Operations which addresses Employees, Hours of Operation, Pollution, Noise, Parking, the building Façade, and Safety.

I have no objections to this application and have included the applicable sections of the Zoning Code below for your reference.

**General Manufacturing**, as defined in Section 3.15.06 is an allowable activity per Section 8.15.06 and per 8-476. This requires a Conditional Use Permit accompanied by an architectural review, site plan, plan of operations, and a zoning permit as applicable. No building construction activities are proposed that would require an architectural review.

*8-476 Manufacturing*

*(a) Restriction on location of manufacturing processes. All manufacturing processes shall be conducted entirely within the confines of a building.*

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

*(b) Location of outdoor activity areas. Outdoor activity areas shall be located at least 100 feet from a property in a residential zoning district or a planned development district that allows residential uses.*

**General Retail**, as defined in Section 3.8.02, is an allowable activity per Section 8.8.02 and per 8-322. This requires an architectural review, site plan, plan of operations, and zoning permit as applicable. No building construction activities are proposed that would require an architectural review.

#### 8-322 General Retail Sales

*Aside from generally applicable standards, no special standards apply to general retail sales.*

**Mixed Dwelling/Work**, as defined by 3.17.33 is an allowable activity per Section 8.17.33 and per 8-553. This requires a Zoning Permit with a Site Plan.

#### 8-553 Work/Live Dwelling Unit

*(a) Number. No more than one work/live dwelling unit shall be located on the subject property.*

*(b) Occupancy. A work/live dwelling unit shall be occupied and used only by the operator of the business, or a household of which at least one member shall be the business operator. If the business operator ceases to occupy the work/live dwelling unit for more than 12 months, the floor area of the work/live dwelling unit shall be converted to business purposes. If both the business area and the work/live dwelling unit are unoccupied, the work/live dwelling unit may remain during the vacancy.*

*(c) Sale or rental of portions of unit. No portion of a building with a work/live dwelling unit may be rented, leased, sold, or otherwise conveyed to any person not living in the work/live dwelling unit.*

*(d) Prohibited uses. A work/live dwelling unit shall not be established or used in conjunction with any of the following activities even if otherwise permitted in the zoning district:*

*(4) adult-oriented establishment;*

*(5) motor vehicle or heavy equipment maintenance or repair;*

*(6) any use that stores or uses flammable, combustible, or hazardous materials beyond that normally associated with a residential use; and*

*(7) any use, as determined by the reviewing authority, that is likely to not be compatible with residential activities because of the type of materials or processes used in the business operation or the presence of dust, glare, heat, noise, gasses or other emissions, odor, smoke, vibration, or any other similar or related condition created by the business operation.*

*(e) Floor area. The floor area of a work/live dwelling unit shall not exceed 30 percent of the floor area of the entire building in which the unit is located, or 1,200 square feet, whichever is less. The remaining floor area shall be reserved and regularly used for business purposes. (29% from Site Plan).*

*(f) Exterior door. There shall be an exterior entrance door to the work/live dwelling unit that is clearly separated from the entrance to the business.*

*(g) Restriction on future land division changes to lot lines. The subject property shall not be subdivided or otherwise divided by any means so long as the live/work dwelling unit is being occupied for*

*residential purposes. Further, the location of the lot lines shall not be altered by any means without the written approval of the Common Council upon a recommendation of the Plan Commission.*

*(h) Imposition of conditions. The reviewing authority may establish conditions of approval that in the opinion of the reviewing authority, are needed to ensure the work/live dwelling unit is compatible with the business on the subject property and the commercial or industrial use of other properties in the vicinity.*

*(i) Deed restriction. Prior to the establishment of a work/live dwelling unit, the property owner shall file a deed restriction in the Bayfield County register of deeds office, acceptable to the zoning administrator, that includes one or more of the use or operational requirements contained in this section and other provisions deemed appropriate by the zoning administrator or other reviewing authority.*

*(j) Required findings. As part of the review process, the reviewing authority shall only approve a work/live dwelling unit after making a positive finding for all of the following requirements:*

- (1) The building containing the work/live dwelling unit contains a bona fide business that is otherwise permitted in the zoning district in which it is located.*
- (2) The establishment of the work/live unit dwelling unit will not conflict with or inhibit permitted business uses in the area.*

## CITY OF WASHBURN CONDITIONAL USE PERMIT

A Conditional Use Permit is hereby granted, pursuant to Title 13, Chapter 1, Article 7, Division 3 of the City of Washburn Zoning Ordinance to Amy Trimbo (hereinafter User), in respect to property currently zoned C-3, Downtown Commercial District, herein referred to as Subject Property, described as:

**Street Address:** 3324 W Bayfield Street

**Legal Description:** ORIGINAL TOWNSITE OF WASHBURN, LOTS 4-6, BLOCK 35 IN V.994 P.727 365

**Tax ID:** 33122      **PIN:** 04-291-2-48-04-05-2 00-312-20500

This Conditional Use Permit (Manufacturing) is granted for the purpose of permitting the User, and only the User, to engage in the permitted use set forth immediately below:

1. To operate a manufacturing service in accordance with Section 8-476 of the City of Washburn Zoning Code.

This Conditional Use Permit is subject to the following special conditions:

1. This Conditional Use Permit is issued exclusively to the User, does not run with the land for which it is issued, and may not be sold, conveyed, assigned or otherwise transferred to any other person or entity. This permit will be effective once all conditions are complied with as specified in ordinance.
2. Issuance of a Conditional Use Permit does not indicate that the City of Washburn has certified the above referenced dwelling nor has it inspected the building, nor does it ensure that it meets local, state, federal, or professional requirements or standards related to the subject use.
3. All waste container facilities on the Subject Property shall be screened from view (from adjacent streets).
4. User shall construct a sign upon the property; identifying the User's business and the property address. A sign must conform to the City's Sign Ordinance.
5. All conditional uses referred to above may be carried out upon the Subject Property between the hours of 8:00 a.m. and 8:00 p.m. seven (7) days a week.
6. The Common Council for the City of Washburn may at some future date require regular review and renewal of Conditional Use Permits or otherwise change the Conditional Use Permit Ordinances. The holder of the permit may be subject to permit termination and/or renewal at the discretion of the Common Council or its designee. Holder of the permit may be subject to additional ordinance requirements and expense in that event.



Statement on the nature of the approval:

In approving this Conditional Use Permit, the Plan Commission confirmed the size of the parcel was not an issue, the use is compatible, the location of the use on the property is not a concern, traffic safety should not be a problem, it is a suitable additional use, there are no negative impacts on the environment known of, concerns with impacts on the neighbors were discussed and guest rules will be posted to help address these concerns, and it would not impede the normal development. The Common Council adopts these findings.

Appeal rights for applicant and other aggrieved persons:

Within 30 days of the decision date, a written appeal, including the reasons for the appeal, must be received by the City Clerk. The appeal process will follow the procedure outlined in 13-1-7-23 of the zoning ordinance.

\_\_\_\_\_  
Amy Trimbo

\_\_\_\_\_  
Date

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2019, the above-named Amy Trimbo, to me known to be the person who executed for the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public, Bayfield County, Wisconsin

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Richard Avol, Mayor  
City of Washburn

\_\_\_\_\_  
Date

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2019, the above-named Richard Avol, known to be the person who executed for the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public, Bayfield County, Wisconsin

My commission expires: \_\_\_\_\_



\_\_\_\_\_  
Scott J. Kluver, Zoning Administrator  
City of Washburn

\_\_\_\_\_  
Date

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2019, the above-named Scott J. Kluver, known to be the person who executed for the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public, Bayfield County, Wisconsin

My commission expires: \_\_\_\_\_





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



715-373-616  
715-373-616  
FAX 715-373-614

### APPLICATION FOR CONDITIONAL USE PERMIT

(Zoning Code 13-7-51 through 62)

Name: Amy Trimbo Initial Application  Amendment/Renewal

Physical and Mailing Address of Applicant: 217 E. 4<sup>th</sup> St, Washburn WI 54891

Telephone Number: (715) 209-4057 E-mail: amytrimbo@gmail.com

Address/Description of Permit Property: 324 W Bayfield St, Washburn WI 54891

Requested Conditional Use: Light Manufacturing Zoning District: C-3

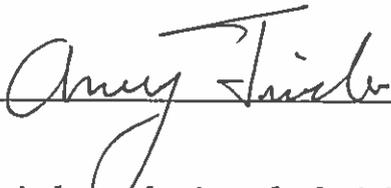
*Applicant shall submit a letter detailing the desired use, along with a scaled site plan of the property if new construction is involved.*

*It is the responsibility of the applicant to provide the name and address (both physical and mailing) of property owners within a 150 foot radius the permit property. Please use attachments for longer lists.*

1. see attached
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

APPLICATION FOR CONDITIONAL USE PERMIT --- Page 2

*I have read municipal code 13-7-52 through 62 as presented to me upon application and understand the process related to the issuance of a Conditional Use Permit. I also understand that I may be required to submit supplemental information as may be required elsewhere in the zoning code for my particular request.*

Application Signature:  Date: 3-27-2019

**Filing Fee:** *A \$150 filing fee is due at the time of submitting the application. A receipt of the fee payment shall be attached to this application form and shall serve as the application submission date.*

**OFFICE USE ONLY**

Date of Review Completed by Zoning Administrator: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Dates of Publication/Mailing: \_\_\_\_\_

Recommendation of Plan Commission: \_\_\_\_\_

Approval by Council: \_\_\_\_\_

## **Plan of Operations- AdventureUs**

**Amy Trimbo**

**Property: 324 W Bayfield Street, Washburn (Tax ID 33122)**

Thank you for taking the time to read my application for a manufacturing conditional use permit. I am excited for the opportunity to provide a positive, respectful small business in downtown Washburn.

I intend to use 324 W Bayfield Street to run my family adventure gear and custom sewing and repairs company, AdventureUs. I sew curtains, replace zippers, clothes alterations, custom clothing, repairs, bags, and more. I have a unique product called Snow Sleeves that help keep kids gloves on and snow out that I intend to launch Fall 2019. There is market potential to sell in bulk to regional schools, daycares, kid adventure organizations, and trade shows. While production is currently solely by me, I plan on hiring five employees within five years. My intention is create a sustainable business, retail destination and new job market within Washburn.

### **Building**

324 W Bayfield Street (Tax ID 33122) is located on the west side of the street, neighboring Patsy's. It has an upper level with two apartment units that are currently rented out: Unit A 620 sq ft, Unit B 830 sq ft. The main floor is 2650 square feet and previously housed New Horizon's North. The property is on 3 lots. The main floor is intended to be a working/living dwelling with the living space being no more than 1,200 sq ft, as per zoning code. The storefront will remain a retail style environment with an apparel and gear manufacturing space. Regional examples include Duluth's Frost River pack manufacturer. Once established, AdventureUs should have a mutually beneficial relationship with Karlyn's Gallery for retail shopping and the surrounding restaurants.

This property is perfect for my start-up because of its visibility, ease of access, and well maintained structure. The current mixed use residential and commercial space provides multiple revenue streams to aid in offsetting startup costs. I am very determined and enthusiastic to make this business grow and also understand the very real challenges that it will require. I will do everything I can to build a business that will be viable for myself and for my community.

### **Hours of Operation**

AdventureUs will be open by appointment only. This property currently has a convenient doorbell at the main retail entrance for custom drop-offs and pick-ups.

### **Pollution**

This sewing operation will not create any environmental pollution concerns for Washburn. Part of the business operations mission is to be mindful of the inherent environmental concerns created within the textile industry and do what I can to minimize it. We will recycle and manage our waste responsibly.

No undue water usage or waste is anticipated.

**Noise**

This sewing operation will not operate at a noise nuisance level, certainly not any louder than the neighboring Patsy's bar.

**Vehicle and Parking Concerns**

Employees will be required to park off-site as to not create undue demand for Bayfield street parking. This property has a back parking area that can fit 8 vehicles as well as nearby side street parking.

This property has alley access for deliveries; no semi-truck deliveries are intended. I will also maintain a PO Box for regular mail and packages.

**Façade and Surroundings**

I intend to keep a clean, visually appealing storefront with well-kept surrounding green space. I will be responsible for keeping the sidewalk free of weeds, trash, and obstructions. Operation plans do not foresee any inhibitor to foot traffic on Bayfield Street.

I intend to do regular maintenance and improvements on the property. A new roof is scheduled within five years as well as upper level window replacements.

I will be respectful to the adjacent residential house that borders this properties green space. I will be responsible for keeping the property well-kept but not invite unnecessary traffic to their property.

**Safety**

There are two exits on the main floor as well as an easily accessible basement exit. The upper apartments have a completely separate entrance/exit.

Fire detectors and extinguishers will be installed and maintained to meet safety standards.

The main retail space is currently wheelchair friendly.

Feel free to contact me with any questions.

Sincerely,

Amy Trimbo

March 27<sup>th</sup>, 2019

To: City of Washburn Zoning Administrator  
Regarding: Application for Conditional Use Permit  
Property: 324 West Bayfield St, Washburn WI 54891  
Tax ID: 33122

I have an accepted offer to purchase this property with a contingency on approval for a light manufacturing conditional use permit.

The manufacturing would include production of clothing accessories, custom sewing, and repairs using sewing machines. This process is not to exceed a nuisance noise level to both neighboring business and residences nor downtown foot traffic.

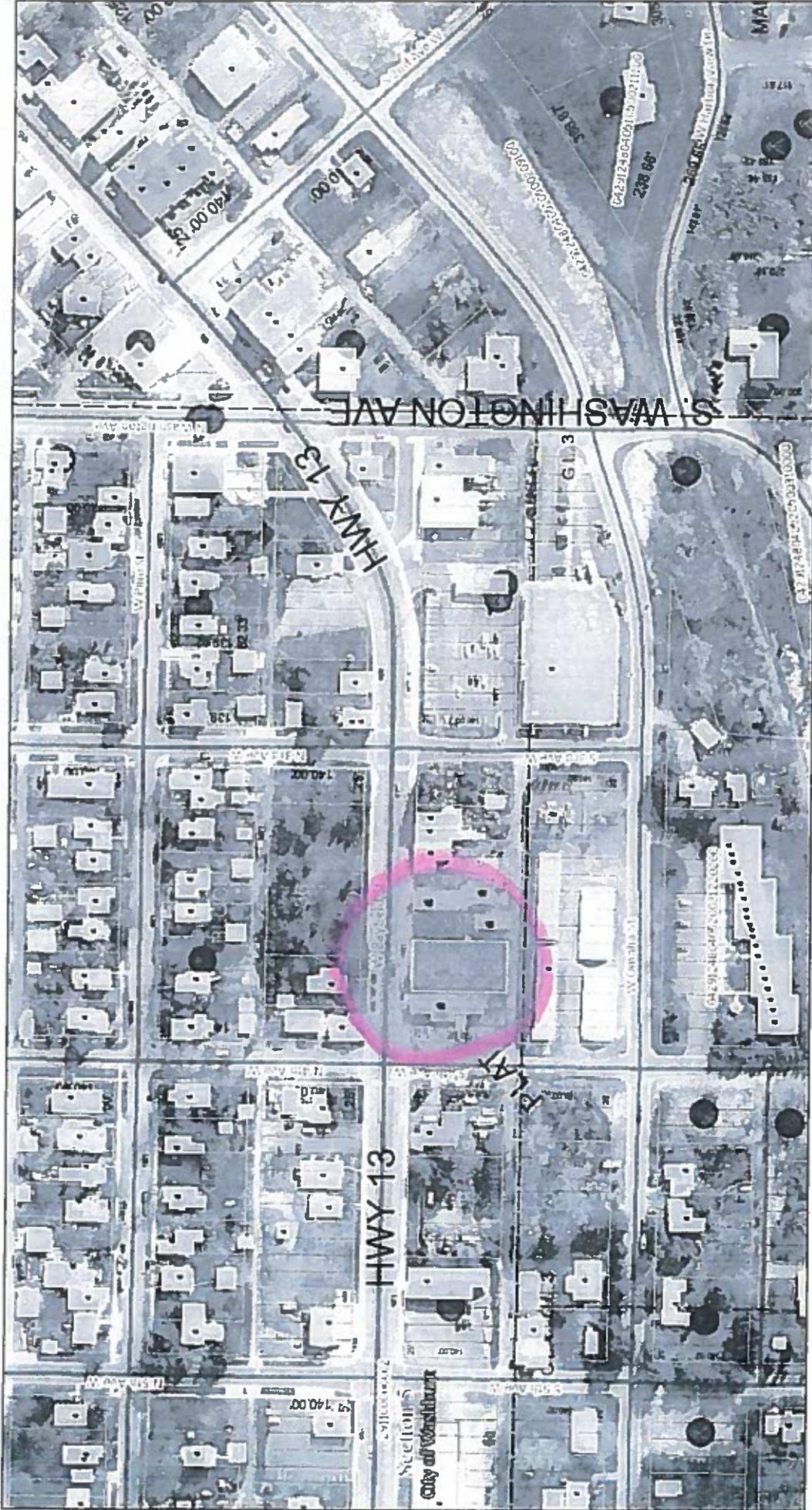
No new construction plans are intended with this application.

Sincerely,

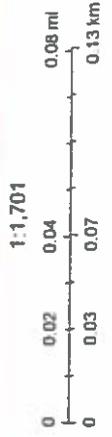
A handwritten signature in black ink that reads "Amy Trimbo". The signature is fluid and cursive, with a large initial "A" and "T".

Amy Trimbo  
Owner, Sewist  
AdventureUs LLC  
[amytrimbo@gmail.com](mailto:amytrimbo@gmail.com)  
(715) 209-4057

# Bayfield County Web AppBuilder



3/27/2019, 11:40:50 AM



Building Footprint Outline 2008-2015

- Ashland Co Parcels
- Douglas Co Parcels
- Rivers
- Lakes
- Tie Lines
- Meander Lines
- Approximate Parcel Boundary
- Section Lines
- Government Lot
- Municipal Boundary
- Red Cliff Reservation Boundary
- All Roads
  - Federal
  - State
  - County
  - Town
  - CFR
- Private
  - Survey Maps
  - UnRecorded Map
  - Recorded Map
  - Corner Tie Sheets
  - Section Corner Monument on File
  - Section Corner Monument Referenced on Survey
- Building Footprint Outline 2008-2015
  - Changed
  - Demolished
  - Existing
  - New
  - Unknown

Bayfield County, Bayfield County Land Records



By Shape

By Value

Optionally apply a search distance

150

Feet

Search features of:

Parcels

Using one of these spatial relationships:

0 100 200ft

Parcel Owner: GEORGE W & BARBARA H ENGELHARD

①

NOVUS - Tax and Property Information

TaxID#: 33121

Name: GEORGE W & BARBARA H, ENGELHARD

Site Address (Physical Address): 328 W BAYFIELD ST, WASHBURN, WI, 54891

Mail Address: 77905 WASHINGTON AVE, WASHBURN, WI, 54891

Last Tax Amount: \$2,699.47

Est Fair Mrkt Val Imp: \$102,700.00

Est Fair Mrkt Val Land: \$21,500.00

Total Imprvmt Value: \$107,500.00

Total Land Value: \$22,500.00

Sale Amount: \$115,000.00

Sale Date:

Deed Vol Page:

Deed Document#:

Section: 05 Town: 48 Range: 04

Municipality: CITY OF WASHBURN

School District: WASHBURN

Short Description: LOTS 1-3, BLK 35

GIS Acres: 0.24 Deed Acres: 0.00

Parcel Problem Area Note: PARCELS ALIGNED TO AERIAL PHOTO

Parcel Owner: SHIRLEY A & WILLIAM T ARNTSEN REV TRUST



NOVUS - Tax and Property Information

TaxID#: 33123

Name: ARNTSEN, SHIRLEY & WILLIAM &, BEEKSMA, JOYCE & JACOB

Site Address (Physical Address): 320 W BAYFIELD ST, WASHBURN, WI, 54891

Mail Address: 1677 WALDO RD, TWO HARBORS, MN, 55616

Last Tax Amount: \$712.93

Est Fair Mrkt Val Imp: \$29,900.00

Est Fair Mrkt Val Land: \$5,400.00

Total Imprvmt Value: \$31,300.00

Total Land Value: \$5,600.00

Sale Amount: \$0.00

Sale Date:

Deed Vol Page:

Deed Document#:

Section: 05 Town: 48 Range: 04

Municipality: CITY OF WASHBURN

School District: WASHBURN

Short Description: LOTS 7-8, BLK 35

GIS Acres: 0.16 Deed Acres: 0.00

Parcel Problem Area Note: PARCELS ALIGNED TO AERIAL PHOTO

Parcel Owner: GARY R & KARLYN G HOLMAN

③ + ④

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NOVUS - Tax and Property Information

TaxID#: 36206

Name: GARY R & KARLYN G, HOLMAN

Site Address (Physical Address): 318 W BAYFIELD ST, WASHBURN, WI, 54891

Mail Address: 116 E 5TH ST, WASHBURN, WI, 54891

Last Tax Amount: \$3,160.36

Est Fair Mrkt Val Imp: \$130,500.00

Est Fair Mrkt Val Land: \$14,300.00

Total Imprmnt Value: \$136,600.00

Total Land Value: \$15,000.00

Sale Amount: \$0.00

Sale Date:

Deed Vol Page:

Deed Document#:

Section: 05 Town: 48 Range: 04

Municipality: CITY OF WASHBURN

School District: WASHBURN

Short Description: LOTS 9 & 10 BLOCK 35

GIS Acres: 0.16 Deed Acres: 0.00

Parcel Problem Area Note: PARCELS ALIGNED TO AERIAL PHOTO

Parcel Owner: DALE HANSON

5

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NOVUS - Tax and Property Information

TaxID#: 33125

Name: HANSON, DALE &, STENSVAD, LOIS

Site Address (Physical Address): 310 W BAYFIELD ST, WASHBURN, WI, 54891

Mail Address: PO BOX 677, WASHBURN, WI, 54891

Last Tax Amount: \$2,195.90

Est Fair Mrkt Val Imp: \$87,300.00

Est Fair Mrkt Val Land: \$14,300.00

Total Imprvmnt Value: \$91,400.00

Total Land Value: \$15,000.00

Sale Amount: \$135,000.00

Sale Date:

Deed Vol Page:

Deed Document#:

Section: 05 Town: 48 Range: 04

Municipality: CITY OF WASHBURN

School District: WASHBURN

Short Description: LOTS 11-12, BLK 35

GIS Acres: 0.16 Deed Acres: 0.00

Parcel Problem Area Note: PARCELS ALIGNED TO AERIAL PHOTO

Parcel Owner: TIMOTHY M & JANE M COOK

6

NOVUS - Tax and Property Information

TaxID#: 33133

Name: TIMOTHY M & JANE M, COOK

Site Address (Physical Address): 331 W OMAHA ST, WASHBURN, WI, 54891

Mail Address: PO BOX 295, WASHBURN, WI, 54891

Last Tax Amount: \$3,488.96

Est Fair Mrkt Val Imp: \$138,100.00

Est Fair Mrkt Val Land: \$21,500.00

Total Imprmnt Value: \$144,500.00

Total Land Value: \$22,500.00

Sale Amount: \$0.00

Sale Date:

Deed Vol Page:

Deed Document#:

Section: 05 Town: 48 Range: 04

Municipality: CITY OF WASHBURN

School District: WASHBURN

Short Description: LOTS 27-32, BLK 35

GIS Acres: 0.48 Deed Acres: 0.00

Parcel Problem Area Note: PARCELS ALIGNED TO AERIAL PHOTO

Parcel Owner: DOUGLAS N AMENT

7

NOVUS - Tax and Property Information

TaxID#: 33144

Name: DOUGLAS N, AMENT

Site Address (Physical Address): 331 W BAYFIELD ST, WASHBURN, WI, 54891

Mail Address: PO BOX 111, WASHBURN, WI, 54891

Last Tax Amount: \$1,762.74

Est Fair Mrkt Val Imp: \$67,900.00

Est Fair Mrkt Val Land: \$14,300.00

Total Imprvmt Value: \$71,100.00

Total Land Value: \$15,000.00

Sale Amount: \$0.00

Sale Date:

Deed Vol Page:

Deed Document#:

Section: 05 Town: 48 Range: 04

Municipality: CITY OF WASHBURN

School District: WASHBURN

Short Description: LOTS 31-32, BLK 36

GIS Acres: 0.16 Deed Acres: 0.00

Parcel Problem Area Note: PARCELS ALIGNED TO AERIAL PHOTO

Parcel Owner: KATHERINE U MARTIN

8

NOVUS - Tax and Property Information

TaxID#: 33143

Name: KATHERINE U, MARTIN

Site Address (Physical Address): 325 W BAYFIELD ST, WASHBURN, WI, 54891

Mail Address: 325 W BAYFIELD ST, WASHBURN, WI, 54891

Last Tax Amount: \$1,024.47

Est Fair Mrkt Val Imp: \$41,200.00

Est Fair Mrkt Val Land: \$8,000.00

Total Imprvmt Value: \$43,100.00

Total Land Value: \$8,400.00

Sale Amount: \$0.00

Sale Date:

Deed Vol Page:

Deed Document#:

Section: 05 Town: 48 Range: 04

Municipality: CITY OF WASHBURN

School District: WASHBURN

Short Description: LOTS 28-30, BLK 36

GIS Acres: 0.24 Deed Acres: 0.00

Parcel Problem Area Note: PARCELS ALIGNED TO AERIAL PHOTO

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



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

**CITY OF WASHBURN  
NOTICE OF PUBLIC HEARING**

A Public Hearing will be held by the Plan Commission on, Thursday, April 18, 2019, at 5:30 P.M. at City Hall, 119 Washington Avenue, for public comment on the following issue:

Conditional Use Permit Application:

Request for Manufacturing Use in a Commercial Area – Operate a sewing business in accordance with the regulations of 8 - 476 out of the property located at 324 West Bayfield Street. Amy Trimbo, Petitioner

The property is zoned C-3, Downtown Commercial. Residents unable to attend the public hearing may provide written comment to the Zoning Administrator prior to the hearing.

Bob Anderson  
Deputy Zoning Administrator

**publ.: Class 2 – April 3 and 10, 2019**  
**Daily Press Box Ad**

**CITY OF WASHBURN**

PO BOX 638  
WASHBURN, WI 54891

Receipt Nbr: 27824  
Date: 3/27/2019  
Check

RECEIVED FROM AMY TRIMBO \$150.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	ZONING PERMITS	150.0
	CUP APPLICATION AMY TRIMBO	
TOTAL RECEIVED		150.0

**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: Bob Anderson, Deputy Zoning Administrator**  
**Re: Proposed Gary Holman Parcel Split**  
**Date: April 5, 2019**

Mr. Holman has requested his parcel located on W 12<sup>th</sup> Street between N 5<sup>th</sup> Avenue W and N 8<sup>th</sup> Avenue W be restored to two separate parcels as was previously platted. Specifically, parcel 04-291-2-49-04-32-3 00-208-17100.

Mr. Holman's proposal has been evaluated and both parcels will meet the requirements in the Zoning Ordinance. If the Council agrees to approve this request Mr. Holman is required to provide a certified survey of the new parcels and record it with the Bayfield County Register of Deeds. The survey must also be filed with the City prior to issuance of any permits.

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



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

To: Honorable Mayor and City Council Members  
From: Scott J. Kluver, <sup>SK</sup>Administrator  
Re: Survey Map for Gary Holman  
Date: April 30, 2019

I will simply add that this combination was done several years ago because of the fire protection charge. That is not longer a factor. Mr. Holman is basically undoing the combination that was done, but the two original lots still conform to current zoning.

**CITY OF WASHBURN**

PO BOX 638  
WASHBURN, WI 54891

**Receipt Nbr:** 27987

**Date:** 4/30/2019

**Check**

**RECEIVED FROM** GARY HOLMAN

\$25.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	ZONING PERMITS CERTIFIED SURVEY MAP HOLMAN	25.00
<b>TOTAL RECEIVED</b>		<b>25.00</b>



**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: <sup>SK</sup> Scott J. Kluver, Administrator  
Re: Support for Historic Civic Center Revitalization Efforts  
Date: April 30, 2019

At the meeting, Carol Lindsey, President of the Historic Civic Center Foundation will give a short update on the efforts to revitalize the Historic Civic Center (Former DuPont Club) into a community recreation center. She will also be asking that the Council provide a letter of support for grant writing efforts to achieve this goal. A generic sample letter is enclosed. I have no objection to the efforts of the group to make the building functional and usable. Please note that no grant application can commit the City financially without the Council's specific permission.

**washburnadmin@cityofwashburn.org**

---

**From:** Carol Lindsey <lindseyengr@gmail.com>  
**Sent:** Friday, April 26, 2019 7:41 AM  
**To:** Richard Avol; Scott Kluver  
**Subject:** May 13th council meeting- Historic Civic Center- The Club.

Richard and Scott, I am requesting to be added to the May 13th City Council agenda as a representative of the Old DuPont club. I would like a few minutes to inform the council on what the plans are for the loved building. I would also ask for a letter of support, from the council, that we could use as part of our grant applications.

It has been exciting to feel the enthusiasm and building momentum from the community, as they learn that the HCCF is going to make this building a part of the community again. The word is out that the goal is to return it to youth center, senior center, recreation center, and a community gathering space.

Any help or advice you can give me would be greatly appreciated.

Thanks

Coke Lindsey  
President  
Historic Civic Center Foundation

To Whom it May Concern:

The City of Washburn Common Council declares that the City of Washburn is in need of an indoor space for community recreation, as well as family and senior programming. The Historic Civic Center Foundation ("HCCF") is seeking support from the City for its efforts to make The Historic Dupont Club building a thriving center of the recreation community. The Common Council subscribes to the idea that healthy communities have healthy places to recreate and commune, and pledges its support for HCCF applying for any grants and funding to complete projects necessary to bring this 100-year-old building back to its glory as a thriving center of the Washburn Community.

Thank you on behalf of the Washburn Common Council,

**7**

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



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

To: Honorable Mayor and City Council Members  
From: Scott J. Kluver, <sup>SK</sup> Administrator  
Re: Request for DOT to Reconstruct Bayfield Street  
Date: April 25, 2019

Enclosed you will find a draft letter that I request you approve to send to the DOT. The reasons for this I have outlined to you previously and have included a copy of my letter to the public on this topic.

If approved, and the DOT agrees to do this project, there will be a lot of work to do in the coming years. The project will be scoped, and all of the details of what is included and what is not will need to be decided. In addition, we will have to be prepared for the cost of this project. It will be significant. To lessen that burden on the tax payers and utility customers, we must encourage new taxable construction within the City. It is difficult to estimate what the impact of this project will be on the tax payers and/or the utility customers because I do not know how costs would be split at this time. Worst case scenario is that if a \$5,000,000 loan were taken out for 20 years and paid for entirely by the taxpayers, it would require a principal and interest payment each year of approximately \$370,000 assuming an interest rate of 4.25 percent. That would translate to a tax increase of 34 percent for the City of Washburn portion of the property tax bill.

Now, we would certainly hope to get some financial support to assist with this project. Every effort will need to be taken to minimize that impact. The project will be disruptive to the community and businesses enough without any additional financial burdens. That very rough estimate is clearly not acceptable, but it will take the entire community's help in making it a reasonable number.

Please let me know if you have any specific questions related to this request. We are under a tight timeline if this project is going to be completed in 2024. Any delay on this request will push the timeframe further back. Failure to act will increase our risk of further utility issues along Bayfield Street. It will be hard enough to hold it together for five years.

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



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

April 25, 2019

# DRAFT

Mr. David Wincentsen, P.E.  
Wisconsin Department of Transportation – Northwest Region  
718 West Clairemont Avenue  
Eau Claire, Wisconsin 54701

Dear Mr. Wincentsen:

This letter is to inform you that the City of Washburn Common Council formally requests that the Wisconsin Department of Transportation take the appropriate steps to plan for a reconstruction of STH 13 within the City of Washburn from Thompson's Creek to Superior Avenue in 2024.

It is the City's desire to replace the water and sewer lines underneath Bayfield Street (STH 13) from 11<sup>th</sup> Avenue West to Superior Avenue at the same time. These pipes which are failing, were placed in the 1950s. The sewer main, with old brick man holes are crumbling. A collapse of a manhole, or a stretch of the clay pipe, could cause a significant issue for the businesses and homes not only along this street but in nearby areas as well. The water line is cast iron, which is very brittle. A slight shift cause by a frost heave is enough to crack it in half. Six significant breaks along this line have occurred in less than three years. The last such break at the end of March almost drained our water supply which could have lead to contaminating the system. The break that occurred in the beginning of March caused damage to several homes by completely filling basements with water and sediment ruining furnaces, water heaters, personal items, and damaging home foundations. By not taking on this project, the City will spend thousands of dollars each year to patch the system.

Knowing that this project was looming, the City has obtained preliminary estimates for its water and sewer work. The City is also aware the stormwater improvements will also be needed. If the City's request is approved, we are aware there will be some responsibility by the City for portions of other work that will need to occur. The City is also aware that this will be a tight timeline for planning purposes, but we do not want the project to interfere with community events in 2025. Any additional delays will likely be costly to the City.

I ask that you please respond favorably to this request so scoping and planning for this project can commence. I look forward to hearing from you in the near future.

On Behalf of the Common Council,

Scott J. Kluver  
City Administrator

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



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

April 16, 2019

Citizens of Washburn:

Recent water line breaks along Bayfield Street are pushing the issue of the Bayfield Street Reconstruction Project forward. Our window of opportunity is approaching to address this project, and if we do not, there will be dire consequences. This project includes the complete reconstruction of Bayfield Street (STH 13) and the water and sewer lines that are underneath it. In addition, various stormwater improvements are also needed.

**The Problem:** In general, the water and sewer mains from 11<sup>th</sup> Avenue West to Superior Avenue were placed in the 1950s. The sewer main, with old brick man holes are crumbling. A collapse of a manhole, or a stretch of the clay pipe, could cause a significant issue for the businesses and homes not only along this street but in nearby areas as well. The water line is cast iron, which is very brittle. A slight shift caused by a frost heave is enough to crack it in half. Six significant breaks along this line have occurred in less than three years. The last such break at the end of March almost drained our water supply which could have lead to contaminating the system. The break that occurred in the beginning of March caused damage to several homes by completely filling basements with water and sediment ruining furnaces, water heaters, personal items, and damaging home foundations. These problems are not going to go away, and the risk of further breaks and damage is high unless these utilities are upgraded. By not taking on this project, the City will spend thousands of dollars each year to patch the system.

**What Are We Doing About It?:** At the May 13 Council meeting, the Council will consider formally requesting the Wisconsin Department of Transportation to consider the reconstruction of STH 13 from Thompson's Creek to Superior Avenue in 2024. If approved, we will begin working with the DOT on the scope of the project, and identifying all the costs involved. A great deal of planning would need to take place for not only the project, but also for how the businesses and community will be affected.

**How Are We Going to Pay for It?:** It is estimated at this time that the project would cost \$4,235,000, for the water, sewer, and parking lane. This does not include storm water improvements. These estimates are subject to change. A large borrowing will need to occur to pay for much of the project. Of course, we will seek grant funding to off-set as much of the project as we can.

Knowing that that this project was looming, in 2015, the City established Tax Incremental Finance (TIF) District #3. TIF is a tool that allows the City to take the taxes generated from new development from a defined area, and apply it to specific improvements or projects to promote development. Various proposals however, including proposed housing on the Omaha Street property, have not been supported. As a result, some of our opportunities to generate hundreds of thousands of dollars from the TIF District for potential projects like this

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are not occurring. The Council and the community need to consider what type of taxable development they want in the City in order to help offset the costs of this project.

**What can you do?:** If approved, that gives us a little time, but we will need to use it wisely. I encourage you to stay informed on what the City is doing to address this issue. Please discuss with your friends and neighbors what and where you want to see taxable development within the City to help pay our bills. Finally, we all need to work together in helping to address this project. It is very doable as long as we are united in our resolve to address it, plan for it, and actively work to get it done.

Sincerely,

A handwritten signature in black ink, appearing to read 'Scott J. Kluver', with a long horizontal flourish extending to the right.

Scott J. Kluver  
City Administrator

**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: Scott J. Kluver, <sup>SSK</sup> Administrator  
Re: Water and Sewer Capital Improvements Plan  
Date: April 30, 2019

Enclosed you will find the known capital improvements for the Water and Sewer Utilities for the next five years. This plan is being presented at this time as it was requested from a previous discussion when it was decided to bid on the solar project. There are some items within this plan that can not be handled within the annual utility budgets, and will require a loan or support from the general fund. Such loans may affect the utility rates, and support from the general fund reduces the capitals projects and needs that the general fund is supposed to support. A determination will need to be made as to which items can be afforded in the budget, and which items are appropriate candidates for future borrowing.

The items for 2019 are either complete or are in process. Two additional items are listed which are the boiler system and the VFD drives for the blowers. According to the energy audit of the Treatment Plant, which is also enclosed, upgrades to those two items would produce significant energy savings. The boiler system is old, and only about 80 percent efficient. A new system would be much more efficient and pay for itself in about 10 years. Information is still being obtained on the exact costs and issues involved with replacing the VFD drives on the blowers; however, preliminary estimates indicate that those upgrades could be completed within a couple years.

If the Council approves a borrowing for the solar project, I would increase that figure by \$40,000 to cover the expenses related to the boiler system and VFD Drives. If the Council does not approve the solar project, I would recommend proceeding with these improvements with a loan from the general fund.

As you can see, there are a lot of improvements and needs coming up to keep the utilities running appropriately. More utility customers will help, and staff will continue to look at ways to save money in the operations. Besides the approval for the two additional items for 2019, I ask that the Council approve this plan.

**DRAFT**

**5 Year Capital Improvement/Budget Plans for Washburn Utilities**

<b><u>Year:</u></b>	<b><u>Est. cost:</u></b>
<b>2019:</b> New ¾ ton truck w/ utility box. (in progress)	\$35,000
Upgrade heating system @ plant. (Not budgeted)	\$20,000
Demo old wastewater plant and reclaim site (in progress)	\$20,000
Replace influent pump #3. (in progress)	\$13,428
Equip. aeration zone with better mixing VFD's/ Real time D.O.	TBD
Fix Lakeside fine screen.	\$12,000
Purchase acoustic leak detector	\$2,000
<b>2020:</b> Replace well #2 roof.	\$5,000
New plow for utility truck.	\$6,500
Replace (2) entry doors @ plant.	\$8,500
Radio Read water meters (software and 20 radio read units)	\$4,500
Water leak survey.	\$5,000
Cover for aerobic digester.	TBD
Install catwalk over aeration zone.	\$23,500
Pull and Inspect well #2 (every 10 years).	\$25,000
Replace influent refrigerated composite sampler	\$4,000
Pine St. Utility upgrade. (TBD army corp. grant)	\$270,000
<b>2021:</b> Replace roofs @ plant (all buildings)	\$45,000
Inspect and repair reservoir.	\$40,000
Replace lab drying oven	\$2,300
40 radio read meters	\$5,000

<b>2022:</b> Replace well #1 roof.	\$4,000
Expand garage & insulate/heat for storage of utilities equip.	\$15,000
Upgrade SCADA and computer.	\$8,000
40 radio read meters	\$5,000
Install VFD RAS pumps for RAS & WAS (eliminate air lift system).	TBD
Replace effluent refrigerated composite sampler	\$4,000
<b>2023:</b> Replace heating systems @ wells/booster station	\$7,000
40 radio read meters.	\$5,000
Replace influent pump #4.	\$14,000
Replace lab BOD incubator.	\$2,800
<b>2024:</b> Bayfield St. utilities upgrade.	\$4,500,000

**washburnadmin@cityofwashburn.org**

---

**From:** washburnadmin@cityofwashburn.org  
**Sent:** Wednesday, March 27, 2019 11:46 AM  
**To:** 'Richard Avol'; jbaregi@charter.net; 'Jeremy Oswald'; Jhgary215@charter.net; 'lbarnes6@gmail.com'; 'Aaron Austin'; karensnovachek@gmail.com  
**Cc:** 'lauraandtravis@gmail.com'; jbaregi@charter.net; 'crbroberg'; Bob Anderson; city114@centurytel.net; Tammy Demars; 'William Bailey'; 'Niels Wolter'  
**Subject:** Treatment Plant Energy Assessment Report  
**Attachments:** Washburn Energy Assessment Report 2019 (002).docx

Cc:

McGrath/Neimes

Everyone,

As you may recall, an energy audit of our Wastewater Treatment Plant was to be conducted to determine if there are improvements that could be made to improve the energy efficiency of the wastewater operation. That report is now complete and presented to you.

There are two capital recommendations that come from this report. The first, it suggests that if upgrades are made to the blowers which aerate the ponds by adding variable frequency drives (VFD)s, the electrical consumption at the plant could be cut in half. It is estimate that the modifications per blower would cost \$3,000 and the return on investment could occur within a year. A total of four of the units could potentially be upgraded. Utility staff are checking into the actual cost of these upgrades.

The other upgrade would be to replace the boiler for the building. This would be a more significant cost, approximately \$20,000, and the payback would be in about 11 years on natural gas costs.

Obviously, the potential upgrades to the blowers that would save on electricity is of significant interest. At this point, I am not certain what that potential effect would have on our electrical rate from Xcel Energy. In addition, I am not certain what impact such a reduction in our electrical use would have on the proposed solar panel project at the Treatment Plant, or on the investment the City has already made with Xcel Energy on the solar farm. We will attempt to get answers to this questions before the solar panel project comes back to Council for consideration which is anticipated to occur at the May meeting.

**Scott J. Kluver, Administrator**

City of Washburn

P.O. Box 638

119 Washington Ave.

Washburn, WI 54891

Phone – 715-373-6160 Ext. 4

Fax – 715-373-6148

<http://www.cityofwashburn.org/>

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## City of Washburn Energy Assessment

March, 2019

### Energy Efficiency Program Overview:

The Wisconsin Rural Water Association has implemented a program to assist water and wastewater utility systems to evaluate and lower their energy consumption and costs. This energy efficiency assessment considers current and past energy use, identifies the primary energy consuming components, and identifies methods to lower energy use and costs.

The Energy Efficiency program will include a visit at the treatment plant site, and a thorough audit of existing systems at the plant. Then an analysis of the gathered data is examined and recommendations for energy savings can be made. WRWA will then provide any funding that may be available. This data can provide decision makers information to make an informed decision on future energy conservation projects.

### UTILITY INFORMATION

Utility Name: Washburn Wastewater Treatment Plant  
Address: 948 W. Bigelow St.  
Washburn, WI 54891  
Plant Contact: Joel Weber  
Phone #: (715) 373-6055  
Email: [city114@centurytel.net](mailto:city114@centurytel.net)

Assessor: Chris Groh  
Phone #: (715) 340-2055  
Email: [cgroh@wrwa.org](mailto:cgroh@wrwa.org)  
Assessment Date: 1/21/2019

### Executive Summary of Potential Energy/Money Savings

The Washburn WWTP was originally built in 1996 and uses an activated sludge process for treating approximately 93 million gallons of wastewater per year. The plant has had process problems in the past but has been corrected and is now running well. The City of Washburn is interested in where to invest for an upgrade and is interested in energy upgrades that will give the best payback. An energy audit was done on January 21, 2019. Mr. Chris Groh, WRWA Energy Efficiency Circuit Rider audited the plant by having the lead operator, Mr. Joel Weber, take him through the plant to look over all electrical equipment, pumps, HVAC and lighting. An analysis was performed by Mr. Groh using the EPA Energy Use Assessment tool and an Energy Saving tool provided by a private vendor. Following are the results of the audit:

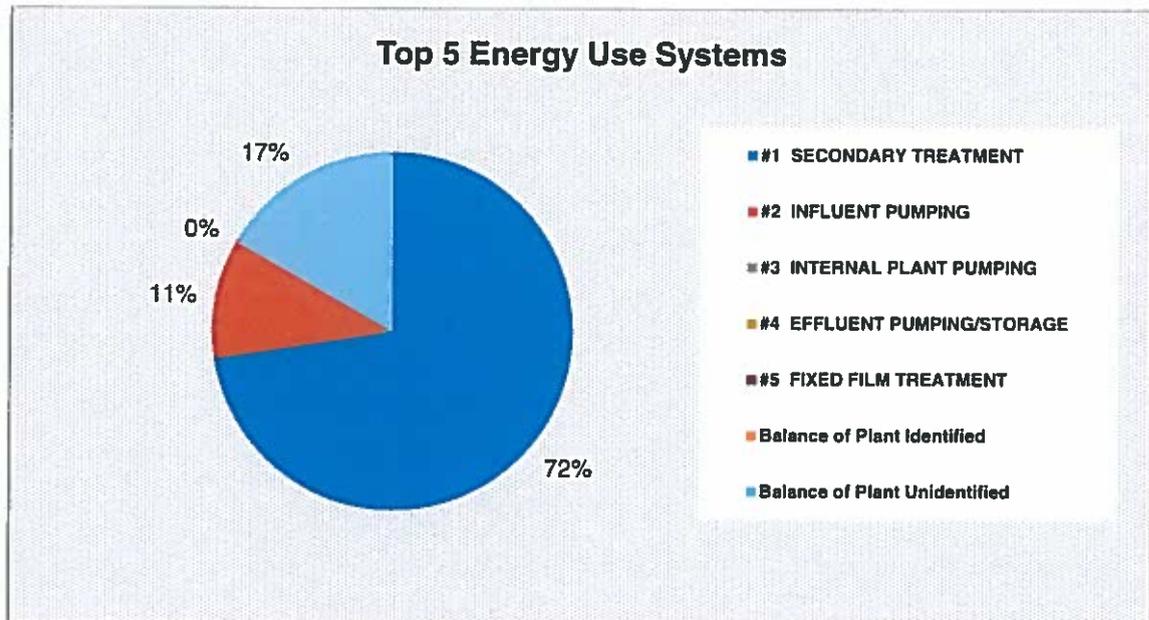
(1/2018 - 12/2018)

Utility	Site Utility Use (Common Units)	Site Utility Costs	% of Costs
Electricity	592,498 kWh	\$39,157	86%
Natural Gas*	7,831 CCF	\$6,539	14%
No 2 Fuel Oil*	0 CCF	\$0	0%
Water & Sewer*	0 GAL	\$0	0%
Alternative Energy*	0	\$0	0%
Other - *	0	\$0	0%
<b>Total</b>		<b>\$45,696</b>	<b>100%</b>

\* The values displayed for this category may be using data from previous months other than the above specified date ranges.

Plant Annual Water Treatment Flow (MGAL/Year)	93
Plant Average Water Treatment Flow (MGAL/Month)	8
Plant Average Energy Cost Per Million Gallons Water Treated (\$/MGAL)	\$492.65

**DISTRIBUTION OF ELECTRICAL ENERGY USE & COST BY MAJOR PROCESS FOR 1/2018 - 12/2018**



Note: Balance of plant identified = Natural Gas Cost.

Major Process/Top Energy Use Systems	Electric Energy Use (%)	Electric Energy Use (kWh)	Electric Energy Cost (\$)
#1 SECONDARY TREATMENT	72.52%	429,696	\$28,398
#2 INFLUENT PUMPING	10.73%	63,580	\$4,202
#3 INTERNAL PLANT PUMPING	0.01%	55	\$4
#4 EFFLUENT PUMPING/STORAGE	0.00%	0	\$0
#5 FIXED FILM TREATMENT	0.00%	0	\$0
Balance of Plant Identified	0.00%	0	\$0
Balance of Plant Unidentified	16.74%	99,167	\$6,554
<b>Total</b>	<b>100.00%</b>	<b>592,498</b>	<b>\$39,157</b>

**EQUIPMENT INVENTORY: BREAKDOWN OF ELECTRICAL ENERGY USE FOR MAJOR/ENERGY INTENSIVE EQUIPMENT**

Major Process/Top Energy Use Systems	Motor Efficiency (%)	Efficiency Rating	Electric Energy Use (%)	Electric Energy Use (kWh)	Electric Energy Cost (\$)
<b>Influent Pumping</b>					
Pump - Airdyne	91.7	High	5.35%	31,693	\$2,094
Pump - Airdyne	91.7	High	0.03%	165	\$10
Pump - Airdyne	91.7	High	5.35%	31,693	\$2,094
Pump - Hostile duty	70	Low	0.00%	29	\$2
<b>Internal Plant Pumping</b>					
Pump - Airdyne	91.7	High	0.01%	55	\$4
<b>Secondary Treatment</b>					
Drive - Eomaster	91	High	18.13%	107,424	\$7,095
Drive - Eomaster	91	High	18.13%	107,424	\$7,095
Drive - Eomaster	91	High	18.13%	107,424	\$7,095
Drive - Eomaster	91	High	18.13%	107,424	\$7,095

	<b>Estimated Annual Electric Use &amp; Cost</b>	493,331	\$32,000
	<b>Actual Annual Electric Use &amp; Cost</b>	592,498	\$39,157
	<b>Difference Between Billed and Identified</b>	-99,167	-\$6,847
	<b>Percent of Site Electrical Energy Identified</b>		83.1%

Two major recommendations for energy reduction and opportunities for savings were explored for the aeration portion of the plant's treatment process: addition of variable frequency drives (VFD) and an upgrade to a more energy efficient HVAC system.

Recommendations	Estimated Cost Savings	Simple Payback
Addition of VFDs to aeration Equipment	\$3982/yr	12-48 months (replace 1 or all 4 drives)
Update HVAC to more efficient system	\$1800/yr	11 years

All figures are intended as estimated guidelines only and as such do not represent exact savings

**Project Overview:**

The Washburn Wastewater Treatment Facility (originally built in 1996) process is an Activated Sludge System in an Oxidation Basin configuration with secondary clarification, reed bed/sludge storage and a headworks that was recently updated with 1 newer auger screening unit. Aeration for the oxidation basin is provided by 4-20 hp electric motors that run the aeration system to submerged aerators in the basin. These motors run 24 hours per day and run every day. Treated wastewater flows to the secondary clarifier and Return Activated Sludge and Waste Activated Sludge is pumped from the clarifier back out to the basin or to aerobic digester. Water from the clarifier presently moves from the clarifier to discharge.

The Washburn WWTF serves a population of 2117 with approximately 900 connections. The plant processes approximately 93 million gallons of sewerage per year.

**Energy Efficiency Observations/Opportunities:**

After a detailed inspection of the facility, a list of energy consuming systems were observed:

The main facility building/office contained LED lighting recently installed by the operators. These are on only when operators are at the facility and were not considered a major item for savings. The total estimated costs for lighting in the building is \$131/year.

HVAC provided to the building is thru a Hot Water/Boiler HVAC system located in the basement of the Lab/office building. Total estimated energy usage for the system is 7831 CCF Natural Gas/yr at a cost of \$6539/yr. The boiler unit is dated and should be upgraded to increase efficiency. This was one of the major costs for energy found during the audit.

Influent pumping, Return Activated Sludge (RAS) pump and a Waste Activated Sludge (WAS) pumping primarily uses Airdyne pumps that alternate run time throughout the year. Influent pumping uses approximately 63,600 kWh/yr at a cost of about \$4200/yr. These pumps are rated as 91.7% efficient and are on VFDs set to run at 65%.

Headworks for the plant was recently updated and added a newer screening unit. This unit is more efficient and is in primary use. The headworks system has a very energy efficient profile and was not considered a major energy using system.

The oxidation basin is aerated by 4-20 hp electric motors that run aerators that deliver air to the basin. These motors are rated 91% efficient and run continuously throughout the year. Keeping proper levels of dissolved oxygen is a problem with the plant, and it may help to add mixers or aeration "zones" to help increase oxygen delivery. Being that the basin is a pond-like design, it will have to be determined how best to accomplish this task.

Secondary clarification is driven by a small electric motor. This motor runs 24 hours per day and runs every day of the year. Again not a large user of energy or cost for the facility.

Electricity is provided to this facility through Xcel Energy. Cost of electricity to the plant is \$0.0661/kWh; total electrical cost is \$36,160/yr. Natural gas cost for the facility is \$0.8350/CCF and the total cost for the facility is \$6540/yr.

#### **Energy Efficiency Recommendations:**

##### **Low Cost/No Cost Recommendations**

Turn down percentage on VFDs already existing in the plant.

Existing state: VFDs are set at 65%.

Proposed state: By varying the VFD settings we should be able to find some energy savings. Motors may run more efficiently at a lower percentage setting.

Savings & Investment: Savings could be significant

Measurement & Verification Plan: Note usage of kWhs reduced on energy bills

Following is a standard list of Low Cost/No Cost Recommendations for WW treatment:

Meet with your electric supplier to evaluate your current rate schedule and identify the most efficient rate for your facility.

Demand Management – Contact your electric supplier to review your energy rate schedule and identify on-peak hours.

- Review your operations during on-peak hours to identify idle operation of non-essential equipment.
- Determine if a portion of your treatment process(es) can be adjusted to operate during off-peak hours.

Examples Include:

- Operate thickening or dewatering equipment during off-peak hours.
- Shift recycling of supernatant to off-peak hours.
- Load digesters during off-peak hours.
- Operate mixers or aerators in aerobic digesters during off-peak hours.
- Accept or treat hauled-in wastes during off-peak hours. Utilize storage, if applicable.
- Bump diffusers to off-peak hours or not at all, if practical.
- Test repaired equipment during off-peak hours.
- Change lead-lag equipment operation during off-peak hours.
- Do not mix solids holding tanks during on-peak hours.

Maintain pumps and blowers; inspect, lubricate, and replace seals and bearings; check belt tension and alignment and adjust for optimal operation per manufacturers recommendations.

Turn off aerobic digester blower periodically or operate intermittently (i.e. 2 hours on / 4 hours off; repeat).

Modify the dissolved oxygen (DO) level in the aeration tank(s).

Change intake filters for aeration blowers regularly to provide minimum resistance for intake air.

Identify, assess and repair aeration system air main leaks.

Identify and repair compressed air leaks.

Identify equipment speeds and re-sheave blowers to gain efficiencies.

Turn off unnecessary lighting and install occupancy sensors.

Adjust system operations when there is a change in wastewater load.

Raise wet well levels to reduce static head in the pump system.

Lower aeration tank levels to reduce air header static pressure.

Shift nightly low flow periods or seasonal low flow periods to smaller HP pumps / blowers, if applicable.

Install programmable thermostats and utilize night set back / set up settings.

Review your operations to identify if any pumps or blowers are being throttled. If throttled pumps and blowers are identified, review to determine if they can be unthrottled to operate more efficiently.

Idle any unnecessary equipment.

Review Focus on Energy's Water and Wastewater Energy Efficiency Best Practices Guide. This updated guide outlines the basic steps in building an energy management program, as well as providing detailed information on water, wastewater, building efficiency, and general best practices.

### **Capital Improvement Recommendations**

**Install VFDs on aeration drives**

Existing State: Motors are in good shape but possibly not working to maximum efficiency of 91% as stated on motors

Proposed State: The addition of VFDs on these motors can allow increases and decreases in motor energy by the ability to vary the power sent to the drive. Savings for VFDs are based on a 50% average setting on the VFDs. Savings for placing 1 VFD on an aeration drive is \$3982/yr, or if all 4 drives have a VFD installed, savings increase to \$16,000/yr.

Savings and Investment: A VFD is estimated to be approximately \$3,000 installed. Payback is approximately 1 year. Savings depends on efficiency realized.

Measurement & Verification: Note usage of kWhs reduced on energy bills.

**Update HVAC system**

Existing state: HVAC provided to the building is thru a Hot Water/Boiler HVAC system located in the basement of the Lab/office building. Total estimated energy usage for the system is 7831 CCF Natural Gas/yr at a cost of \$6539/yr.

Savings and Investment: An updated boiler/HVAC system may be the easiest energy investment at the WWTP. A newer boiler and heating system would be very more efficient and would provide better heating with less natural gas usage. A newer system that is 25-30% more efficient would reduce cost by \$1800/yr. Larger savings could be realized depending on heating efficiency. A 11 year payback is calculated using \$20000 as the cost of the upgrade. This is an Estimate.

Savings and payback opportunities are displayed in the Executive Summary above.

Measurement & Verification: Reduction and savings would be determined by reduction in billing from Energy Company.

Other systems in the plant are very low energy use items or upgrade with newer, more efficient equipment.

No recommendations in changing the operational schedule of the utility are made. Operation is as efficient as possible.

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**Sources of Funding:**

Washburn is currently USDA-Rural Development eligible for grants and loans. If there would be plans for improving the aeration system and clarification system, these energy suggestions would be a small portion of the total upgrade.

The Wisconsin Focus On Energy program can, and has in the past, awarded grants for energy efficient equipment upgrades. A list of FOE auditors and program descriptions is included with this report.

Xcel Energy may have programs to help save energy during peak use hours. They also offer audits so they can design a program for existing operations.

**9**

**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: Solar PV System at Treatment Plant  
Date: May 2, 2019

Recently, bids were received for the Treatment Plant Solar Photovoltaic (PV) System Design and Installation Project. The bid results are included in your packet, and as you will see, Eagle Point Solar of Dubuque, IA is the low bidder at a grand total amount of \$216,825. This bid has been checked over and we believe that Eagle Point Solar is qualified and capable to deliver the product as specified in our bid documents.

In order to proceed with this project, the Council must pass a motion(s) that include these things: 1) Acceptance of the bid results and low bid by Eagle Point Solar; 2) Approval of the proposed contract with Eagle Point Solar; 3) Designation of Bob Anderson as the Responsible Representative for this Project; and 4) approval of the resolution to borrow funds for this project.

Enclosed you will find a contract with Eagle Point Solar to commence with the work that is proposed in the bid. This is a standard contract for our internally bid projects.

The last issue to address is the financing of this project. Because the Sewer Utility does not have any cash reserves (it actually owes the other funds over \$650,000 dollars besides what it has in existing debt) it must borrow for the money to do this project. No other City fund has dollars available to loan the Sewer Utility money. Going into this project, it was the intention of this project to generate enough savings in electrical usage to pay for the principle and interest costs of a loan in order to be a viable project.

As the contract amount would be for \$216,825, we must add a contingency onto this project to anticipate any missed items, or site conditions that were not anticipated. This amount should be at least \$21,000. This would bring the total potential cost to \$237,825. However, a grant was received for this project in the amount of \$79,119 from Focus on Energy for this project. This would mean that the borrowing should be for \$159,000. This is very close to what was estimated last fall when the Council chose to proceed with bidding the project (\$160,000). For comparison purposes, I am not including any dollars in this loan for other upgrades to the plant at this time.

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

It is important to note that staff have checked on how this project might affect our electric rate structure if other upgrades are done as well as outlined in my previous memo. No changes to the rate structure would occur. The only other consideration is that if the VFD improvements are made to the Treatment Plant as requested, the solar array proposed may end up being oversized. It could potentially be reduced in size by 25 to 50 percent if the other energy reduction improvements come to fruition according to discussions with Xcel Energy. There is no way to know for sure until those other improvements would be completed and energy usage was monitored.

I must point out that our Public Works and Utility staff are very cautious on this project. There is no objection to solar energy systems; however, staff want to make sure that it does not come at the expense of other upgrades and improvements that are needed at the plant which can impact functionality. This City has invested heavily in new staff to help make significant improvements in our utilities from an operational, infrastructure, and financial perspective. There is a need to make other investments at the plant, and they do not want to be hamstrung by additional financial limitations to achieve the goals they were hired for. This project will consume a large amount of physical space at the treatment plant, and it will require some degree, although we believe it to be small, of maintenance and monitoring of this system. For this project to be viable to them, it must comfortably pay for itself.

To finance this project, I believe it is necessary to request funds from the Board of Commissioners of Public Lands. That interest rate is fixed currently at 4.5 percent for loans over 10 years which would be needed in this case. A loan for less than 10 years will not have principle and interest payments small enough for the energy savings to pay for without a balloon payment, and I make every effort to avoid balloon payments in the City's financing. Local financing is not an option for terms longer than 10 years without balloon payments. Two projections have been run for you using a 20-year and 15-year term. In both cases, the principle and interest payments would not be covered by the projected energy savings. In the 20-year projection, the first four years would be over a \$2,000 shortfall, and there would over \$1,000 for the next three years. Although it is a relatively small shortfall, it is still concerning when we are in such a cash strapped situation. The 15-year projection puts the shortfall around \$5,000 - \$4,000 for the first six years. This scenario is not acceptable in my opinion.

Please know that if you want to proceed with the Solar Project, I request that the loan be increased by \$40,000 for additional upgrades that should pay for themselves within the term of the loan. A borrowing resolution is attached for your consideration with the grand total figure included. Although this borrowing would need to be a General Fund expense, it would still be primarily financed by the Sewer Utility.

You may have a lot of questions on this material. If you have questions in advance, please ask them in advance if you can. I thank Bill Bailey and Niels Wolter for their assistance in preparing specifications for this project and in answering many questions throughout the process. If this project is approved, a Notice to Proceed to the Contractor will not be issued until financing is secured.

## BID TABULATION

Project: 2019 Treatment Plant Solar Photovoltaic (PV) System

Date of Bid Opening: April 16, 2019 Time of Bid Opening: 2:00 PM

Contractor	Design Costs	Labor Costs	Material Costs	Grand Total	Alternate 1	Bid Form	Bond	Addendum
Next Energy Solutions Inc.	\$15,448	\$93,500	\$142,800	\$251,748	5-10-\$1000 10-20-\$1,500 20-30 -\$2,000	Yes	Yes	Yes
All Energy Solar	\$84,018	\$68,065	\$145,863	\$297,946	30 - \$9,900	Yes	Yes	Yes
Eagle Point Solar	\$21,682	\$45,048	\$150,095	\$216,825	Included in base	Yes	Yes	Yes

Attendees At Bid Opening: City Admin Scott Kluver; DPW Director Anderson; Daniel Leavenworth, Eagle Point Solar; Danielle Kelly, NES; Theron O'Connor, CheqBay Renewables; John Amundson, All Energy Solar

**DRAFT**  
**AGREEMENT**  
**CITY OF WASHBURN**  
**AND EAGLE POINT SOLAR LLC**

**Project: 2019 Treatment Plant Solar Photovoltaic (PV) System**

THIS AGREEMENT is made and entered into at Washburn, Wisconsin, by and between the City of Washburn, a Wisconsin municipal corporation, 119 Washington Avenue, P.O. Box 638, Washburn, WI 54891, (“City”), and Eagle Point Solar LLC, 900 Jackson St., Dubuque, IA 52003 (“Contractor”).

**1. Work.** The Contractor shall complete the Work called for in the Contract Documents. This Work is generally described as the design and installation of a solar electric photovoltaic (PV) system totaling 100 kilowatts (total ac rated inverter capacity) at the Washburn Wastewater Treatment Plant located at 405 South 10<sup>th</sup> Avenue West.

**2. Time for completion; liquidated damages.** The time for completion and liquidated damages for failure to complete on time are as set forth in the Contract Documents. The parties recognize that the City will suffer financial loss if the work is not completed on time, but that the quantification of such loss may be difficult to ascertain. Therefore, as compensation for such loss, and not as a penalty for the delay, the parties agree to the liquidated damages set out.

**3. Compensation.**

(a) City shall pay Contractor in accordance with the Contract Documents. Payment shall not exceed \$216,825. If the bid is based on per-unit costs, payment shall be based upon actual units or quantities delivered and installed. Estimated quantities are not guaranteed.

(b) Progress payments. There shall be no more than three progress payment for this project. The City will withhold a retainage of 10% from any progress payment.

(c) Final payment. Upon request for Final Payment, and determination by the City that the Work has been completed, the City will pay all amounts owing, including retainages from progress payments, less any allowable deductions, including but not limited to liquidated damages.

**4. Contractor’s representations.** As inducement to the City to enter into this Agreement, the Contractor represents that it has fully inspected the site, the Contract Documents, and the requirements of the job, and is satisfied that it is familiar with all aspects of the Work as required.

**5. Insurance.** At all times during the performance of this Agreement, the Contractor shall have in place insurance as outlined in the Instructions to Bidders. All such insurance shall be

evidenced by a current certificate of insurance naming the City as an additional insured, and providing that no changes or cancellation for the insurance shall be made without first informing the City.

**6. Bonding.** The Contractor shall provide to the City, Performance and Payments Bonds, each in an amount equal to the project cost, executed by a surety acceptable to the City.

**7. Assignment.** This Agreement may not be assigned without the written consent of the other party.

**8. Contract Documents.** This Contract incorporates within it such of the following documents that exist, which collectively are referred to as the Contract Documents:

- (a) This Agreement.
- (b) Instructions to Bidders, and any addenda.
- (c) The Contractor's Proposal or Bid.
- (d) The Contractor's Performance and Payment Bonds.
- (e) The Contractor's Certificates of Insurance.
- (f) General Conditions.
- (g) Special Provisions.
- (h) Insurance schedule included in the Special Provisions.
- (i) Notice to Proceed.
- (j) Any approved Change Orders.

**9. Dispute resolution.** All disputes under this contract that cannot be resolved through voluntary means shall be resolved in Circuit Court for Bayfield County, Wisconsin, applying the law of the State of Wisconsin.

**10. Priority of documents.** If there is any conflict between the specific terms of this Agreement and any of the other Contract Documents, the specific terms of this Agreement shall prevail.

CITY OF WASHBURN  
By:

\_\_\_\_\_  
Richard Avol, Mayor

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

CONTRACTOR  
Eagle Point Solar, LLC  
By: Barry R. Shear, President

\_\_\_\_\_

\_\_\_\_\_  
Date

**COMMON COUNCIL FOR THE  
CITY OF WASHBURN, WISCONSIN**

Resolution No. 019-004

Authorizing the Borrowing \$199,000 for the Wastewater Treatment Plant Solar Photovoltaic (PV) System Design and Installation Project and Other Energy Reduction Upgrades and Improvements at the Treatment Plant

**WHEREAS**, the City of Washburn Common Council has previously authorized the Treatment Plant Solar Photovoltaic project to be bid; and

**WHEREAS**, the City of Washburn Common Council also asked for other potential energy saving projects at the treatment plant to be considered; and

**WHEREAS**, project costs for making energy saving improvements have been identified;

**WHEREAS**, there is a need to finance the project costs in order to proceed; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Common Council of the City of Washburn assembled this 13<sup>th</sup> day of May, 2019, hereby resolves to allow an amount not to exceed \$199,000 to be borrowed in the form of notes from the Board of Commissioners of Public Lands State Trust Fund. Furthermore, it is intended that this be a General Fund authorized expense, and that the term for such a borrowing be no more than 20 years. Furthermore, these funds shall be authorized to be utilized by the Common Council for appropriate and eligible expenses related to the Treatment Plant Solar Photovoltaic (PV) System Design and Installation Project and other energy reduction upgrades and improvements at the Treatment Plant.

**BE IT FURTHER RESOLVED**, that the Common Council authorizes the Mayor and Clerk to complete and sign the necessary documents to complete said sale and receive the funds on behalf of the City.

Adopted by the Common Council for the City of Washburn, Wisconsin this 13<sup>th</sup> Day of May, 2019.

\_\_\_\_\_  
Richard Avol, Mayor

STATE OF WISCONSIN    )  
  )  
COUNTY OF BAYFIELD    )

I hereby certify that the foregoing resolution is a true, correct and complete copy of a Resolution #19-004 duly and regularly adopted by the Common Council for the City of Washburn on the 13<sup>th</sup> day of May, 2019 and that said resolution has not been repealed or amended, and is now in full force and effect.

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



101 E. Wilson Street  
2nd Floor  
PO Box 8943  
Madison, WI 53708-8943

608 266-1370 INFORMATION  
608 266-0034 LOANS  
608 267-2787 FAX  
bcpl.wisconsin.gov

Jonathan Barry, *Executive Secretary*

## Fact Sheet - General Obligation Loans

<b>Eligible Borrowers:</b>	Wisconsin towns, villages, cities, counties, school districts, technical college districts, public inland lake protection and rehabilitation districts, town sanitary districts, metropolitan sewerage districts, metropolitan sewerage systems, joint sewerage systems, consortiums, cooperative educational service agencies (CESAs), federated public library systems, and drainage districts.												
<b>Loan Process:</b>	Simple and transparent, with funds available 30-45 days from initial application.												
<b>Loan Security:</b>	Loans become a general obligation of the borrower and require the borrower to levy a tax sufficient to make principal and interest payments when due.												
<b>Loan Purpose:</b>	Loans of 10 years or less may be made to facilitate the performance of any power or duty of the borrowing municipality, including operations and maintenance. Loans greater than 10 years are restricted to the financing or refinancing of public purpose projects including "the acquisition, leasing, planning, design, construction, development, extension, enlargement, renovation, rebuilding, repair or improvement of land, waters, property, highways, buildings, equipment, or facilities", or any purpose otherwise allowed by law.												
<b>Economic Development Lending:</b>	BCPL is a major source of funding for economic development projects throughout the State of Wisconsin including pass-through loans for private development, funding development incentives, TID infrastructure loans, land acquisition and development for business parks, and others. BCPL can provide critical flexibility in the repayment schedule if income projections are delayed.												
<b>Payments:</b>	Annual payments are due March 15 each year. Loans funded between September 1 and March 14 do not have a payment scheduled for the following March 15. BCPL can provide custom amortization schedules for projects that may take time to generate expected revenues, or that need coordination with other debt payment schedules.												
<b>Prepayment:</b>	Prepayments are allowed without penalty after January 1 and prior to September 1 each year, with 30 days prior written notice. This flexibility is extremely valuable, as future budget demands can be difficult to forecast. Many finance directors get stuck with higher rate bonds and are forced to wait years prior to refunding opportunities. This is never a problem if you borrow from BCPL.												
<b>Terms:</b>	2 to 20 year fixed rate loans.												
<b>Current Rates:</b>	<table><tr><td>Loan Term</td><td>2 years</td><td>4.00%</td></tr><tr><td></td><td>3-5 years</td><td>4.00%</td></tr><tr><td></td><td>6-10 years</td><td>4.25%</td></tr><tr><td></td><td>11-20 years</td><td>4.50%</td></tr></table>	Loan Term	2 years	4.00%		3-5 years	4.00%		6-10 years	4.25%		11-20 years	4.50%
Loan Term	2 years	4.00%											
	3-5 years	4.00%											
	6-10 years	4.25%											
	11-20 years	4.50%											
<b>Rate Lock:</b>	Market-based interest rates are locked at the time of application for a period of 60 days at no cost to Borrower. This rate also remains locked following final board approval and throughout the 4-month draw period, which helps provide financial stability during the entire loan process.												
<b>Fees:</b>	No application fees, origination fees or prepayment fees. No fees period!												
<b>Best Part:</b>	Net interest earned by BCPL is distributed to communities statewide for the funding of public school library materials. Check out the BCPL website to see the annual contribution made to your school district. This annual payment effectively reduces local tax levies by providing schools another source of funding. How many bankers or bond dealers can say that?												





Summary of Cash Flow - Input values shaded blue  
Washburn WWTP - \$.50 RECIP

System Size (KW DC)	124 Prod/kw/yr	1191 Annual Prod.	147585 kwh	Degradation	0.50%	Comm. Grant	\$0
Price/kw	\$1,750 System Price	\$216,825 Escalator	3%	El Grant	\$	RECIP Rate	\$0.50 RECIP Grant
Investment Tax Rate	0% SREC Rate	0% Inflation	2%	Use Tax Credit?	No	NPV Discount Rate	\$79,119 4%
ITC	\$0	Levelized Cost w/o Incentive	\$ 1.665	Use Tax Credit?	No	Site Prep	\$0
		Levelized Cost w/ Incentive	\$1.096	w/tax credit	\$ 1.096	Consulting	\$5,000

Summary of Cash Flows

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
System Cost	(\$216,825)																
Grants	79,119																
Additional Costs	(5,000)																
Net Cost	(142,706)																
Loan	159,000																
Utility Savings	\$10,708	\$10,974	\$11,247	\$11,526	\$11,813	\$12,106	\$12,407	\$12,715	\$13,031	\$13,355	\$13,687	\$14,027	\$14,376	\$14,733	\$15,099	\$15,474	\$15,859
SREC Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance cost	(\$1,239)	(\$1,264)	(\$1,289)	(\$1,315)	(\$1,341)	(\$1,368)	(\$1,395)	(\$1,423)	(\$1,452)	(\$1,481)	(\$1,510)	(\$1,541)	(\$1,571)	(\$1,603)	(\$1,635)	(\$1,668)	(\$1,701)
Interest Expense	(\$7,155)	(\$6,927)	(\$6,689)	(\$6,440)	(\$6,179)	(\$5,907)	(\$5,623)	(\$5,326)	(\$5,016)	(\$4,691)	(\$4,352)	(\$3,998)	(\$3,628)	(\$3,241)	(\$2,837)	(\$2,415)	(\$1,973)
Principle Payments	(\$5,068)	(\$5,296)	(\$5,535)	(\$5,784)	(\$6,044)	(\$6,316)	(\$6,600)	(\$6,897)	(\$7,208)	(\$7,532)	(\$7,871)	(\$8,225)	(\$8,595)	(\$8,982)	(\$9,386)	(\$9,809)	(\$10,250)
Tax Credit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Tax: Savings (Owed)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
After Tax Cash Flow	\$ 16,294	(\$2,754)	(\$2,513)	(\$2,266)	(\$2,012)	(\$1,752)	(\$1,485)	(\$1,212)	(\$931)	(\$644)	(\$349)	(\$47)	\$263	\$581	\$907	\$1,241	\$1,584
Cumulative Cash Flow	\$16,294	\$13,540	\$11,027	\$8,761	\$6,749	\$4,998	\$3,513	\$2,301	\$1,370	\$726	\$378	\$331	\$594	\$1,176	\$3,324	\$4,907	\$6,842
IRR																	
NPV																	

Income Tax Analysis

Income before Depr.	\$2,314	\$2,783	\$3,269	\$3,772	\$4,292	\$4,831	\$5,389	\$5,966	\$6,564	\$7,183	\$7,824	\$8,489	\$9,176	\$9,889	\$10,627	\$11,392	\$12,185
Depr. Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Taxable Gain (Loss)	\$2,314	\$2,783	\$3,269	\$3,772	\$4,292	\$4,831	\$5,389	\$5,966	\$6,564	\$7,183	\$7,824	\$8,489	\$9,176	\$9,889	\$10,627	\$11,392	\$12,185
Tax: Savings (Owed)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Debt Financing	Loan Amount	\$ 159,000	Term	20	Rate	4.50%	Annual Pmt	\$12,223
Principle Balance	\$ 153,932	\$ 148,635	\$ 143,101	\$ 137,317	\$ 131,273	\$ 124,957	\$ 118,356	\$ 111,459
Interest	\$7,155	\$6,927	\$6,689	\$6,440	\$6,179	\$5,907	\$5,623	\$5,326
Principle	\$5,068	\$5,296	\$5,535	\$5,784	\$6,044	\$6,316	\$6,600	\$6,897



Solar Proposal For:



WASHBURN, WISCONSIN

Treatment Plant

Prepared By:

Eagle Point   
**SOLAR**  
Bringing you the SUN

April 16, 2019

Mr. Scott J. Kluver  
City Administrator  
119 Washington Avenue  
Washburn, Wisconsin 54891

Dear Mr. Kluver,

Eagle Point Solar is pleased to provide a proposal in response to your request for a proposal to design, build and maintain a solar array located at the City of Washburn wastewater treatment plant. We have read, understand and agree to the terms of your RFP including the completion date of November 15, 2019.

Our intention is to bid on all of the projects included in the RFP's received from Niels Wolter and Cheq Bay Renewables for the projects in and around the City of Bayfield.

Our proposal is organized into the following sections:

1. Transmittal Letter
2. Company Background & Qualifications
3. References
4. Project and Technology Description
5. On-Going Operations & Maintenance Services
6. Equipment Specifications and Warranties

Our proposal is "turn-key" in nature, meaning Eagle Point Solar will handle all aspects of the project including, design, optimization, construction, permitting, interconnection preparation & submission, equipment procurement, inspections, commissioning and 5 Years of on-going operations and maintenance services.

Our base bid includes training for select City staff on the operation of the solar array. This training is designed to be a supplement to the services Eagle Point Solar provides under the operations & maintenance services agreement, not a replacement of those services. We will also provide training to the Fire Department, so they are comfortable knowing what steps to take if their services are needed on this or other facilities that have solar installed.

Eagle Point Solar has developed a business model that includes offices located in strategic geographies and partnerships with local solar experts in other areas. We understand a local presence is important when it comes to delivering certain on-going services. Our proposal includes a commitment to establish either an Eagle Point Solar office or a local partner in the Washburn area. Although we have not made the decision which option is best, we are committed to the area and will have a plan in place by the time the construction of this project starts.

We are very interested in assisting the City of Washburn in educating the citizens on why this project is good for the city and its residents. Ribbon cuttings, educational sessions and installation of a TV monitor in a prominent location to display the system production and environmental benefits are just a few things we will do should we be selected.

The City of Washburn will certainly have multiple vendors bid on your solar project but as you evaluate each response it will become clear that Eagle Point Solar provides the highest value for your solar installation.

Sincerely,



Jim Pullen  
General Manager



## Section 2 – Background and Qualifications

### History:

Eagle Point Solar was founded in 2010 with an unwavering focus on quality, professionalism, and service. We have become one of the leading solar providers in the Midwest with over 600 completed systems in Iowa, Illinois, and Wisconsin with an aggregate size exceeding 17MW. We have provided solar solutions for a variety of customers and facilities including, utilities, schools, city & county governments, farms, non-profits, large and small businesses and homeowners.

We have worked with several local public entities in Iowa, Illinois and Wisconsin including, the City Cedar Rapids IA, the City of Dubuque, IA, the City of Olin IA, Sauk County, WI and the Northland Pines School District in Eagle River, WI.

### Qualifications:

Our commitment to the solar industry is evident as we are members of various trade organizations and a founding member of the Iowa Solar Energy Trade Association (ISETA) as well current members of the Illinois Solar Trade Association (ISEA) and RENEW Wisconsin.

Here are a few things that make us uniquely qualified for the wastewater treatment plant project:

- 1) We are a professional solar installer/integrator that is 100% focused on the solar industry. For the last 8-years we have grown to a team of 65 employees with specific areas of expertise in our industry.
- 2) Full-time, on-staff installers. We do not sub-contract the installations of the solar array. We can leverage our knowledge from past projects and complete installations quickly, with consistent quality. Nearly every member of this crew will be from the local labour pool.
- 3) We have invested in education for our entire staff including the time, effort and financial commitment necessary to have multiple NABCEP certified individuals in our organization including:

Tod Hollenback - PV-041616-012867

Joseph Petsche - PV-042217-012772

Mathew Pullen - PVA-020718-020696

Todd Linquist - PV-090718-020118

Vivika Heller - PVA-110518-021693

Adam Jordan – PVA-091718-023370

Danny Leavenworth - PVA-021519-022497

- 4) Eagle Point Solar has invested in the equipment necessary to build ground arrays that are aesthetically pleasing and durable. The investment we made in our Vermeer PD-10 pile driving machine and our experience in operating it set our ground arrays apart from any other installer you will find in this area.
- 5) We have been named one of Solar Power World's top 500 solar contractors in the U.S. for 3 years in a row

## **Key Personnel:**

Every project has corporate level management from Eagle Point Solar's headquarters in Dubuque, Iowa as well as local construction management at the site. Eagle Point Solar will oversee quality of service and product and is the prime contractor responsible for all of the project work. Our experienced construction management team has enabled us to attain a reputation as a consistent and efficient solar provider focused on customer satisfaction and quality workmanship.

### **Barry R. Shear CEO & President**

Barry Shear is President and Owner of Eagle Point Solar. He has earned a wide reputation as a vigorous advocate for solar energy and climate change initiatives. Barry feels energy from renewable sources is the Industrial Revolution of the 21st century, and that jobs, economic growth, sustainability, and reducing greenhouse gas emissions can all be accomplished within a framework that works for the public and the utilities. Barry and Eagle Point Solar took the lead in the landmark Supreme Court case which now allows for third party power purchase agreements in Iowa. He is a founding Board member and Treasurer of ISETA (Iowa Solar Energy Trade Association) and is a frequent speaker and panelist on Solar Energy Policy.

### **Jim Pullen General Manager**

Jim has over 25 years of Executive Sales and Operations Management experience. His focus is on process development and improvement, specifically with the sales and construction departments. Jim has also personally provided solar consultations to over 50 customers who have installed solar arrays. Prior to Eagle Point, Jim was a small business owner and the Vice President of Sales for an established technology firm.

### **Larry Steffen Vice President of Sales**

Larry has over 38 years of Sales & Executive Sales Management experience. Leading the sales teams in his divisions as well as establishing and executing sales strategies is a major focus. Larry has also provided solar consultations to over 450 customers in the last 5 years. Prior to Eagle Point Solar, Larry was the Chief Operating Officer and co-owner of an agriculture fertilizer plant in Iowa. He holds 3 U.S. patents on agriculture and ornamental fertilizer formulations. Larry was also the Executive Director of Sales for an established software engineering consulting firm for 23 years.

### **Randy Ambrosy Vice President of Operations**

Since 1991, Randy has served in a variety of Executive Management roles including Sales, Marketing, Product Development, International Business and Operations. Randy has lead acquisition and divestiture teams and has experience managing large projects. Randy brings Executive Leadership to the team, and oversees the construction phases of the business while focusing on process efficiency and improvement. Randy earned his Master's Degree in Business Analytics from Loras College in 2017.

### **Joseph Petsche Vice President of Construction and Engineering/Project Manager**

Joe is a degreed engineer with an MBA from the University of Iowa. He has over 20 years of engineering and project management experience including previous positions with Kinder Morgan Energy Partners, British Petroleum and Amoco. He has managed dozens of energy related projects and is committed to precise planning, efficient execution, cost effective results and total customer satisfaction. Joe has also attended extensive solar training and is NABCEP certified.

**Tod Hollenback****Vice President of Design & Procurement**

Tod has over 25 years of experience of design, sales, repair and procurement within the technology market. He is responsible for the design process which includes matching compatible equipment to the needs and goals of all client projects. Tod has attended various training sessions and is NABCEP certified. Prior to Eagle Point, Tod was a small business owner and previously worked for a technology company in various technical and sales roles.

**Brian Gill****Master Electrician**

Brian has been in the electrical trade for nearly 25 years, the last 16 as a Master Electrician. Prior to Eagle Point Solar Brian worked as the Service & Project Manager for Hawkeye Electric in Dubuque. In addition to Brian's extensive electrical background, he has over 4 years of solar experience as a contractor working on projects for Eagle Point Solar. Brian will oversee all electrical functions corporately for Eagle Point Solar including design, engineering and construction. In addition to this, he will manage all electrical contractors and the in-house electrical staff.

**Local Presence**

Eagle Point Solar has developed a business model that includes offices located in strategic geographies and partnerships with local solar experts in other areas. We understand a local presence is important when it comes to delivering certain on-going services. Our proposal includes a commitment to establish either an Eagle Point Solar office or a local partner in the Washburn area. Although we have not made the decision which option is best, we are committed to the area and will have a plan in place by the time the construction of this project starts.

**Equipment Suppliers**

Eagle Point Solar has a long-standing supplier relationship with Van Meter, headquartered in Cedar Rapids Iowa. Van Meter is a leading distributor of electrical and solar equipment with 85 years of experience and 450+ employee-owners committed to customer service.

**Section 3 - References:**

**Galena Wastewater Treatment Plant, Galena, IL**

**357kW**

**Contact: Andy Lewis [alewis@cityofgalena.org](mailto:alewis@cityofgalena.org)**

**815-777-1050**



**Northland Pines School District, Eagle River, WI**

**4250kW**

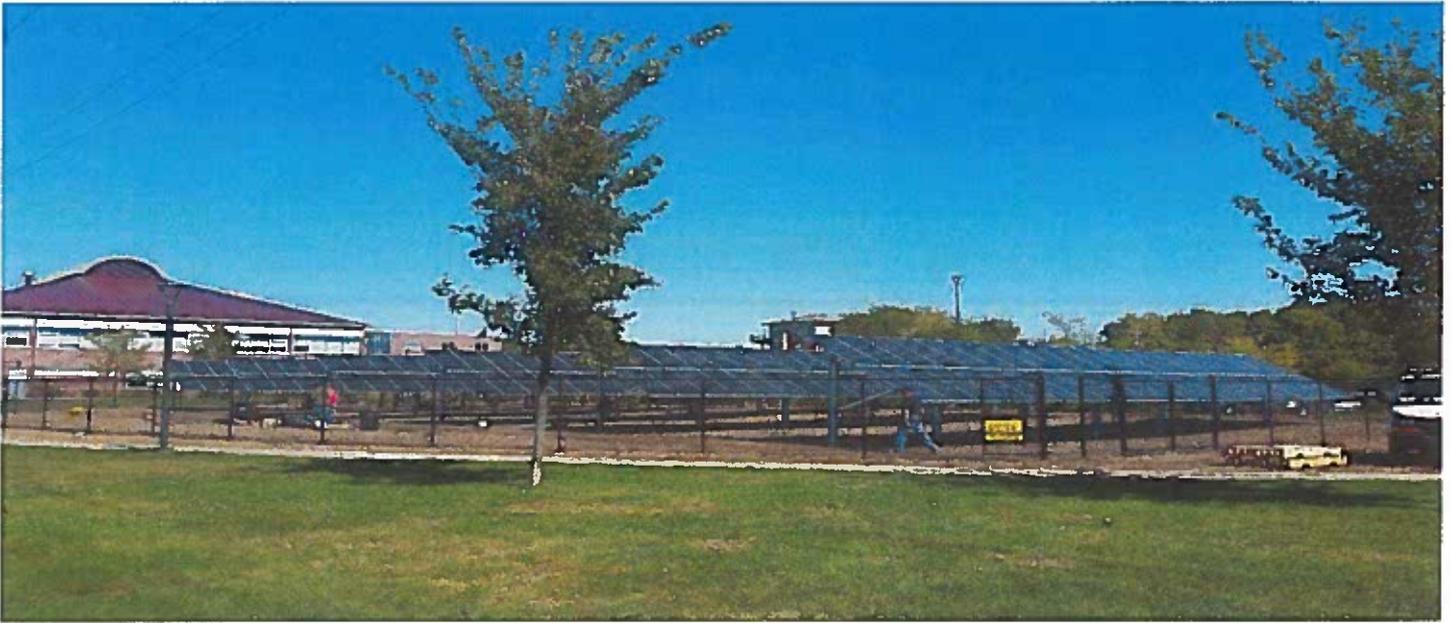
**Contact: Dave Bohnen [dbohnen.k12.wi.us](mailto:dbohnen.k12.wi.us)**

**(715) 479-5031**



**Johnson County Administration Building, Iowa City, IA**  
**246kW**

Contact: Josh Busard [jbusard@co.johnson.ia.us](mailto:jbusard@co.johnson.ia.us)  
(319) 356-6083



**City of Asbury – Wastewater Treatment Plant, Asbury, IA**  
**357kW**

Contact: Beth Bonz [ebonz@cityofasbury.com](mailto:ebonz@cityofasbury.com)  
(563) 589-4110



## Partial Project Portfolio:

### Municipalities, Counties, Schools & Utilities

<b>Name:</b>	<b>Projects</b>	<b>Total Size</b>	<b>Third Party Finance</b>
Farmers Electric Co-Op	1	800kW	Y
Northland Pines CSD, Wi	1	425kW	Y
City of Galena, Il.	2	400kW	N
Rochelle Municipal Utility	1	368kW	N
Jo Carroll Energy	1	126kW	Y
Hamilton County, IA.	1	118kW	Y
City of Cedar Rapids, Ia.	5	307kW	Y
Johnson County, IA.	2	245kW	Y
City of Dyersville, IA.	3	297kW	Y
City of Dubuque, IA.	6	351kW	Y
N.E. Iowa Community College	1	104kW	Y
City of Asbury, IA.	4	230kW	Y
Cedar County, IA.	1	213kW	Y
City of Rochelle, IL.	1	324kW	N
Bennett, Iowa CSD	1	166kW	N
Olin, Iowa CSD	2	136kW	N
Howard Winneshiek CSD	1	35kW	N
Sauk County, WI	2	465kW	Y
City of Olin, IA	5	87kW	Y
Spoon River Electric Coop	1	70kW	N
VIT CSD, IL	3	520kW	Y
Spoon River Valley CSD, IL	1	449kW	Y
City of Peosta, IA	7	405kW	Y
City of Oelwein, IA	5	254kW	Y
City of Marquette, IA	1	36kW	N

## Section 4 – Project and Technology Description

### Project Description:

*Our design and equipment choices continue to follow our philosophy of using only the highest quality components from established, stable manufacturers and not simply the cheapest equipment available. An investment in a solar array is a long term investment and the ROI depends solely on the performance of the equipment. Given this fact, using only quality equipment is the correct choice. For this project, we chose a high density solar module paired with micro-inverters.*

#### Overview:

**125kW DC/99kW AC ground mount Solar Array**

**(420) S-Energy 60 cell mono modules mounted 4-up Landscape**

- HIGH density, mounted LS orientation

**(110) AP Systems YC 1000 micro inverters, 900W max output**

- Shading and space concerns

**Iron Ridge ground mount XR-1000 racking system**

- Soil and ground content concerns

Due to soil conditions, potential existing concrete footings, shading concerns and limited space, the ground mounted array will consist of a concrete pier racking system tilted at 30° from horizontal, and faced 180° due south. The row configuration is a 4 high, landscape layout.

DC array wiring will be tightly secured to the array racking and will land at the micro-inverters. There will be trenching row to row and from the array to the electrical CT cabinet located on pumphouse.

A SUB ac combiner panel will be mounted on the west side of each row.

Conduit will be laid in the trench at a minimum depth of 2', and will carry the AC inverter feeders leaving each row, to the Central ac combiner panel.

The Central ac combiner panel will collect all of the individual inverter circuits, and provide power to a 120V outlet at the array, which will provide energy to communication equipment.

The combiner panel feeders will be pulled from the array to the building at a minimum depth of 2'.

A mandatory, bladed, utility DG disconnect will also be mounted in the location of the existing utility meter.

The solar point-of-connection (POC) will be made on the line side lugs of one of the existing CT cabinet. Ground treatment laying under both array sections, will consist of a low-growth pollinator seed-mix. The seed-mix is designed to grow no taller than 3' and will be applied after completion of the build to ensure optimal growth. This cost is included in this bid.

**REDUNDANT** (factory AP and Eguage) Communications equipment to be mounted at array, fed via hard wire to existing data switch located in well house.

**Waste Water Treatment Plant - 100kW-ac**



**Equipment Specifications:**

**Modules – S-Energy: SN295M-10**

- 295-watt, High Performance, High Power
- 25 Year Production Warranty

**MicroInverters– AP Systems YC-1000**

- 10 Year Warranty (extendable to 25 yrs)

**Mounting System – Iron Ridge Ground**

- 10 Year Manufacturer Warranty (PLP)
- 25 Year Manufacturer Warranty (S5)

**Monitoring System(s) – AP Factory Eguage**

DC Nameplate:	123.9 kW
AC Nameplate	99 kW
DC/AC Ratio:	1.25
Annual Production:	147,585 kWh/yr
Production Ratio:	1.19 kWh/kWp/yr
Quantity:	
Panels	420
Inverters	110
Azimuth:	180°
Panel Tilt:	30° - Ground

Monthly Array Production (kWh)											
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
5713	6848	11822	15010	19001	18634	20264	17203	13196	9393	5626	4875

## **Section 5 – On-going Operation & Maintenance**

Eagle Point Solar is including our 5-year limited workmanship warranty as well as a 5-year Operation & Maintenance contract included with the base bid. Our services will be provided by a combination of Eagle Point Solar personnel and/or a local partner.

Eagle Point Solar will electronically monitor the production of the solar arrays from our location in Dubuque, IA. Our system includes an on-line monitoring system which allows us to have remote access to the inverters. Remote access not only gives us the ability to monitor production but also allows us to troubleshoot many common error codes generated during normal inverter operation. The internet also gives us the ability to let the inverter manufacturer access the equipment should we need them.

In the unlikely event there is an issue with an inverter and we are unable to troubleshoot and resolve things remotely, we will dispatch a local technician to handle the situation. Eagle Point Solar will also dispatch our personnel to complete an annual on-site inspection. The annual inspection will include the tasks listed in exhibit B "Annual O & M Services". Eagle Point Solar will also provide the City of Washburn a written summation of the annual inspection.

In addition to the services described above, Eagle Point Solar will also provide 3 additional modules and 5 additional inverters to be stored at the project site. This equipment will be reserved for use only if the originally installed equipment needs to be replaced in the future. The idea is simply to ensure that replacement equipment is easily accessible should it be needed at a later date.

## 5 Year Limited Warranty

### Definition:

Eagle Point Solar (EPS) provides a 5-year workmanship warranty for every customer for whom it installs a solar array. The 5-year period begins on the date of commissioning and is subject to the following terms:

This warranty covers the work related to the installation of a solar array and completed by EPS. No coverage is provided for any part of the project which is completed by any party other than EPS unless specifically approved by EPS.

### Items Covered by the Warranty:

- 1) For all solar arrays:
  - a. Mounting hardware will be mounted securely to the mounting surface in accordance with all Federal, State and Local regulations.
  - b. Railing will be securely fastened to the mounting hardware per manufacturer's requirements.
  - c. Modules will be securely fastened to the racking hardware per manufacturer's requirements.
  - d. Electrical connections will be secure and operational.
  - e. Production monitoring system operation.
  
- 2) For a solar array mounted on the roof:
  - a. The mounting hardware will not damage or cause the roof to leak.
  
- 3) For a solar array mounted on the ground:
  - a. Piers or posts will remain securely in the original installation position.

### Exclusions:

- 1) Internet Service
  - a. Any interruption of customer's internet service by their service provider causing the solar array or the production monitoring system to malfunction.
  - b. Internet hardware failure by any customer owned hardware related to their internet service.
- 2) Vegetation control
- 3) Acts of God
- 4) Array kWh production
- 5) Normal wear and tear to customer's property during installation
- 6) Equipment issues covered by a manufacturer's warranty
- 7) Pre-existing property damage

### Warranty claims:

- 1) EPS customer shall promptly notify EPS directly should a potential warranty claim be identified. EPS will at its discretion determine if such claim is valid and also the recourse plan if action. The recourse plan of action will be designed to repair the identified warranted item to their state prior to the warranty claim and be completed in a reasonable time frame.

Initials: \_\_\_\_\_  
Customer                      EPS Representative

## Operations & Maintenance Agreement

This Operations & Maintenance Agreement ("Agreement") is made between [Eagle Point Solar, LLC] ("Operator") and [customer] ("Owner"), as of [EXECUTION DATE]. Operator and Owner hereby agree as follows:

1. **O&M SERVICES.** Subject to and in accordance with this Agreement, Operator shall provide the services set forth on Schedule A ("Agreement Services") for the system described in Construction Contract Appendix A ("System") during the Term. Operator shall inform Owner of any additional services required for the safe, reliable operation of the System and of conditions adversely affecting the performance of the System. Operator shall submit a written cost estimate covering such additional services necessary to correct the identified issues. Operator shall not perform any services other than the Planned Maintenance, and Owner shall not be required to pay Operator for any Additional Services performed without Owner's approval.

2. **PRICE AND PAYMENT.** Owner shall pay Operator an annual fixed fee of \$[0] with a [0%] annual escalator for the Planned Maintenance. On an annual basis, Operator shall submit an invoice to Owner documenting the cost associated with the agreement. Owner shall pay Operator, including any applicable taxes, within thirty (30) days after receipt of each invoice.

Operator's additional services fees for items not covered in the Agreement or for those Owners without an Agreement will be as follows:

- A) Owner shall pay Operator any cost of equipment and materials not covered by manufacturer's warranty.
- B) Owner shall pay Operator for all labor hours, including travel time, for the hours each Operator employee dedicates to the Owner's project. This hourly rate will be \$50/hour.
- C) Owner shall pay Operator for each mile logged by Operator's employees or contractors in the event Operator dispatches employees or contractors to the Owner's location. This mileage rate will be equal to the then current IRS mileage reimbursement rate.
- D) Owner shall pay Operator a flat fee trip charge of \$75 for each trip and each vehicle deployed to the Owner's site.

3. **TERM.** The term of this Agreement begins on the date of this Agreement and continues for a period of 1 year following the initiation date. The Agreement will automatically renew for subsequent periods of 1 year, unless a written notice of non-renewal is given by either Operator or Owner at least 60 days prior to the expiration of the Initial Term or then applicable Subsequent Term. No expiration of this Agreement shall release either party from any obligations (including payment obligations) arising under this Agreement prior to such expiration.

4. **ENTRY.** Except in the event of an emergency, Operator and any approved subcontractor shall notify Owner at least 48 hours prior to entry onto Owner's premises and may be required to provide such addition information regarding Operator's or subcontractor's personnel and reason for entry as may be reasonably required by Owner.

5. **SERVICE REPORTS.** Within 30 days following the performance of the Annual Planned Maintenance Schedule or Owner-approved Additional Services, Operator shall provide Owner with a written report summarizing all cleaning, inspections, tests, checks and other actions undertaken by Operator in sufficient detail for Owner to evaluate independently the condition of the System and any issues that may give rise to performance issues. Owner's payment obligations under are conditioned on Operator providing complete and accurate reports to Owner.

6. **STANDARD OF PERFORMANCE.** Operator shall perform the Services in accordance with all applicable laws, regulations, permits, licenses and industry standards and the requirements of any insurance policies maintained by Owner or Operator. The Services shall be performed in a good and workmanlike manner, free of any defect or deficiency and shall otherwise be performed in accordance with the requirements set forth in this Agreement. If Owner determines in its reasonable discretion that the Services are unsatisfactory or performed in a manner not consistent

with industry standards, Operator shall, at its own cost and expense, reperform the Services. Operator shall review all of the manufacturer's warranties for the panels, inverters, racking and combiner boxes ("Manufacturers' Warranties") and perform the Services in accordance with such Manufacturers' Warranties, including all requirements, conditions and stipulations therein. If included as part of Owner-approved Additional Services, Operator shall assist Owner with the prosecution of any claims arising under the Manufacturers' Warranties. Owner has made all Manufacturers' Warranties available to Operator, and Operator has had full opportunity to review, and may from time to time request copies of, the Manufacturers' Warranties.

7. **DEFAULTS.** It shall be an Operator event of default if Operator breaches a material obligation under this Agreement and fails to cure such breach within 30 days following notice from Owner. If such Operator event of default occurs, Owner shall have the right to terminate this Agreement and pursue any and all remedies it may have at law or in equity. It shall be an Owner event of default if Owner fails to make timely payment pursuant to Section 2 and Owner fails to cure such breach within 30 days following notice from Operator. If such an Owner event of default occurs, Operator's sole and exclusive remedy shall be to terminate this Agreement and bring suit to recover such unpaid amounts.

8. **INDEMNITY.** Operator shall indemnify and hold harmless Owner from and against any and all losses incurred by Owner to the extent arising from or out of any third-party claim for any injury to or death of any person or loss or damage to property of any person to the extent caused by any negligence willful, reckless or otherwise tortious act or omission (including strict liability) in connection with Operator's performance of the Services.

9. **INSURANCE.** Operator shall, at its own cost and expense obtain and maintain in full force and affect any insurance coverage in amounts consistent with prudent industry standards and shall provide original certificates of such insurance coverages to Owner upon request.

10. **NOTICES.** Any written notice, instruction, request or other communication under this Agreement, shall be deemed to have been duly given on the date of receipt and shall be delivered (a) personally to the party to whom notice is to be given, (b) by a recognized overnight receipted delivery service, to the party to whom notice is to be given or (c) to the party to whom notice is to be given, by first class registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to recipient's address as listed below or at the most recent address specified by written notice given to the other party in the manner provided in this Section 10.

Operator:  
Eagle Point Solar, LLC  
Attn: Jim Pullen  
Address: 900 Jackson St., Suite 108  
Dubuque, IA 52001]

Owner:  
(Customer)  
Attn: \_\_\_\_\_  
Title  
Address:

11. **CONFIDENTIALITY.** Neither party, without the prior written consent of the other party, will disclose the contents of this Agreement or any other information related thereto to any third party except to its fiduciary representatives who agree to keep such information confidential or as required by applicable law.

12. **INTEGRATION.** With respect to matters involving operations and maintenance for the system, this Agreement, together with all schedules hereto, constitutes the entire agreement of the Parties with respect to its subject matter, supersedes all prior written or oral agreements and any other correspondence between the parties or offers made by either party, if any, of the parties with respect to its subject matter.

**13. GENERAL TERMS.** If any term or provision of this Agreement is declared invalid or unenforceable by a court of competent jurisdiction, the remainder of this Agreement shall not be affected, and, if appropriate, such invalid or unenforceable provision shall be modified or replaced to give effect to the underlying intent of the parties. Neither party may assign this Agreement without the prior written consent of the other party. The failure of Operator or Owner to enforce any of the provisions of this Agreement, or the waiver thereof, shall not be construed as a general waiver or relinquishment on its part of any such provision, in any other instance or of any other provision in any instance. This Agreement will be deemed made in and governed by the laws of the state in which the System is located, without application of such state's principles regarding conflicts of law. This Agreement, together with all schedules hereto, constitutes the entire agreement of the parties with respect to its subject matter, supersedes all prior written or oral agreements and any other correspondence between the parties or offers made by either party, if any, of the parties with respect to its subject matter. This Agreement may only be amended in a writing signed by both parties. "Including" and any other words or phrases of inclusion shall not be construed as terms of limitation, so that references to "included" matters shall be regarded as non-exclusive, non-characterizing illustrations. The terms of Sections 6, 8, 11, and 12 shall survive the expiration or termination of this Agreement. This Agreement may be executed by original or facsimile signature in one or more counterparts, each of which will be deemed an original, but which collectively will constitute one and the same instrument.

By signing below, each party acknowledges that it has authority and hereby causes this Agreement to be executed in their respective names as of the date set forth below.

[Eagle Point Solar, LLC]

By: \_\_\_\_\_  
Name: Jim Pullen  
Title: General Manager  
Date: \_\_\_\_\_

[Customer]

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Schedule "A"

### On-Going Operation Support:

- Operator will provide all services necessary to uphold equipment manufacturer's warranties.

### System Monitoring:

*(If Owner qualifies to have an on-line portal set up for the system, the following services will be included. If it is determined the Owner does not qualify to have the on-line portal set up, these services are not included.)*

- Proactively monitor solar array production and provide Customer with an emailed production report annually.
- Configure, monitor and react to performance alerts generated by the monitoring system.

### Annual Planned Maintenance Schedule:

- Visually check all DC disconnects and combiners for blown fuses / corrosion / heat distortion / moisture entry / insect or rodent issues
- Verify module cleanliness (note if cleaning is required in follow up)
- Visually check array for broken, loose / missing modules, loose racking hardware, unsecured wiring or MC connectors, correct as is necessary
- Check for corrosion between copper wires and PV frames and galvanized steel racking structure
- Check condition of plastic wire ties and the insulation materials between wires and metal edges in the array; replace as necessary
- Inspect array for build-up of debris; clean as necessary
- Inspect wire runs / piping / conduits; make necessary corrections (sealant, secure elbows, etc.)
- Inspect Inverter for external damage
- Check all AC/DC connections to note possible hot spots and re-torque where necessary
- Shut down AC/DC breakers to Inverter, power down inverter
- Wait for Inverter to discharge
- Clean area around Inverter & verify base is sealed
- Clean / replace air filters and clean air returns
- Visually inspect for moisture intrusions-correct as needed
- Verify torque specifications for all connections
- Verify system is operational

### Exclusions:

The following items and services are specifically excluded from the Agreement:

- Owner's internet service:
  - Any interruption of Owner's internet service by their internet provider causing the solar array or the production monitoring system to malfunction.
  - Internet hardware failure by any Owner owned hardware related to their internet service.
- Acts of God.
- Vegetation Control.
- Solar array kWh production.

Initials: \_\_\_\_\_  
Customer                      EPS Representative



**Equipment & Warranty Specifications:**

# SN 60-Cell<sup>1,000V</sup>

Monocrystalline PV Module

SN290M-10 SN295M-10 SN300M-10 SN305M-10



## 290 ~ 305 Watt

Continuously manufacturing PV modules since 1992, S-Energy is one of the most experienced module makers in the industry. More than 25 years of operating data support S-Energy's reputation as the best overall quality, performance, and value for solar investors. The cutting-edge SN-series leads the industry again in advanced design, construction, and performance. The SN-series is the ideal module for any system size in any given environment. With the quality to last the lifetime of the PV system, S-Energy's SN-series provides the confidence and assurance to each and every one of our customers.



### Features



#### ENHANCED EXTERNAL LOAD / IMPACT

Snow Load : 5,400 Pa (30T) / 8,400 Pa (40T)  
Wind Load : 2,400 Pa (30T) / 5,400 Pa (40T)  
Hail Impact : 30.7m/s (speed ball)



#### POWER ADVANTAGE

25-year, linear power warranty  
> 97.5% nominal power during 1st year  
Positive tolerance up to +5W



#### PID RESISTANCE

Enhanced potential induced degradation



#### FIRE SAFETY

UL1703 Fire Classification : Type 1, Type 2



#### ENVIRONMENT RESISTANCE

Suitable for extreme conditions  
Resistant to high salt mist and ammonia  
(certified by TÜV Rheinland)



#### AVAILABLE IN TWO THICKNESSES

Standard (30T) and 40T for more durability

### Qualifications & Certifications

IEC 61215 & 61730, UL 1703, ISO 9001,  
ISO 14001, OHSAS 18001, WEEE



### Mechanical Characteristics

Solar Cells	Monocrystalline 156 x 156mm (6 Inches)
Number of Cells	60 Cells (6x10 Matrix)
Dimensions	1,650 x 990 x 30mm (30T) / 1,650 x 990 x 40mm (40T)
Weight	17kg (37.48 lbs)
Front Glass	High-Transmittance Low Iron Tempered Glass
Frame	Anodized Aluminum Black Frame
Output Cables	PV Wire (PV1-F), 12AWG (4mm <sup>2</sup> ), Cable Length : 1,000mm
Connectors	MC4 Connectable

### Warranty

Product Warranty	10-year Limited Product Warranty
Performance Warranty	Minimum Power Output for Year 1 : 97.5%
	Maximum Power Decline from Year 2 to 24 : 0.7%
	Power Output at year 25 : 80.7%

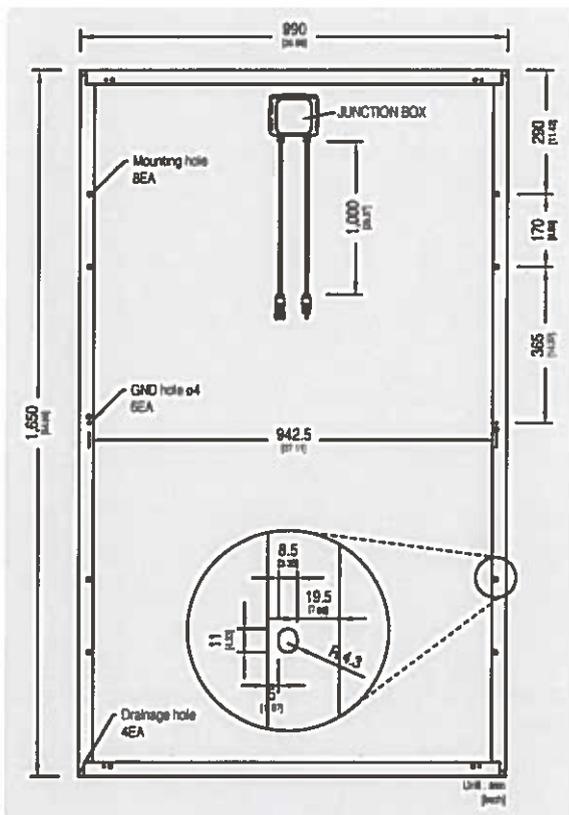
# SN 60-Cell 1,000V

Monocrystalline PV Module  
SN290M-10 SN295M-10 SN300M-10 SN305M-10



## Electrical Characteristics

STC (Irradiance 1,000W/m <sup>2</sup> , module temperature 25°C, AM=1.5)	SN290M-10	SN295M-10	SN300M-10	SN305M-10
Rated Power (P <sub>max</sub> )	290W	295W	300W	305W
Voltage at P <sub>max</sub> (V <sub>mp</sub> )	32.0V	32.4V	32.8V	33.2V
Current at P <sub>max</sub> (I <sub>mp</sub> )	9.05A	9.10A	9.14A	9.18A
Warranted Minimum P <sub>max</sub>	290W	295W	300W	305W
Short-Circuit Current (I <sub>sc</sub> )	9.63A	9.66A	9.68A	9.71A
Open-Circuit Voltage (V <sub>oc</sub> )	39.6V	39.7V	39.9V	40.1V
Module Efficiency	17.8%	18.1%	18.4%	18.7%
Operating Module Temperature	-40°C to +85°C			
Maximum System Voltage	1,000V(IEC) / 1,000V(UL)			
Maximum Series Fuse Rating	20A			
Maximum Reverse Current	20.25A			
Power Tolerance	0 ~ +5 W			

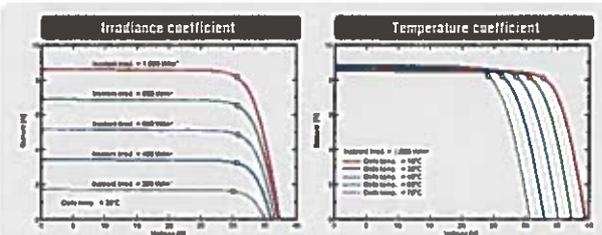


## Temperature Characteristics

Temperature coefficient of I <sub>sc</sub>	0.046 % / °C
Temperature coefficient of V <sub>oc</sub>	-0.282 % / °C
Temperature coefficient of power	-0.394 % / °C
NOCT (T <sub>amb</sub> 20°C ; Irradiance 800W/m <sup>2</sup> ; Wind 1m/s)	45±2 °C

## Packing Configuration

	30T	40T
Container	40' H/C	40' H/C
Modules Per Pallet	25pcs	25pcs
Pallets Per Container	28pallets	28pallets
Modules Per Container	700pcs	700pcs



## Remarks :

P<sub>max</sub> measurement tolerance : ±2.5%  
S-Energy uses triple AAA class simulator.  
Specification subject to change without prior notice. S-Energy reserves the rights of final interpretation.  
Document : SN 60-Cell(290-305)\_4BB\_UL&TUV\_1000\_EN\_All Black\_2017.11

S-Energy Co., Ltd.

SEAI America, Inc.  
(d.b.a. S-Energy America)

S-Energy Japan Co., Ltd.

3rd Fl., Miraeasset Tower, 20, Pangyoyeok-ro 241beon-gil, Bundang-gu, Seongnam-si, Gyeonggi-do, KOREA, 13484  
Tel. +82-70-4339-7100 Fax. +82-70-4339-7199 E-mail. inquiry@s-energy.com

20 Corporate Park, Suite 190, Irvine, CA 92606, U.S.A.  
Tel. +1-949-281-7897 Fax. +1-949-281-7893 E-mail. sales.us@s-energy.com

1-6-9, Koujimachi, Chiyoda-ku, Tokyo, DIK Koujimachi building 3F-A, Japan  
Tel. +81-3-6261-3759 Fax. +81-3-6261-3769 E-mail. toru.yasuda@s-energy.com

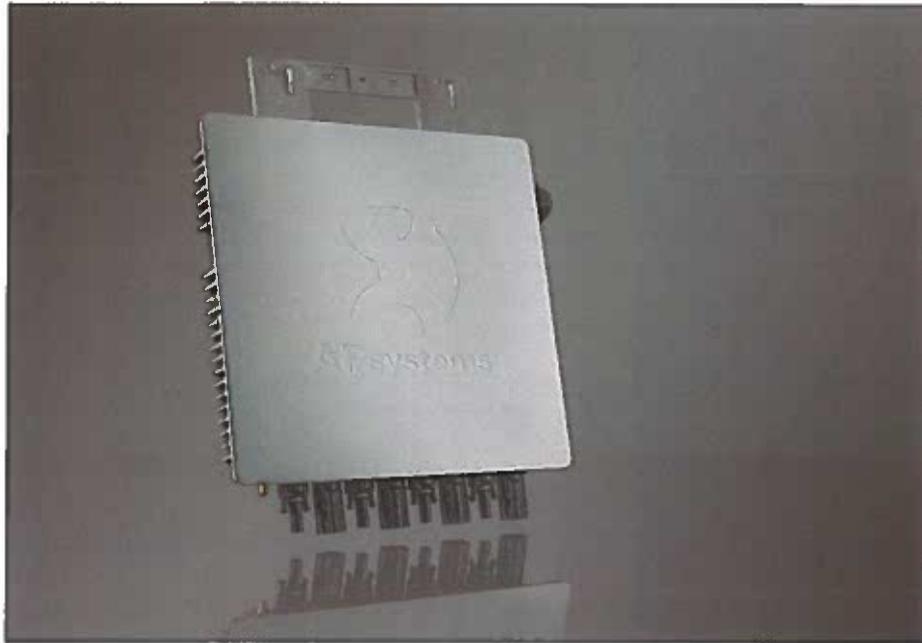


Leading the Industry in  
Solar Microinverter Technology

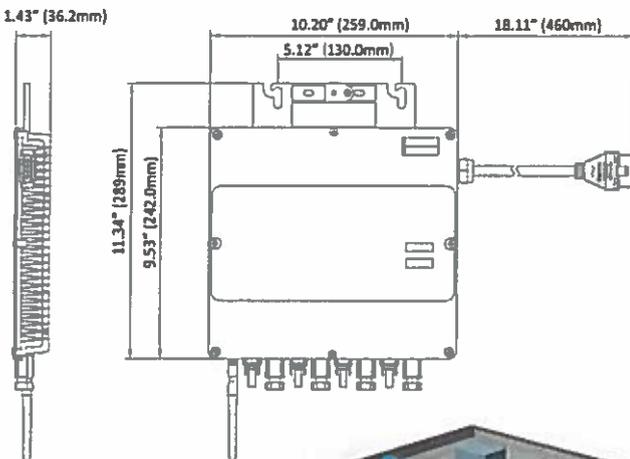
## YC1000-3 Commercial Microinverter

- Single unit connects up to four PV modules
- 900W AC output
- True 3-phase output (phase-balanced & phase-monitored)
- 120Y/208V or 277Y/480V
- ZigBee wireless communication and monitoring
- Up to 44 solar modules (60 or 72-cell) can be linked on a three-pole 15A breaker\*

\*Max # of modules is based on inverter voltage - see reverse side for more info.



### DIMENSIONS



The YC1000 is the industry's first true 3-phase (phase balanced & phase monitored) solar microinverter, handling commercial grid voltages of 120Y/208V or 277Y/480V with 900 watts AC maximum output, ZigBee communication and an integrated ground. Each YC1000 supports up to 4 PV modules.



Four-module configuration shown



# APsystems YC1000-3 Microinverter Datasheet

Accommodates 3 modules up to 365W or 4 modules up to 310W

## INPUT DATA (DC)

MPPT Voltage Range	16-55V
Maximum Input Voltage	60V
Maximum Input Current	14.8A x 4
Startup Voltage	22V

## OUTPUT DATA (AC)

	277Y/480V	120Y/208V
Maximum Output Power	900W	900W
3-Phase Grid Type	277Y/480V	120Y/208V
Nominal Output Current	1.08Ax3	2.50Ax3
Nominal Output Voltage	277Yx3	120Yx3
Nominal Output Frequency	60Hz /59.3-60.5Hz*	60Hz /59.3-60.5Hz*
Power Factor	>0.99	>0.99
Total Harmonic Distortion	<3%	<3%
Maximum Units per Branch	11 per 15Ax3-pole Breaker	4 per 15Ax3-pole Breaker

## EFFICIENCY

Peak efficiency	95%
CEC Weighted Efficiency	94.5%
Nominal MPPT efficiency	99.9%

## MECHANICAL DATA

Operating Ambient temperature range	-40°F to +149°F (-40°C to +65°C)
Storage Temperature Range	-40°F to +185°F (-40°C to +85°C)
Dimensions (W x H x D)	10.2" X 9.5" X 1.4" (259mm X 242mm X 36mm)
Weight	8.4lbs (3.8kg)
Enclosure rating	NEMA 6
Cooling	Natural Convection - No Fans

## FEATURES

Communication	ZigBee (wireless)
Integrated Ground Fault Protection (GFP)	The DC circuit meets the requirements for ungrounded PV arrays in NEC690.35. No additional ground is required. Ground fault protection (GFP) is integrated into microinverter.
Emissions & Immunity (EMC) Compliance	FCC Part 15; ANSI C63.4; ICES-003
Safety & Grid Connection Compliance	IEEE1547, CSA C22.2 No. 107.1-01, NEC 2014 690.12, NEC 2017 690.12 ...
Warranty	10 years standard, extendable to 25 years

\* Programmable per customer and utility requirements.

\*\*\*Meets the standard requirements for Distributed Energy Resources (UL 1741) and identified with the ETL Listed Mark.



Specifications subject to change without notice - please ensure you are using the most recent update found at [www.APsystems.com](http://www.APsystems.com)

6.13.17 © All Rights Reserved

# Washburn WWTP

## GROUND-BASED

### Project Details

NAME	Washburn WWTP	DATE	2019-04-15
LOCATION	Washburn, WI, 54891	TOTAL MODULES	420
MODULE	S-Energy:SN295M-10 (40mm)	TOTAL WATTS	123,900
DIMENSIONS	64.96" x 38.98" x 1.57" (1,650 x 990 x 40mm)	TILT	30 deg
		CONFIGURATION	4-Up

### Load Assumptions

WIND EXPOSURE	B
WIND SPEED	100 mph
GROUND SNOW LOAD	60 psf

### Foundation Requirements

TYPE	Concrete
HOLE DIAMETER	16 in.
MIN HOLE DEPTH	66 in.

### Substructure Requirements

PIPE SIZE	3"
DIAGONAL BRACING	No

### Foundation Loads

SHEAR	1,026 lbs.
MOMENT	2,567 ft-lbs.
UPLIFT	-879 lbs.

### 3rd Party Substructure Materials

TOTAL PIPE	2048' 3.5"
TOTAL CONCRETE	30.72 yd <sup>3</sup>

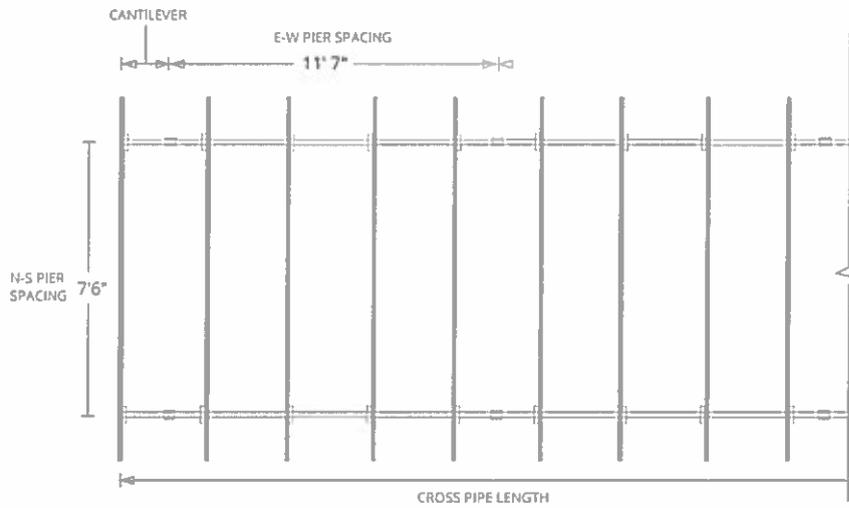
### Array Details

Config	Repeats	Piers/Repeat	South Piers	North Piers	Cross Pipes	EW Spacing	Cantilever	Total Pipe Length
4x10	1	10	5 (6' 2")	5 (10' 6")	2 (54' 1.6")	11' 7"	3' 10.9"	191' 7"
4x12	2	12	6 (6' 2")	6 (10' 6")	2 (64' 11.5")	11' 7"	3' 6.4"	459' 9.6"
4x16	2	16	8 (6' 2")	8 (10' 6")	2 (86' 7.4")	11' 7"	2' 9.3"	613' 0.8"
4x13	2	14	7 (6' 2")	7 (10' 6")	2 (71' 6.5")	11' 7"	0' 7"	524' 1.4"
4x13	1	14	7 (6' 2")	7 (10' 6")	2 (71' 6.5")	11' 7"	0' 7"	259' 8.7"

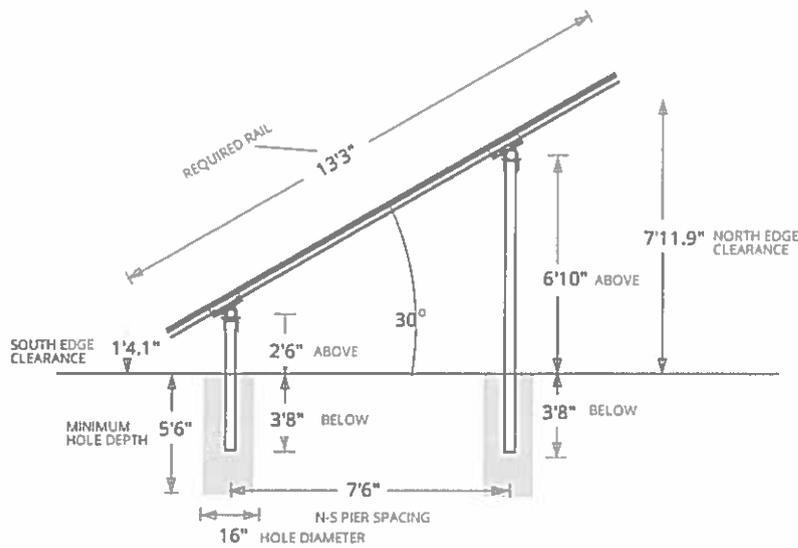
# Washburn WWTP

GROUND-BASED

## Plan View



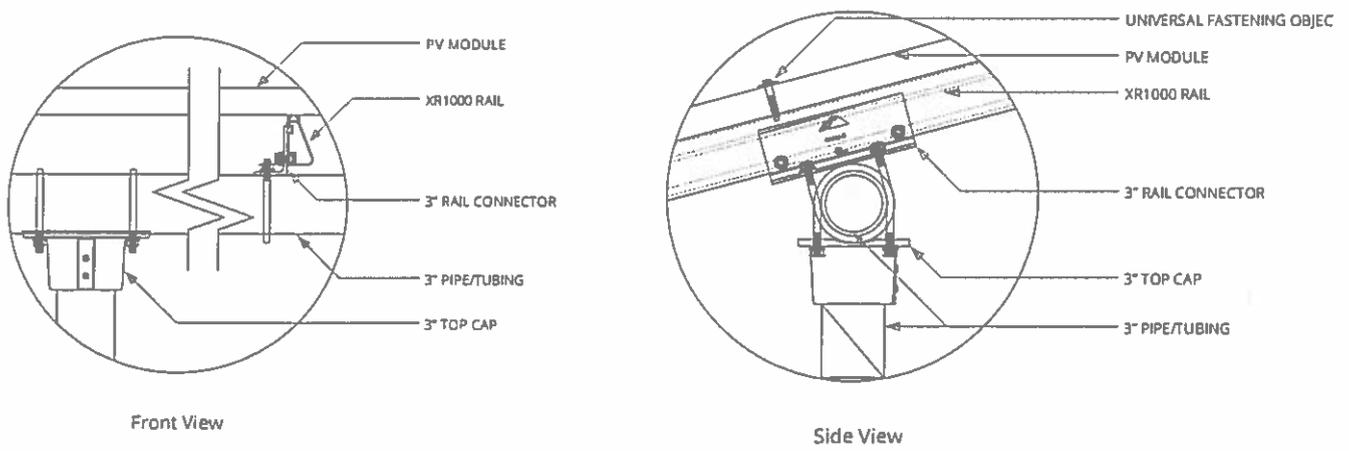
## Side View



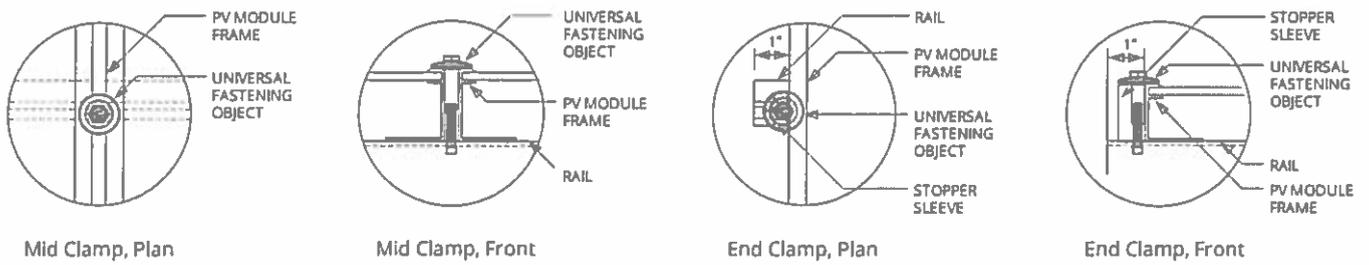
Note: The images displayed in this report are meant to represent one portion of the array. The use of a break line indicates that the array may continue on beyond that point.

## GROUND-BASED

### Pipe Fittings Detail



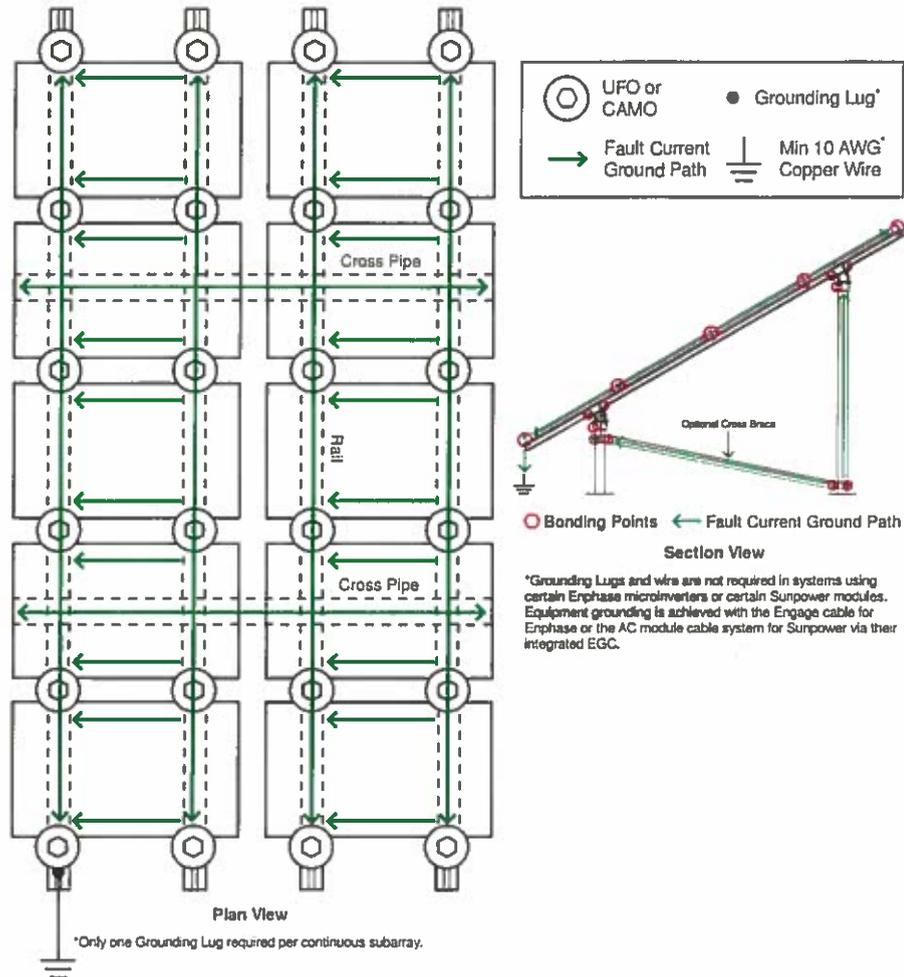
### Clamp Detail



# Washburn WWTP

GROUND-BASED

## Grounding Diagram



# Washburn WWTP

## GROUND-BASED

### Bill of Materials

GROUP	PART	DESCRIPTION	TOTAL QTY
RAILS	XR-1000-168A	XR1000, Rail 168" (14 Feet) Clear	210
CLAMPS & GROUNDING	UFO-CL-01-A1	Universal Module Clamp, Clear	1050
	UFO-STP-40MM-M1	Stopper Sleeve, 40MM, Mill	420
	XR-LUG-03-A1	Grounding Lug, Low Profile	8
SUBSTRUCTURE	GM-BRC-003	Ground Mount Bonded Rail Connector - 3"	420
	70-0300-SGA	SGA Top Cap at 3"	108

## eGauge Core Specifications

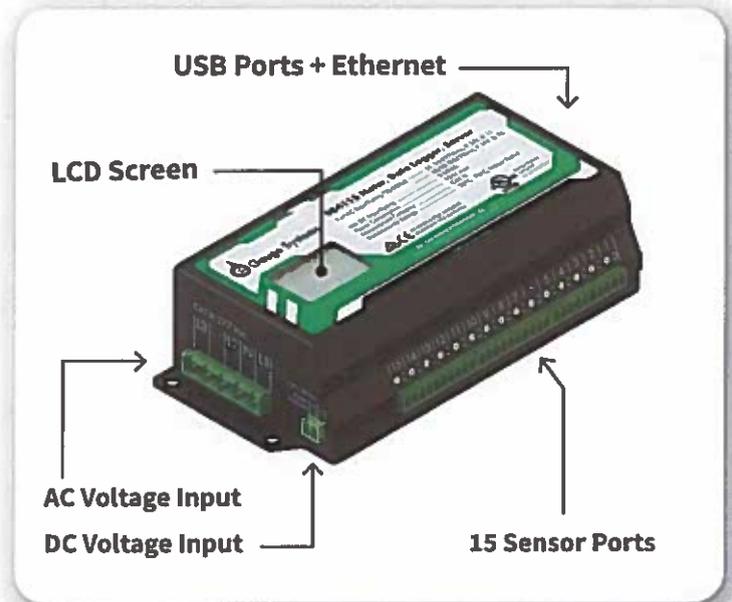
Model: EG4115

### Measurement

<b>AC Voltage:</b> (Y: L-N, Δ: L-L)	L1: 85-277 Vrms L2: 0-277 Vrms L3: 0-277 Vrms
<b>DC Voltage:</b>	42 Vrms Power: 9-60 Vdc Measurement: -60-60Vdc
<b>Current:</b>	15 sensor ports 6900A max Sensor ports isolated from digital and high voltage
<b>Frequency:</b>	50 or 60 Hz
<b>Logging Values:</b>	V, A, W, Wh, Hz, VA VAr, THD, deg
<b>Power Draw:</b>	12W max, 2W typical 2 5V USB Ports @ 1A max
<b>Accuracy:</b>	ANSI C12.2 - 0.5% Compliant

### Environment Conditions

<b>Operating Temp:</b>	-30° to 70°C (-22° to 158°F)
<b>Max Altitude:</b>	4000m (13,123ft)
<b>Max Humidity:</b>	80% up to 31°C
<b>Meas. Category:</b>	Overvoltage Category III
<b>Location:</b>	Open type indoor device
<b>Pollution Degree:</b>	2



### Data Logger Capacity

<b>Register Count:</b>	64 (data storage points)
<b>Granularity:</b> (duration/avg)	1 hr/1 sec 1 yr/1 minute 10 yrs/15 minute Device Lifetime/1 day

### Safety and Regulatory

<b>Safety:</b>	IEC/UL 61010-1 Ed. 3.0 B:2010
<b>CE:</b>	IEC 61000-6-1 Ed. 3.0 B:2016 IEC 61000-6-3 Ed. 2.1 B:2011
<b>FCC:</b>	FCC Title 47 CFR Part 15- Subpart B Class B ICES-003 Information Technology- Equipment Class B

# eGauge Core Specifications

## General

Warranty: 2 years, 5 years

## Network Connection

Homeplug AV: Compatible with HomePlug AV adapter within ~100ft. on same phase as L1 terminal

Ethernet: IEEE 802.3 - LAN

WiFi/Cellular: Optional with USB accessory

## Data Communication

Import: Modbus RTU, Modbus TCP,

Export: Modbus RTU, Modbus TCP, BACnet/IP, XML

## User Interface

Compatible browsers: Google Chrome  
Firefox  
*(Only up-to-date versions supported)* Safari  
Internet Explorer

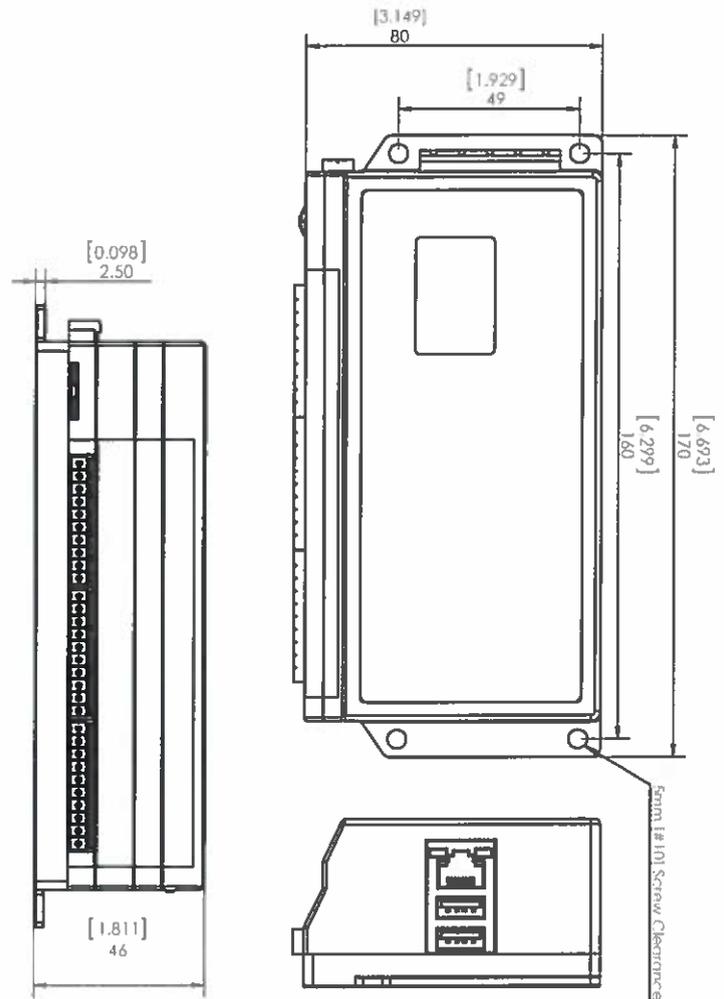
## Enclosure

Material: FRABS

Dimensions: 17 x 8 x 4.6cm  
(6.7 x 3.15 x 1.81in)

Weight: 300g (0.66lbs)

## Dimensions ([in.] mm)v



**10**

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



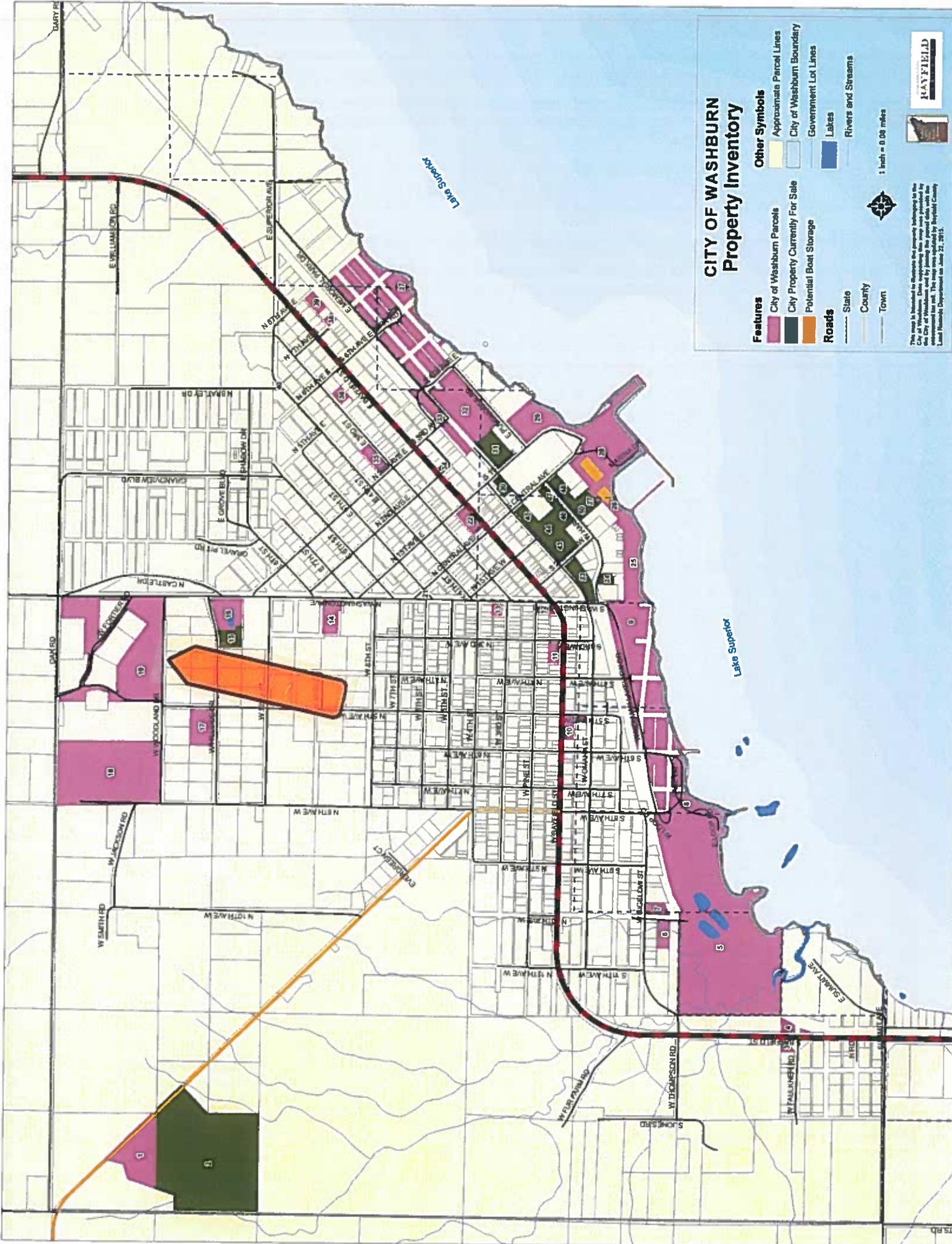
715-373-6160  
715-373-6161  
FAX 715-373-6148

To: Honorable Mayor and City Council Members  
From: Scott J. Kluver, <sup>SK</sup> Administrator  
Re: Placement of Dog Park on Woodland Drive  
Date: April 30, 2019

The Parks Committee is recommending that Lot 19, the property on Woodland Drive that consists of an open field and wooded area near the cell tower, should be the location of a dog park in the City of Washburn. This recommendation comes to you without a detailed layout at this time, just the general location, which would include a portion of both the field area and wooded area. Before the Committee puts efforts into a detailed layout, they want to make sure that this location meets with Council approval.

In making this recommendation, the Committee considered several other locations including areas near the Treatment Plant, locations near West End Park and along the walking trail, Hillside Park, and areas near the athletic fields before it was decided to put the sand lot at that location. Locations along the walking trail were discussed at length, but there were concerns with the wet soil and potential run-off and disruptions a dog park might cause at that location. No site is perfect in all respects, but it was felt that the Woodland site would be able to have adequate space, the soil is dry, parking could be established, and there was an adequate mix of open and wooded space.

If the Council approves this recommendation, the Committee will work with citizens interested in a dog park who are raising funds for its establishment. They will also work on preparing a layout that would come back to the Council for final approval. All of the details and amenities of the park must be worked out yet. Having a final location will enable the committee to finalize anticipated costs for fundraising purposes.



# CITY OF WASHBURN Property Inventory

- Features**
- City of Washburn Parcels
  - City Property Currently For Sale
  - Potential Boat Storage
- Roads**
- State
  - County
  - Town
- Other Symbols**
- Approximate Parcel Lines
  - City of Washburn Boundary
  - Government Lot Lines
  - Lakes
  - Rivers and Streams
- 1 inch = 0.09 miles

This map is intended to illustrate the property belonging to the City of Washburn and is not intended to be used as a legal document. The City of Washburn and its employees are not liable for any errors or omissions on this map. The map was updated by the City of Washburn Land Records Department on July 22, 2015.



April 16, 2019

**CITY OF WASHBURN PARKS COMMITTEE MEETING**

5:30 PM Washburn City Hall

Present: Members:

Jennifer Maziasz (council rep), Jamie Cook, Erika Lang, Wendy Reese, Kyleleen Bartnick

Municipal Personnel:

City Administrator Scott Kluver, Public Works Director Bob Anderson

Excused Absence(s):

**Call to Order**

Meeting was called to order at 6:32 pm by Maziasz. Roll call attendance – all Parks Committee members in attendance.

**Approval of the February 27, 2019 Parks Committee Meeting Minutes**

Motion made by Bartnick; second by Cook. Motion carried unanimously and minutes were approved.

**Discussion and Action on Request to Place Signage for Native Plant Garden Near Trailhead for Lakefront Trail**

Karin Kozie was invited to speak about the proposal to place signage about native plants near the recently planted garden. Her group proposes a 2'x3' sign with a black metal frame and stand next to the garden. The sign would include information about the native plant garden and the benefits of native plants to educate passersby, and also include logos of partners who supported/contributed to this garden. This group will also likely place small identification signs in the garden. There is also an idea to place a memorial bench near the garden. Committee members discussed the following:

- Overall, an interpretive sign is a good idea
- We need to think about placement and look of this sign when considering how to make the trailhead more welcoming, organized, and cohesive. One idea could include multiple panels with various signs, rather than a scattering of small signs.
- Additionally, to make the habitat areas more cohesive, shrubs could be planted between the garden and the forested area further along the trail.

For next steps, committee members confirmed that at the May meeting, we will meet at the trailhead as a group to discuss trailhead signage options. In the meantime, committee members will look at some example trailhead signage from other areas.

**Discussion and Recommendation on Request to Place Signage/Blockade Ravine Areas at Memorial Park**

The City of Washburn received an email from a person who frequently visits Washburn. She expressed concerns that people are crossing across one particular ravine in multiple locations instead of just using the wood walkways and bridges. She is concerned that this behavior is

disrupting the root systems of plants and their growth. She recommends the City to block access to this area and through signage, to encourage campers to use the designated pathways/infrastructure. Committee members discussed the following:

- Currently, there are two paths/social trails over two culverts, and two paths/social trails without culverts. There are also two bridges that people can use to cross the ravine. It is evident that people are following the shortest path from the campground to other areas such as the bathrooms, and crossing the ravine at places other than the bridges.
- The ravines do have vegetation (mostly overstory but some understory).
- Committee members think it would be best for the campground manager and campground hosts to monitor this area throughout the summer to obtain a better understanding of use patterns. They will also be asked to assess damage. Anderson will follow-up with them to do this. Committee members will also visit the campground throughout the summer on individual time to observe use patterns. After the season, committee members will further discuss this concern and determine next steps. Some things that could be used to deter social trails and to direct people to fewer trails include: brush piling, signage, designating and further establishing two social trails that people can use in addition to the bridges.
- Additionally, Maziasz will follow-up with the concerned visitor.
- Committee members and Anderson also pointed out that the bridge structures need some repairs.

#### **Discussion and Recommendation on Dog Park Location and Plan Details**

Reese reported that she met with a couple of Washburn residents to look at various sites to evaluate them for a potential dog park. These included the sites that Parks committee members had previously discussed. They visited Lot 9 next to the lakeside walking trail, Lot 17 off of Hillside Drive, and Lot 19 off of Woodland Drive near the cemetery and adjacent to the communications tower. They also began researching how to raise money for the implementation of the dog park, and what other cities have done. Committee members discussed the following:

- While some residents would appreciate a dog park near the lake and walking trail, others may not appreciate it as it would disturb the peace and quiet of visitors who walk the trail. There is also a trail already there, hence an opportunity for pet exercise. Further, while Lot 9 was recently cleared of vegetation, it is a very wet site. Steps would need to be taken to buffer the dog park from the rest of the walking trail as well as planting vegetation as a buffer to minimize surface runoff into the lake. Groundwater water quality could also be a concern.
- Lot 17 is in a more residential area, however the open area that could be used for a dog park is often used for kickball and other play.
- Lot 19 is in a less residential area, and is a large lot that has both an open area and a forested area that could support trails and provide shade to users. It is also a sandy site, with good drainage.
- At this point, since there have been multiple discussions about a potential location, it would be best to recommend a location to City Council, and they can consider this request. Once a location is approved, the supporters of the dog park can work with the

Parks Committee on various details, likely best done in a phased approach. These details would include things like fencing, memorial benches, picnic tables/a shelter, dog waste receptacle and collection, etc. as well as fundraising. One fundraising idea is to raise the dog license amount for the City of Washburn.

To conclude discussion, Cook made a motion to recommend a proposed dog park on Lot 19 to the City Council for their concurrence with details of the dog park construction to be evaluated by the Parks Committee before going back to City Council; Bartnick seconded. Motion carried unanimously.

### **Discussion and Recommendation on Walking Trail Maintenance Plan**

Lang and Bartnick reported that they are still working on an updated management plan for the walking trail and its habitat areas. Because there are multiple facets to a management plan, they are first focusing on vegetation management/restoration. Other facets include infrastructure (such as picnic benches and bridges), interpretive signage, drainage infrastructure, and near lakeshore needs, etc. These items will need to be further fleshed out in the near future, and all facets will work together to inform the management of the area. Draft sections and then the draft plan will be brought to the Parks Committee in May and June, and perhaps later if more time is needed. Lang and Bartnick will also be working to get feedback from key experts and partners. As part of the walking trail, Lang also gave an update that she is working with Anderson to put him in touch with a native plant restoration specialist to create a restoration plan for the mowed areas near the artesian well, the overflow camping area, and Areas 2 and 4 along the walking trail. These areas were heavily disturbed by the masticating machine last year and need some attention to establish new growth, prevent invasive plants from moving in, provide wildlife habitat, and to improve the aesthetics of the area.

### **Future Topics**

- May meeting - Dog Park next steps; Site visit to trailhead of walking trail to discuss welcoming signage as well as native plant garden signage; Review of various parts of updated Walking Trail Maintenance/Management Plan; Trees in Memorial Park (Maziasz indicated that she is helping with this); Update on exercise equipment construction
- Other future meetings: Legion Park evaluation
- Other needs: Schedule additional meeting in June to visit all parks to evaluate conditions/needs

### **Adjourn**

Motion made by Lang to adjourn meeting at 7:55 pm, second by Bartnick. Motion approved unanimously.

**11**

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



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

**To:** Honorable Mayor and City Council Members

**From:** Scott J. Kluver, Administrator

**Re:** Painting "the Fish" at West End Park as a Rainbow Trout

**Date:** May 2, 2019

Enclosed you will see a donation request to paint "the fish" at Thompson's West End Park. I have included the criteria for evaluating these types of proposals as well. If you approve, a simple motion to authorize the painting would be needed.

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



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

City of Washburn Donation Form for Public Improvement Projects,  
Memorials, Tributes, and Works of Art

Donor Information:

Name: AIMEE STRZOK Date: 4/29/2019

Address: 7905 N NIEMISTO RD. Phone number: 312.835.2091  
WASHBURN, WI 54891

E-mail address: aimstrzok@gmail.com

Hereby makes a proposal to fund and/or construct a public improvement project, memorial, tribute, or work of art consisting of: I'd like to paint the trout

sculpture at West End into a rainbow trout.

The current <sup>paint</sup> coating is brown.

The intended purpose of this donation is: Brighten the awesome fish!

Also the surrounding area - beach. PLUS! It's  
cool to have public art by local artists.

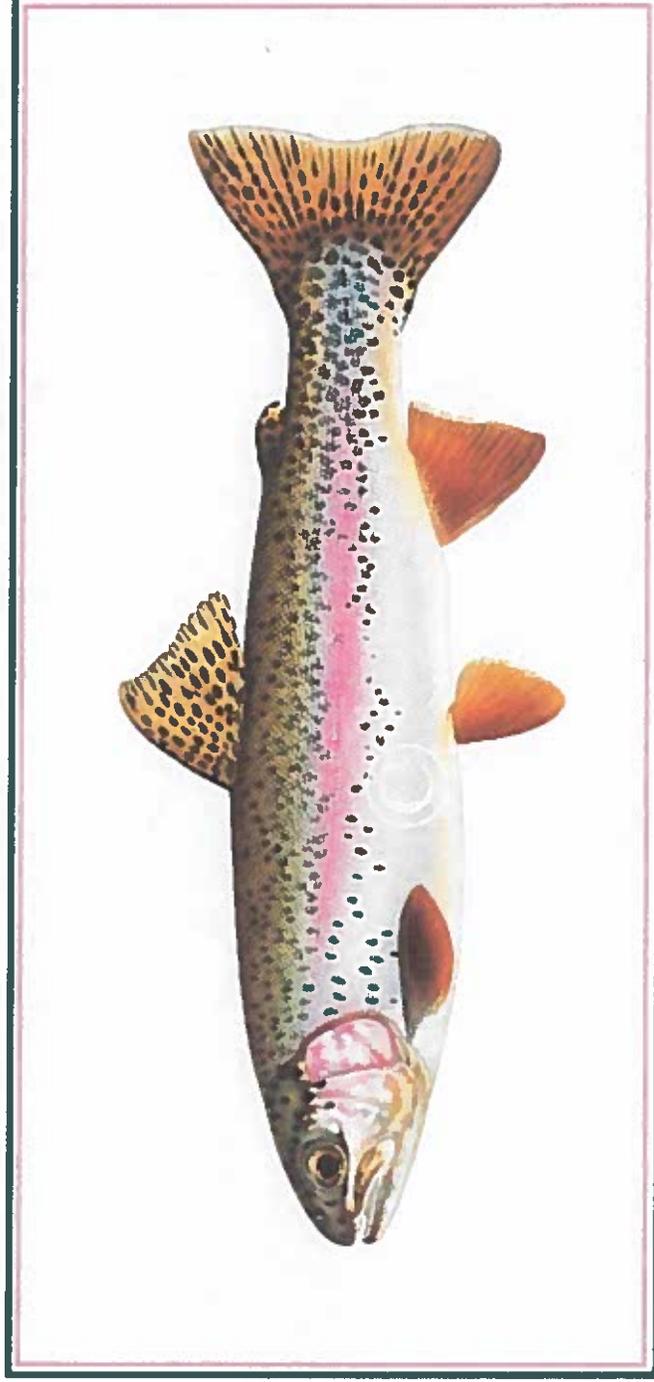
Legal description of location: WEST END BEACH SIDE

Donation subject to the following restrictions (if any): \_\_\_\_\_

Condition, conservation and maintenance requirements: POSSIBLE TOUCH UP IN FUTURE/BUFF OVER?

What type of materials will be used in the propose project? ACRYLIC LATEX SHERWIN-  
WILLIAMS PAINT. A SUPER DURABLE <sup>QUALITY</sup> PAINT.

What is the intended lifespan of the project? AM! I'D GUESS THE PAINT TO LAST  
A FEW YEARS AT THE LEAST. I'D BE OPEN TO 'REFRESHING'  
OR REPAINTING IN THE FUTURE.

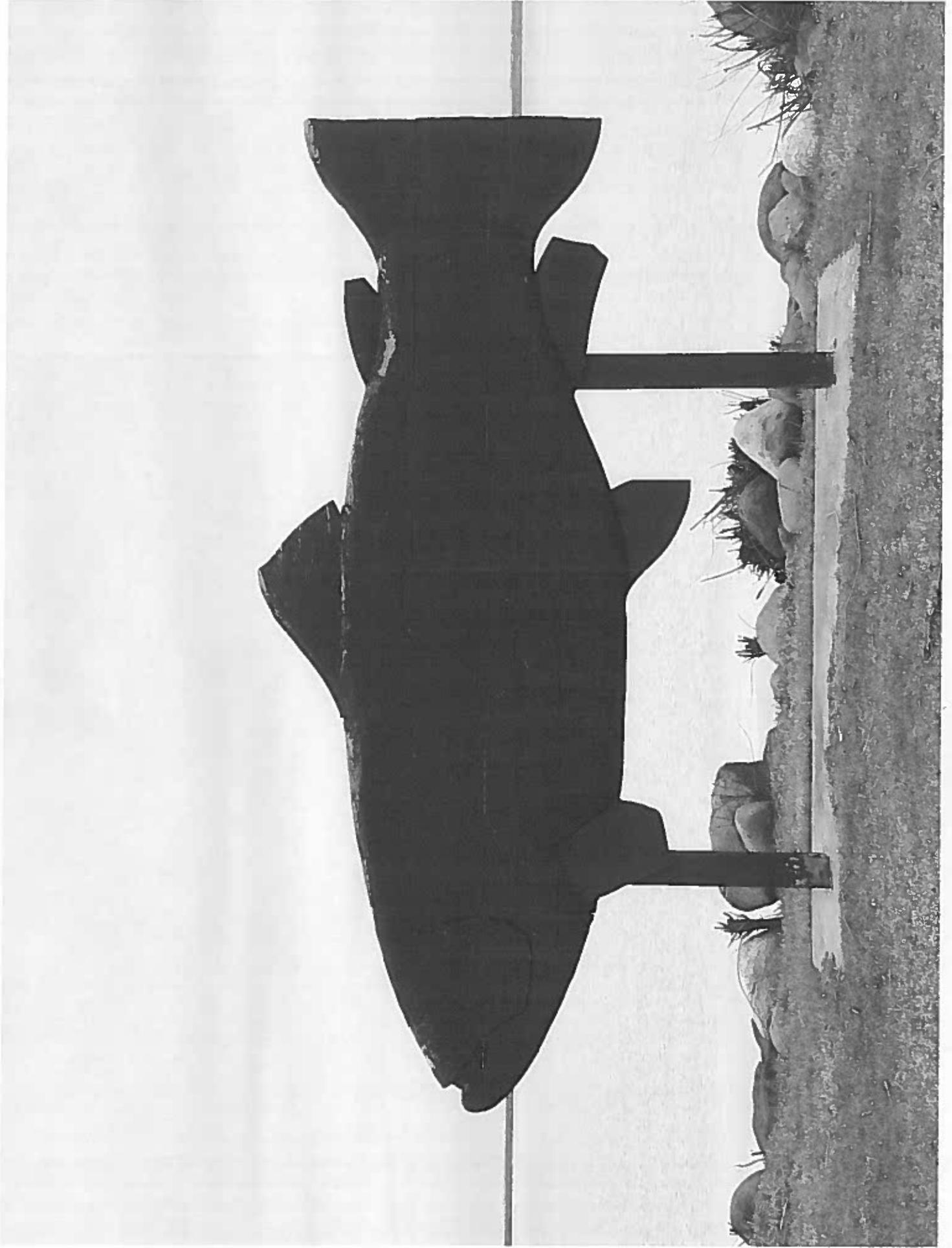


RAINBOW TROUT

*Oncorhynchus mykiss*

JOSEPH R. TOMELLER

© Joseph R. Tomelleri



**From:** Aimee Strzok <aimstrzok@gmail.com>  
**Sent:** Thursday, May 2, 2019 9:36 AM  
**To:** washburnadmin@cityofwashburn.org  
**Subject:** Re: Painting

Scott,

I hesitate to send photos of previous work as I wish to let this particular project be it's own. It won't necessarily be like previous public art I've executed. For example, I worked on a mural in the U.S. Bank Stadium, a photo of that mural will not represent the way in which I will approach this project. Though it may attest to my technical ability. I just recently finished painting the Washburn Elementary Library. However, though I painted the work and created mosaic creatures, Jamie Penny-Ritter had given me a rough layout to use as a base. So I don't feel it fully represents me as an artist.

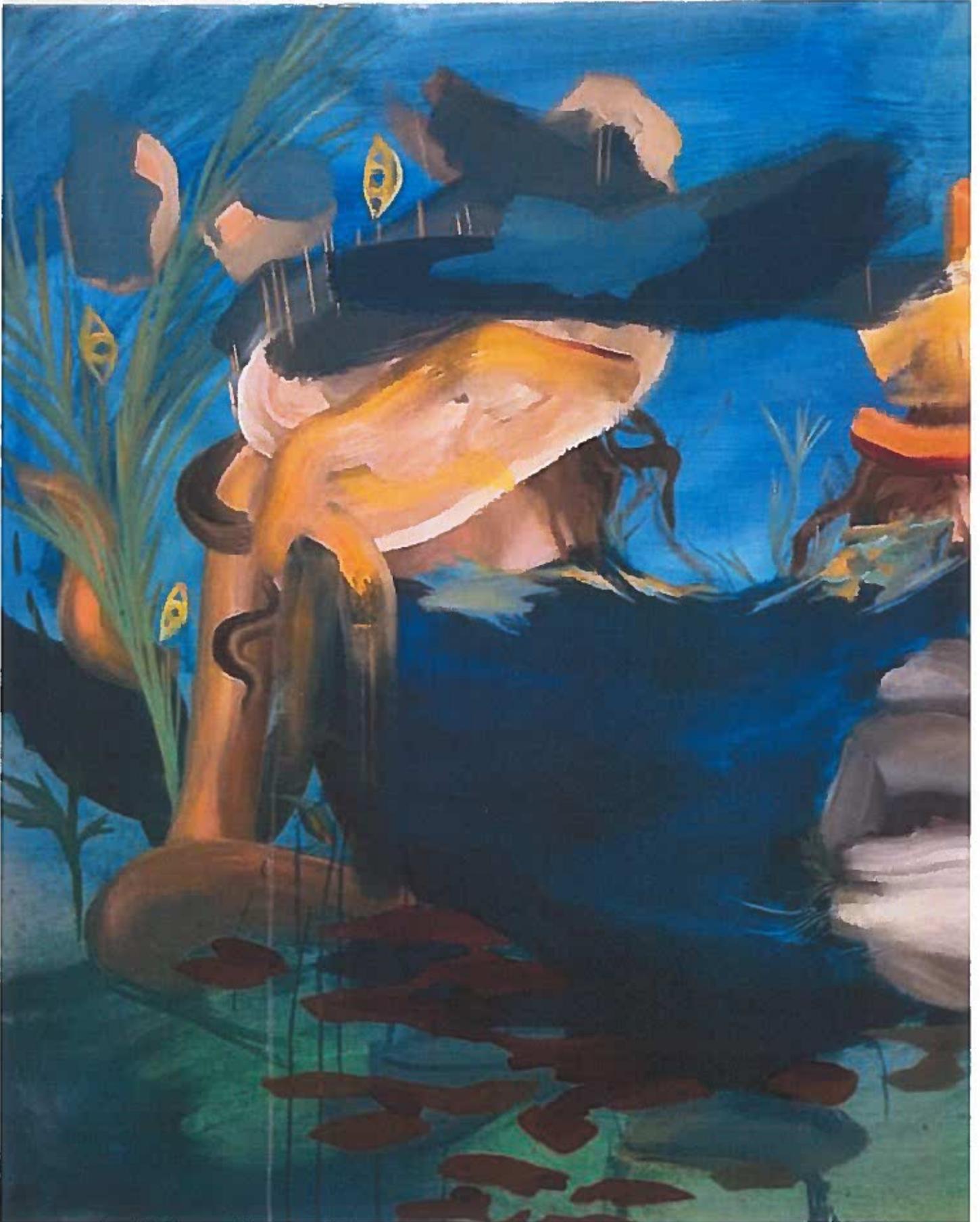
Something to keep in mind is that creativity and art is very free. I work in various styles across many mediums. Variety is a wonderful spice! I care to approach any project with great considerations and respect. I care to put honest creative energy into all I do!

Here are some images of oil paintings and a mural in a residential space- I celebrate color. That is one thing you'll see in the rainbow trout, I intend on sharing the lovely way I view that particular fish. It's iridescent scales and beautiful pattern throughout. For me, it feels wonderful to paint like this therefore it feels good to view the work. That energy translates, it is part of the magic within art.

<https://vimeo.com/182957076>







If you are curious my website is: [aimeestrzok.com](http://aimeestrzok.com) I must admit I haven't updated it ultra recently, computer time is something I like to limit.

Please feel free to ask any questions!

Aimee Strzok

Sent from my iPhone

On May 1, 2019, at 4:44 PM, <[washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org)> <[washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org)> wrote:

Aimee,

Your form for painting the fish has been received. Do you have any photos of previous work that you have done that you can submit as well?

Scott J. Kluver, Administrator

City of Washburn

P.O. Box 638

119 Washington Ave.

Washburn, WI 54891

Phone – 715-373-6160 Ext. 4

Fax – 715-373-6148

<http://www.cityofwashburn.org/>

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

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 –

*Benches & trees - in honor of someone  
one allowed. 0722 KES*

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

**12**

**CITY OF WASHBURN**  
119 Washington Avenue  
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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>SSK</sup>  
Re: Expansion of Camping at Thompson's West End Park  
Date: April 30, 2019

At the request of Councilor Neimes, this issue of expansion of camping at West End Park is before you. His request is to expand campsite that can accommodate RVs in the overflow area and at the grassy area to the east of the Boat Ramp area which has been used for parking for Book Across the Bay. Currently, the Thompson's Master Plan, of which I have included excerpts of (*the entire plan is on the City's website*), calls for the current overflow area to be an event lawn. The location to the east of the boat ramp is proposed to be rustic camping and glamping sites.

Since the adoption of the plan, neither of these components have been pursued other than administration had proposed a glamping site at a different location. That recommendation was not approved by the Council. We know that any expansion of camping, be it RV, tent, or glamping, will require the expansion or addition of additional restroom facilities as our current restroom would not be up to code with the current number of sites the City has. The estimated costs for various improvements within the plan do not carry a lot of weight with me, but it is a place to start.

In my view, the questions before the Council are do you want to pursue the plan as indicated, or are you open to considering changes to the plan to allow for formalized camping in the current overflow area, and RV camping to the east of the Boat Launch? Either way, detailed plans would need to be put together for locations, amenities, and costs. At this point, the only way to finance such a project is through borrowing, there may be some grant opportunities available, but further checking would need to be done.

I assume the Council may wish to refer this matter to the Park Commission with a desired course of action.



arclint  
architecture

# THOMPSON'S WEST END PARK MASTERPLAN

CITY OF WASHBURN, WI

2015-07-22



0 100' 200'

## X. Recommended Conceptual Masterplan

The framework plans were especially useful in determining spatial relationships within the park and general layout. Following the approval of the Combined Framework Plan by the Ad-Hoc Committee, Marek prepared a Conceptual Masterplan of the park. The Masterplan (shown below and in Appendix A) represents a scaled plan for the park that reflects existing conditions of the site, the program elements identified by the public, and established landscape architectural and engineering standards. The Masterplan provides a basis for future design projects that will complete biddable construction documents for individual pieces of the park. It is also the vision from which funding opportunities can be sought and phasing plan will be based.



### A. Program Elements

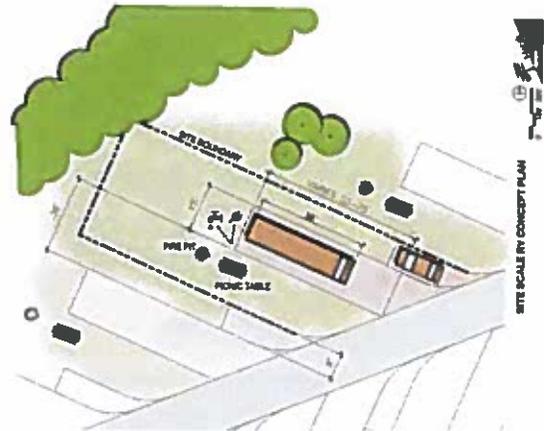
The following section provides a brief description of select program elements that appear on the masterplan beginning with the Entrance Signage, Park Gateway, and Entry Kiosk (which were described in the Architectural Design Guide) and grouped into the programming categories listed above. Note that many features fall into multiple categories, with wayfinding being integrated into all.

#### Camping

- RV Camping

RV campsites have been designed using RV industry standards, including example projects published by the National Parks System, Jellystone, and others. The city's goal was to increase

RV sites within the existing RV area. We have accommodated that goal by maximizing efficiency and re-orienting the drive lanes. More RVs have a view of the water and the sites will accommodate the larger RVs. One limitation is that boats, ATVs, and other recreation equipment can't be stored at each individual site. Turning radii for roads though the site are based on American Association of State Highway and Transportation Officials (AASHTO) Standards. A sample site with dimensions is shown to the right and in Appendix A.



- Sanitary Station

We suggest that the sanitary pump out station for RVs eventually be decommissioned and moved to an alternate location outside of Thompson's West End Park. The sanitary station's proximity to the artesian well is not conducive to the ceremony around the artesian well. The two do not mix. The dump station can be moved to an area outside the wastewater treatment plant and a "honeywagon" service should be sought and can be offered by a vendor.

- Group Camp Site

A group camp site will be provided, with accommodations for several families including picnic tables, tent pads, and a large fire pit area.

- Rustic Camping

Simple tent camping sites are still very popular, and were deemed appealing at West End Park from public input. The sites would be landscaped for privacy and include picnic tables, tent pads, and firepits. It may be possible to utilize the area for Book Across the Bay parking.

- Glamping

Glamping sites offer a superb opportunity for setting Washburn apart from other destinations in northern Wisconsin. Glamping sites could be constructed in a variety of ways, including yurts, wood frame tents, or tepees. Yurts would be well suited for winter camping, providing year round interest and use of the park.

- Paddle-in Glamping Site

One glamping site will be reserved or preferred for paddle in access. This will be a unique and desirable experience along the Lake Superior Water Trail, and especially exclusive in the context of Apostle Islands paddling and camping accommodations.

- Stormwater BMP

A stormwater collection and treatment best management practice is proposed above the boat launch ramp. This feature will provide important water quality improvements to prevent contaminated runoff from 6<sup>th</sup> Avenue West, the boat trailer parking area, and paved turn-around area.

### B. Conceptual Opinion of Probable Cost

The following cost statement has been prepared for budgeting purposes. Future design phases will provide detailed construction cost estimates that will meet the budget and specific design goals.

<u>Cost Category</u>	<u>Allocated Cost</u>
<b>Planning &amp; Permitting</b>	
<b>Professional Services</b>	
Landscape Architecture/Engineering	\$ 245,000
Architecture	\$ 205,000
Survey	\$ 5,500
<b>Permitting</b>	
Building	\$ 1,000
Water	\$ 500
Septic/Sewer	\$ 500
Electric	\$ 500
Plumbing	\$ 500
HVAC	\$ 500
Environmental Permitting/Agency Coordination	\$ 10,000
<b>Site Entrance and Egress</b>	
<b>Architectural Features</b>	
Entry Gateway	\$ 18,000
Flag Standards	\$ 45,000
Entry/Exit Monuments	\$ 11,000
Entry Landscaping	\$ 7,700
Exit Landscaping	\$ 5,200
<b>RV Camp Amenities</b>	
<b>Architectural Features</b>	
Artesian Well Structure	\$ 45,000
Improved Service Area	\$ 13,300
Decommission Sanitary	\$ 1,100
Landscape Improvements	\$ 5,700
<b>Trails Enhancement</b>	
<b>Architectural Features</b>	
Wayfinding & Signage	\$ 26,500

Interpretive Pavilion	\$ 180,000
Ravine Boardwalk (275 LF)	\$ 102,900
Woodland Boardwalk (700 LF)	\$ 123,200
Waterfront Trail (2,000 LF)	\$ 44,000
<b>Entertainment &amp; Games</b>	
<b>Architectural Features</b>	
Improved Pavilion	\$ 250,000
Observation Point	\$ 1,750,000
"The Dune"	\$ 5,000
Maritime Lumber Playground	\$ 33,000
Group Fire Pit	\$ 6,100
Volleyball Court	\$ 8,800
Small Activities/Games	\$ 2,800
Canoe/Kayak Launch	\$ 11,000
Kayak Pavilion	\$ 250,000
Fishing Pier Access	\$ 8,700
Landscape Improvements	\$ 10,100
<b>Harbor Area</b>	
<b>Architectural Features</b>	
Multi-Purpose Pavilion	\$ 2,750,000
Pedestrian Boardwalk (15,000 SF)	\$ 632,000
Event Lawn (20,000 SF)	\$ 6,000
Landscape Improvements	\$ 11,600
<b>Road &amp; Parking Improvements/Additions</b>	
Holman Lakeview Improvements	\$ 13,800
Ridge Drive Improvements	\$ 16,900
Book Across the Bay Parking (33 Stalls)	\$ 47,900
Boat Launch Trailer Parking (5 Stalls)	\$ 10,800
Additional Parking Stalls (66 Stalls)	\$ 36,300
<b>Environmental Restoration</b>	
Artesian Well Daylighting	\$ 29,700
Water Quality Improvement Basin	\$ 40,000
Woodland Habitat Restoration	\$ 38,500
Waterfowl Habitat Restoration	\$ 4,400
Bird Habitat Restoration	\$ 22,000
Grassland Habitat Restoration	\$ 44,000
Forested Floodplain Restoration	\$ 16,500
Beach Restoration	\$ 16,500
<b>Group Camping</b>	
Group Camp Sites	\$ 26,900

<b>Glamping Sites</b>	
Hillside Glamping Sites (4 Sites)	\$ 111,100
Paddle-In Glamping Site (1 Site)	\$ 14,500
<b>RV Camp Area</b>	
Architectural Features	
Full Service Restroom/Shower Building	\$ 900,000
Earthwork	\$ 14,600
Roads	\$ 88,000
Trail	\$ 28,600
Landscape Improvements	\$ 15,800
RV Sites (Full Service) 17 Sites	\$ 351,800
RV Sites (No Sewer) 52 Sites	\$ 936,200
<b>Rustic Camp Area</b>	
Architectural Features	
Rustic Restroom	\$ 150,000
Earthwork	\$ 8,600
Roads	\$ 19,800
Trail	\$ 4,800
Landscape Improvements	\$ 10,100
Rustic Camp Sites	\$ 63,000
<b>Total:</b>	<b>\$ 9,943,800</b>

## XI. Economic Analysis

Marek has prepared the following analysis of the economic factors affecting the current and proposed expansion of camping at West End Park. The report is based on data provided by the City of Washburn, national statistics from several trade groups and agencies, and reference sites from nearby. The purpose of the report is to help guide the City in planning and design decision making based on return on investment and operations and maintenance costs.

### A. Existing revenue

The City currently brings in revenue at the West End and Memorial Park campgrounds from several streams including seasonal camping, daily and weekly camping, showers, and other fees (pavilion rentals, boat launch fees, etc.). A summary of revenue (excluding launch ramp fees) is provided below based on data provided by the City. Note that shower and "Other" revenue reflects both Memorial and West End parks and has been divided by two to provide an average yearly revenue for West End Park of \$99,292, as summarized below:



Revenue	2009	2010	2011	2012	2013	2014	Average
<i>Camping West End Park</i>	\$84,249	\$90,838	\$95,055	\$102,374	\$106,705	\$103,706	\$97,155
<i>Shower Fees West End &amp; Memorial</i>	\$3,541	\$3,548	\$3,737	\$3,828	\$4,054	\$3,043	\$3,625
<i>Other Fees West End &amp; Memorial</i>	\$420	\$569	\$590	\$831	\$870	\$624	\$651
<b>Total Revenue - West End Park</b>							<b>\$99,292</b>

### B. Existing Expenses

The City currently pays expenses for the operation of the RV campground at West End Park. The expense items and revenue streams are not itemized to account for all specific items nor is staff time tracked by task. As such, the economic analysis uses a series of generalizations. These generalizations are founded in the assumption that fifty percent of the expenses paid by the City can be attributed to West End Park, with the remainder being attributed to Memorial Park. A more accurate breakdown of expenses and receipts would be valuable for a complete economic analysis, as there are several expense items that are not being tracked closely. The accuracy of the findings in this report should be considered with the knowledge that income is tracked more carefully than expenses.



The City provided a spreadsheet summarizing revenues and expenses for West End and Memorial Parks for the years 2009 to 2013. Provisional data was provided for 2014. The yearly transfer of funds to the Park Outlay has been disregarded, as the transfer is a net zero transaction. It is important, however, to acknowledge the outlay, as this approach provides a yearly set of funds that are set aside for improvements to the park, which could be important for future development. It is also important to note that the "Other" expenses are for undetermined tasks such as staff time. It is assumed that the majority of the expenses relate to operating the campground. The expenses have been averaged over

the period from 2009 to 2014 and divided by two to determine the total yearly expenses for West End Park of \$79,398, as summarized below:

Expense	2009	2010	2011	2012	2013	2014	Average
<i>Electric/Gas West End &amp; Memorial</i>	\$16,457	\$18,621	\$19,469	\$22,791	\$23,830	*	\$20,234
<i>Water/Sewer West End &amp; Memorial</i>	\$9,202	\$6,232	\$7,997	\$9,634	\$6,970	*	\$8,007
<i>Garbage West End &amp; Memorial</i>	\$5,012	\$4,570	\$4,720	\$4,792	\$4,817	*	\$4,782
<i>Cable West End &amp; Memorial</i>	\$6,334	\$6,499	\$6,431	\$9,415	\$3,593	*	\$6,454
<i>Other Expenses West End &amp; Memorial</i>	\$100,416	\$91,982	\$102,175	\$117,265	\$152,168	*	\$112,801
<i>Total Expenses- All Parks</i>	\$137,421	\$127,905	\$140,792	\$163,897	\$191,378	\$191,378	\$158,795
<b>Total Expenses - West End Park</b>							<b>\$79,398</b>

\*2014 data included total expenses only

### C. Net Revenue and Expenses per Campsite

The revenue and expenses have been divided by the total number of campsites for a cost per campsite basis as summarized below:

	Total	Per Campsite
Revenue	\$99,292	\$1,986
Expenses	\$79,398	\$1,588
Net Revenue	\$19,894	\$398

### D. Existing Occupancy Rates

West End Park currently includes 50 campsites. Occupancy rates for these sites have been provided by the City for the 2009 to 2014 seasons. The campground is nominally open from April 15<sup>th</sup> until October 15<sup>th</sup> each year (182 days), though the 2014 season began on May 1. Each year, 17-18 of these sites are reserved as seasonal sites, with the remainder filled on a first come, first served basis. Potential visitors often call City Hall for general availability. Occupancy rates are summarized below for the entire campground, the 32 non-seasonal sites, and the peak season:

Year	Occupancy Rate	Occupancy Rate	Occupancy Rate
	Entire Campground	Non-Seasonal Sites	Peak Season (June/July/August)
2014	67.3%	51.7%	71.9%
2013	73.1%	59.8%	76.9%
2012	72.6%	58.2%	80.7%
2011	71.9%	57.8%	80.1%
2010	71.4%	61.3%	81.0%
2009	73.4%	62.6%	80.8%
<b>Average</b>	<b>71.6%</b>	<b>58.7%</b>	<b>78.6%</b>

**E. Existing Reservation Rates**

Campsites at West End Park are reserved on a daily or seasonal basis, with 2014 rates shown below. Potential revenue for nightly sites is \$4,550 assuming 100% occupancy over the 182 day camping season. The occupancy rates shown above suggest that the revenue potential from a given overnight, non-seasonal site would be closer to \$2,700 (60% of the total potential seasonal revenue).

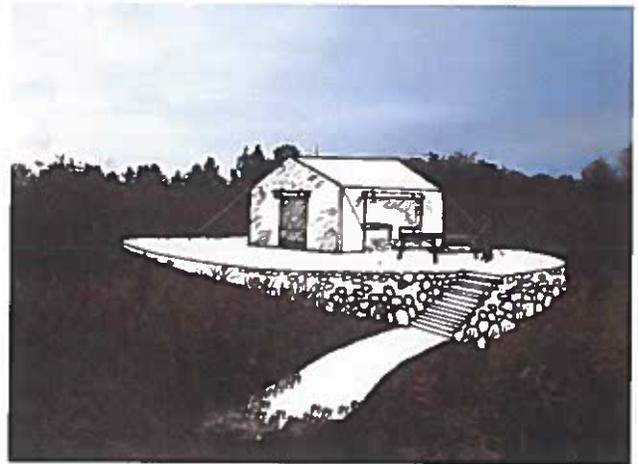
		(Potential Seasonal Revenue)
Dump Station Fee (Non Campers)	\$10	
Overnight- electric	\$25	(\$4,550)
Weekly- electric	\$150	
Overflow area parking per vehicle or camping unit	\$20	
Seasonal (April 15th to Oct. 15th - 182 Days)	\$2,500	(\$2,500)

The tables below include rates from other similar parks in the region.

Rustic Sites	Daily	Weekly	RV Sites	Daily	Weekly	Monthly
Apostle Islands	\$10		Birch Grove	\$25	\$150	\$550
Big Rock	\$13		Drummond Lake	\$28	\$175	
Birch Grove	\$10		Saxon Harbor	\$20	\$120	\$335
Saxon Harbor	\$13	\$75	Delta	\$29	\$175	
Delta	\$24		Flying Eagle	\$30		
Flying Eagle	\$18		Kreher - Ashland	\$25-30	\$150-180	\$575-690
Prentice - Ashland	\$15	\$90	Prentice - Ashland	\$20	\$120	\$480

### F. Standard Campsite Construction Costs

Standard costs have been developed for constructing several types of campsites. Cost data was referenced from the following: Wisconsin DNR, KOA, and other standards; previous cost estimates provided by the City of Washburn; and the current conceptual design. Conceptual cost estimates for all proposed types of sites include: site clearing; grading; a gravel or paved parking pad; a gravel, grass, or paved camping pad; basic landscaping; and furnishings (site post, picnic table, and fire pit). The RV sites have those items plus electrical service and hookups, Wi-Fi internet, cable TV, potable water, optional sanitary sewer, and a gravel or bituminous road. Campsites could vary in quality and materials: a basic RV site assumes a gravel pad and limited landscaping, while a premium RV site assumes paved pads, patio area, sewer service, and higher end amenities and landscaping. Campsite development costs are summarized below for comparison, though future design and bidding phases may provide additional cost detail.



Concept Glamping Sketch- Canvas Tent, Fieldstone Platform

Basic RV site without sewer	\$15,000
Basic RV Site with sewer service	\$17,000
Premium RV Site	\$20,000
Rustic Tent Site	\$8,000
Glamping Site	\$20,000- \$40,000

### G. Generalized Return on Investment per Proposed RV Campsite

Our economic analysis focuses on the general return on investment (ROI) of a given campsite type and occupancy rate. ROI is based on the construction cost divided by a set amount of seasonal or daily (\$25) revenue, less the \$1,588/site currently allocated for expenses. Typical RV sites are shown below, with a ROI for seasonal sites and daily sites indicated.

	Cost	Seasonal		Daily: \$25 at 60% Occupancy	
		Revenue	ROI (Years)	Revenue	ROI (Years)
RV Basic	\$15,000	\$912	16.4	\$1,142	13.1
RV Mid	\$17,000	\$912	18.6	\$1,142	14.9
RV Deluxe	\$20,000	\$912	21.9	\$1,142	17.5
Yearly Expenses	\$1,588				

### H. Generalized Return on Investment from Rustic Sites

Rustic sites have a significantly lower development cost, and a slightly lower daily rental cost than RV sites. ROI is based on the construction cost divided by a set amount of daily (\$20) revenue, less the \$1,588/site currently allocated for expenses. Expenses may be less for rustic sites than RV sites, leading to a shorter ROI period. Rustic sites would typically not be rented on a seasonal basis; a daily ROI is indicated below.

	Cost	Daily: \$20 at 60% Occupancy	
		Revenue	ROI (Years)
Tent	\$8,000	\$596	13.4

### I. Generalized Return on Investment from Glamping Sites

Glamping sites are rustic semi-permanent sites with a shelter, which is furnished with basic camping amenities, such as a bed or beds (bunk beds are common, as is single occupancy), a table, a nightstand, a basic countertop, and natural lighting; electric service is optional. The sites would also include a firepit, picnic table, and small deck or patio with partial cover. Some examples are yurts, outfitter tents, huts, or small cabins. A small cooking area can be included, but is sometimes not allowed in the shelter.



Glamping sites will have a higher development cost than RV sites, though could be reserved for a higher fee. ROI is based on the construction cost divided by a set amount of daily revenue options (\$50 to \$150), less the \$1,588 currently allocated for expenses. However, a higher daily rental rate will result in a similar ROI to a Tent Site, even when assuming a 40% occupancy rate, as indicated below. A 60% occupancy rate may be achievable. Furthermore, glamping offers the unique opportunity for year-round use, enhancing visibility for the City, and possible revenue streams.

	Cost	Daily Rate	40% Occupancy	
			Revenue	ROI (Years)
Glamping	\$40,000	\$50	\$2,052	19.5
		\$75	\$3,872	10.3
		\$100	\$5,692	7.0
		\$150	\$9,332	4.3
	Cost	Daily Rate	60% Occupancy	
			Revenue	ROI (Years)
Glamping	\$30,000	\$75	\$3,872	7.7
		\$75	\$6,602	4.5
		\$100	\$9,332	3.2
		\$150	\$14,792	2.0

**J. Discussion**

When considering priorities for updating West End Park, the ROI as well as the initial construction costs must be considered. A combination of approaches is always prudent. While it is true that camping at West End Park provides revenue for the City, this revenue is paired with significant expenses incurred through the maintenance and management of the RV sites. In general terms, West End Park generates roughly \$20,000 per year (\$99,292 in average revenue less \$79,294 in average expenses). When divided over the 50 existing campsites, the revenue averages approximately \$400 per year per campsite.

An ROI of 13.1 to 17.5 years could be expected for RV sites based on existing expense and revenue. Decision makers will want to track multiple sources for energy costs going forward, as fuel costs have varied significantly, and RV use and site occupancy may go down as fuel costs go up.

Our research indicates that a shorter term return on investment may be achieved through the development of rustic campsites and glamping sites. Initial construction costs, as well as operating expenses for rustic tent sites, would be lower than RV sites. Exact operating costs are unknown due to a lack of detailed record summarization, but based on existing expenses, tent sites may achieve an ROI in a comparable time of a basic RV site. Benefits to local economy may be better with tenting as compared to RVs in that tent campers may utilize local businesses more frequently.

Glamping sites offer an opportunity to provide a unique experience that will set Washburn apart from other communities, potentially bringing additional economic benefits beyond the camping revenue only. Rustic campers and glamping occupants are also more likely to use services in town. While the development costs of a glamping site are higher than RV or tent sites, the higher fee rate provides an ROI that is superior to tent or RV sites. Assuming a conservative 40% occupancy rate, the ROI is approximately 4 years for a \$100 per night rental rate. A preliminary survey of glamping sites (shown below) indicates that \$100 per night is reasonable, and demand will likely be high based on the novelty and appeal of the sites.

Glamping site rental rates:

Name	State	Nightly Rate
Mount Bohemia	MI	\$285 (sleeps 10)
Mount Bohemia	MI	\$315 (sleeps 13)
Edenwood Ranch	WI	\$200
Snooty Fox	MI	\$150
Timber Ridge	IL	\$120
Yellowstone	MT	>\$99

**K. Other Revenue**

In addition to the revenue potential from glamping sites, the pavilion presents significant opportunities for bringing visitors to Washburn, and revenue to the City. A preliminary analysis of similar facilities along Lake Superior indicates that event fees could be on the order of \$500 to \$2,000 for indoor use, or up to \$1,500 for outdoor tent type events. There may be opportunities to develop additional revenue

from operations of the existing facilities at West End Park. The current overflow sites are in a more desirable, lakeside location than the developed RV sites, yet are charged a lower nightly rental rate. While the lower rate is due to the limited services that are provided in the overflow area, a higher price could be charged for the overflow campers simply based on demand-though this would only be a temporary opportunity as future development of the park will utilize this high quality area as a public amenity. With seasonal sites being in very high demand, consideration should be given to a rate increase. Scarcity of sites is not a bad thing and balance between ROI and city resources should be struck.

### **L. Recommendations**

The economic analysis has been conducted with the data provided. However, several unknowns exist with respect to the actual cost of running the campground such as the utilities, communications, small repairs, routine maintenance/cleaning, deferred maintenance, and city staff time; all of which are incomplete data sets for West End. It is recommended that additional data be collected to analyze hours and expenses for City staff to manage and maintain both West End Park and Memorial Park. This understanding of maintenance costs will help refine the ROI for proposed modifications to the RV sites and other amenities.

The second recommendation and solution to the problem above is to implement an online reservation system for the campgrounds. The reservation system will help define the demand for campsites and utilities at both West End and Memorial Park. As reservations are currently not accepted for camping, an online reservation system may actually result in higher occupancy and more revenue. The analytical tools available through the online service would be invaluable for decision making. For example, cancellations could be tracked, occupancy rates could be accurately tracked, and trends could be evaluated ahead of making annual budgets for the camping, pavilion and other future park uses. Trends could be compared to fuel cost and other economic indicators to forecast use and investment decisions. These statistics could also be plotted against other events in town, weather, fishing data, and national trends.



We understand that the City has expressed hesitation to implement an online reservation system. While specific recommendations for an online reservation system are beyond the scope of this project, we believe that online tools would benefit the City. Other options may exist, such as utilizing the Campground Host to more accurately assess demand and usage of the park. Additional advertising or marketing may be beneficial as well. Regardless of whether a new management system is implemented, we suggest that the City consider improving the record keeping practices for the park to accurately assess the true costs and revenue from the RV campground, launch fees, and pavilion use.

As is the case in any investment strategy, a diversity of assets will help balance the variation in trends, visitor preferences, and expenses. Good data will aid good decision making. A balance must be struck with regards to investment and the level of service the park provides to its residents and visitors. If it is underdone, the site will not be attractive to new people or residents, and if it is overdone the city will

not recoup its investment. Discussions of possible revenue for the City must be balanced with less direct returns such as the benefits that the park offers residents of the City. Careful consideration should also be given to the co-benefits to area businesses.

### **M. Summary**

- Total average annual expenses for the campground at West End Park were \$79,398 from 2009-2014.
- Total average annual camping revenue was \$99,292 for West End Park from 2009-2014.
- Average annual income was \$19,894 from camping at West End Park from 2009-2014.
- Average annual expenses per site were \$1,588 for West End Park from 2009-2014.
- Average annual net revenue per RV site is approximately \$400.
- No reservations are currently accepted for camping; a reservation system is needed.
- There is a slightly shorter ROI on daily campsites than seasonally reserved sites.
- The ROI is significantly faster for Glamping sites than RV sites.
- The City should consider setting up an online reservation system and improving the experience and marketability of the site;
- The City needs to accurately track expenses for campground maintenance and management.

**13**

**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: Planning/Discussions on Omaha Property  
Date: April 29, 2019

As the Movin' Out housing proposal on the Omaha property did not move forward a couple months ago, I am seeking direction as to how to proceed with any development proposals/marketing that could or should be done on the Omaha Property. I do not know what the Council or the community in general wants. The Comprehensive Plan called for the area to be developed, a mixed used commercial/residential area. The residential area being composed of single family and multi-family developments. That was 12 year ago. Most recently, the Cedar Corporation Plan for that area, which delved into far more detail of what could be developed in that area, called for single family and multi-family housing. This was favored because of the large amount of commercial space that is already available along STH 13, which would be the more likely location for businesses dependent upon tourist traffic. The City's financial plan with TID 3 requires this area to have taxable development in this area in order to be able to finance any larger community related infrastructure or improvements to our parks.

So, when the multi-family component of the plan, which was taxable, is rejected before we even get into a negotiation stage, I am not sure what the community wants or if there is an understanding of how all of these activities are inter-related. How is the Council and community going to react to any new plans that may come forward? I know some Council members have discussed with me the possibility of having some community forums/discussion on this topic. This is a more open-ended memo without defined recommendation, but I ask the Council to discuss and narrow down how they want to proceed with this property. We have spent a large amount of time and money on plans that we just do not seem willing to move forward on.

**14**

**washburnadmin@cityofwashburn.org**

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**From:** Max Lindsey <mlindsey@ncis.net>  
**Sent:** Tuesday, April 23, 2019 10:40 AM  
**To:** washburnadmin@cityofwashburn.org  
**Subject:** Updated ordinance  
**Attachments:** Ordinance 2019-005 - Enforcement of Ordinances.docx

Scott,

Attached is an ordinance to update Ordinance § 1-2-1 to be consistent with current statutory citations since § 66.119 has been repealed. This change has no substantive effect. Let me know if you want me to continue sending you these proposed ordinances to update if the corresponding state statute has been amended or changed. I am not searching for these issues, I just will update them when I come across any inconsistencies.

Thanks,  
Max

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

**CITY OF WASHBURN**  
**Ordinance No. 19-004**

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of May 13, 2019, for the purpose of amending Title 1, Chapter 2, Sections 1 and 6 of the City's Code of Ordinances to update the procedure for enforcement of ordinances to be consistent with recent statutory changes. Ordinance § 1-2-1 and § 1-2-6 shall be amended to read as follows, deletions in ~~strikeout~~, additions in **red**:

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

**Sec. 1-2-1 Method of Enforcement**

The City of Washburn hereby elects to use the citation method of enforcement of ordinances. All City law enforcement officers and other City personnel charged with the responsibility of enforcing the provisions of this Code of Ordinances are hereby authorized pursuant to Sec. ~~66.119(1)(a)~~ **66.0113(1)(a)**, Wis. Stats., to issue citations for violations of this Code of Ordinances, including ordinances for which a statutory counterpart exists.

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

**Sec. 1-2-6 Procedure**

Section ~~66.119(3)~~ **66.0113(3)**, Wis. Stats., relating to violator's options and procedure on default, is hereby adopted and incorporated herein by reference.

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

Attest:

\_\_\_\_\_  
Richard Avol  
Mayor

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

Adopted: \_\_\_\_\_

Published: \_\_\_\_\_

**15**

**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:** Resolution 19-005 to Update Information for WPE Group Health Insurance Program  
**Date:** April 24, 2019

Enclosed you will find a resolution to approve related to the State health insurance program that City employees participate in. What the supplemental materials included are saying is that because the State consolidated all of the health insurance mumbo-jumbo into one manual, we have to pass this new resolution.

The reason is really a bunch of legal gobbley-gook that does not affect how the program works. In every way that matters, the programs works exactly the same. I ask that the Council please pass this resolution so they do not start calling me and e-mailing me and sending me letters reminding me to pass this damn resolution.

**EXISTING EMPLOYER UPDATE RESOLUTION  
WISCONSIN PUBLIC EMPLOYERS' GROUP HEALTH INSURANCE PROGRAM**

RESOLVED, by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Employer Legal Name)

that pursuant to the provisions of Wis. Stat. § 40.51 (7) hereby determines to continue in the Wisconsin Public Employers (WPE) Group Health Insurance program that is offered to eligible personnel through the program of the State of Wisconsin Group Insurance Board (Board), and agrees to abide by the terms of the program as set forth in the *Local Employer Health Insurance Standards, Guidelines and Administration Manual (ET-1144)*.

We will continue to participate in the program option in which we are currently enrolled. If we wish to elect a new program option for 2020 we will file a separate resolution to do so.

All participants in the WPE Group Health Insurance program need to be enrolled in a program option. Individual employees cannot choose between program options.

**The resolution must be received by the Department of Employee Trust Funds as soon as possible, but no later than October 1, in order to continue participation without lapse. If more time is needed, contact ETF.**

The proper officers are herewith authorized and directed to take all actions and make salary deductions for premiums and submit payments required by the Board to provide such Group Health Insurance.

**Certification**

I hereby certify that the foregoing resolution is a true, correct and complete copy of the resolution duly and regularly passed by the above governing body on the \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_ and that said resolution has not been repealed or amended, and is now in full force and effect.

Dated this \_\_\_\_ day of \_\_\_\_\_, year \_\_\_\_.

I understand that Wis. Stat. § 943.395 provides criminal penalties for knowingly making false or fraudulent statements, and hereby certify that, to the best of my knowledge and belief, the above information is true and correct.

\_\_\_\_\_  
Federal tax identification number (FEIN/TIN)

\_\_\_\_\_  
Authorized employer representative signature

**69-036-**  
\_\_\_\_\_  
ETF employer identification number

\_\_\_\_\_  
Authorized employer representative printed name

Number of eligible employees \_\_\_\_\_

\_\_\_\_\_  
Authorized representative title

\_\_\_\_\_  
Employer county

\_\_\_\_\_  
Employer benefit contact email address

\_\_\_\_\_  
Mailing address

Submit completed form to ETF at [ETF SMBESSNewEmployer@etf.wi.gov](mailto:ETF SMBESSNewEmployer@etf.wi.gov)  
or fax to 608-267-4549.



STATE OF WISCONSIN  
Department of Employee Trust Funds  
Robert J. Conlin  
SECRETARY

Wisconsin Department  
of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931  
1-877-533-5020 (toll free)  
Fax 608-267-4549  
etf.wi.gov

March 15, 2019

To whom it may concern,

The Department of Employee Trust Funds is writing to inform you of a change that requires you, the governing body of your municipality (Board), to sign and submit an updated resolution to participate in the Wisconsin Public Employers group health insurance program (WPE-GHIP). This will not change the WPE-GHIP that is offered to your employees and retirees. **Please sign and return the attached resolution as soon as possible and no later than October 1, 2019 to continue participation in the WPE-GHIP.**

The reasons for the need of this new resolution are as follows:

1. ETF has created one reference source for the WPE-GHIP. Previously, information was provided in a variety of publications such as: the *Local Health Insurance Employer Administration Manual* (ET-1144), the contract between the Group Insurance Board and the participating health insurance providers (ET-1136) and several employer bulletins. These resources are now combined into the *Local Employer Health Insurance Standards, Guidelines and Administration Manual* (ET-1144).
2. The original resolution the Board signed stated that the Board agreed to abide by the terms of the program set forth in the contract between the Group Insurance Board and the participating health insurance providers. With the movement of those contract provisions to this new employer manual (ET-1144), that resolution is no longer accurate.

Contract provisions that were moved into this employer manual were not materially changed. Signing this agreement does not bind the Board into any new or substantially revised provisions that haven't already been communicated or implemented. The change was motivated by ETF's strategic initiative to provide an improved experience for administrative staff.

If you have questions or comments, please contact ETF at [ETFSMBEmployerInsurance@etf.wi.gov](mailto:ETFSMBEmployerInsurance@etf.wi.gov) or 1-877-533-5020 select option 2 (toll free) or 1-608-266-3285 select option 2 (local Madison area).

Sincerely,

The Department of Employee Trust Funds  
Attachment: Resolution ET-1169

**16**

**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 Kluver <sup>SK</sup> City Administrator  
Re: Alcohol Licensing Process  
Date: April 19, 2019

Alcohol License Renewal Applications for businesses are due each year on April 14<sup>th</sup>. At the May Council Meeting, applications are first introduced to Council. If Council determines that all of the applications have been filed without any major concern or issue, Council is requested to instruct the city staff to issue public notification and to begin the administrative process.

Following this meeting, public notice of applications will be sent to the Ashland Daily Press and alerts will be issued to any interested parties. (A copy of this notice has been included in your packet).

During the month of May and early part of June, the administrative review process will begin. Staff will begin investigating any delinquent obligations due to the City and the Police Department will inspect the premises of all applicants ensure compliance with Ordinance 7-2-8.

Council will be asked to revisit these applications at the June Council Meeting, where it will have the opportunity to grant, deny, or place restrictions on any license renewal. The June Council Meeting Packet will include a detailed report on any alcohol distributor notices, delinquent obligations due the City, and inspection results.

Please note there are a few changes from last year with regards to license applications...I would recommend approving the renewal list for publication and authorize staff to begin the administrative process.

2 of 4

# Renewal Alcohol Beverage License Application

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7/1/2019 ending: 6/30/2020  
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company

Address of Corporation/Limited Liability Company (if different from licensed premises)

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (lnc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Richard Frostman</u>	<u>2571 Junction Rd</u>	<u>Ashland WI 54806</u>
Vice President/Member	<u>Gregory Massoglia</u>	<u>9181 W Old Hwy 10</u>	<u>Saxon WI 54659</u>
Secretary/Member	<u>Pete Letzner</u>	<u>30840 Wunneba Rd</u>	<u>Washburn WI 54881</u>
Treasurer/Member	<u>Trent Allen</u>	<u>25100 Cozy Corner Rd</u>	<u>Ashland WI 54806</u>
Agent	<u>Cory Wekeman</u>	<u>68785 S Bohm</u>	<u>Fron River WI 54881</u>
Directors/Managers	<u>Cory Wekeman</u>		

C. 1. Trade Name Midland Services - Washburn

Business Phone Number 715-245-2120

2. Address of Premises 123 W Bayfield St

Post Office & Zip Code Washburn WI 54881

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

4. 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.) Entire Building - C-store

5. Legal description (omit if street address is given above): \_\_\_\_\_

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this licensee? If yes, explain fully on reverse side  Yes  No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 286-2776]  Yes  No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Trent Allen  
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

### TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/13/19</u>	Date reported to council/board <u>5/13/19</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

**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 MIDLAND SERVICES 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 MIDLAND SERIVCES INC  
(trade name)

located at 123 W BAYFIELD ST WASHBURN WI 54891

appoints CORY WEHRMAN  
(name of appointed agent)  
68185 S BOHN ST IRON RIVER WI 54847  
(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? 5

Place of residence last year 68185 South Bohn St Iron River, WI 54847

For: MIDLAND SERIVCES INC  
(name of corporation/organization/limited liability company)

By: [Signature] General Manager  
(Signature of Officer/Member/Manager)

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

**ACCEPTANCE BY AGENT**

I, Cory A Wehrman, hereby accept this appointment as agent for the  
(print/type agent's name)

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

[Signature] 4-18-19 Agent's age 35  
(signature of agent) (date)  
68185 South Bohn St Iron River, WI 54847 Date of birth 04-05-1984  
(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 \_\_\_\_\_ Title \_\_\_\_\_  
(date) (signature of proper local official) (town chair, village president, police chief)

3 of 4

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Wehrman		Cory		A	
Home Address (street/route)		Post Office	City	State	Zip Code
68185 S Bohn St			Iron River	WI	54849
Home Phone Number		Age	Date of Birth	Place of Birth	
218-220-9790		36	4/5/1984		

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

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

Cory A Wehrman of Midland Services Inc - Washburn  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? 4 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
Employer's Name	Employer's Address	Employed From	To

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
(Signature of Named Individual)

4 of 4

# Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

License Number
Period Covered
Date of Issuance

Applicant's Wisconsin 15-digit Sales Tax Account Number  
456 000094199-02

← This must be issued in the same Legal Name of the licensee below.

Legal Name (corporation, limited liability company, partnership or sole proprietorship) Midland Services Inc			Federal Employer Identification No. (FEIN) 39-0119250		
Trade or Business Name (if different than Legal Name) Midland Services - Washburn			Telephone Number (715) 373 5722		
Business Address (License Location) 123 W Bayfield St		Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input checked="" type="checkbox"/> Town		Business Telephone (715) 373 5722	
Municipality Washburn	State WI	Zip Code 54891	or: Washburn		County Bayfield
Mailing Address (if different than Business Address) PO Box 500			Municipality Ashland		State WI
					Zip Code 54806

Organization (check one)

- Sole Proprietor       Wisconsin Corporation - Enter date incorporated: 1931
- Partnership       Out-of-State Corporation - Are you registered to do business in Wisconsin?     Yes     No
- Other (describe) \_\_\_\_\_

- Yes     No    1. Does the applicant understand that they must purchase cigarettes only from distributors or jobbers who hold a permit with the Wisconsin Department of Revenue?
- Yes     No    2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-266-6701. See application form CTP-129, [revenue.wi.gov/forms/excise/ctp-129.pdf](http://revenue.wi.gov/forms/excise/ctp-129.pdf).)
- Yes     No    3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- Yes     No    4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- Yes     No    5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- Yes     No    6. Does the applicant understand that they may not sell single cigarettes?
- Yes     No    7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- Yes     No    8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at [www.doj.state.wi.us/dls/tobacco-directory](http://www.doj.state.wi.us/dls/tobacco-directory) may be sold in Wisconsin?

Cigarettes / Tobacco will be sold     over counter     through vending machine     both

**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 applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

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. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

*Trent Allen*  
 x \_\_\_\_\_  
 (Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

# Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning July 1st 20 19  
 ending June 30 20 20

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): Dave Nickels

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 (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member			
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent			
Directors/Managers			

3. Trade Name A Nickels' Worth Bar-n-Grill Business Phone Number 715 373-5421

4. Address of Premises 300 W. 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.) Bar building w/attached porch

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? Beth Nickels (wife)

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 1-877-882-3277].  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 signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Dave Jim  
 (Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/15/19</u>	Date reported to council / board <u>5/13/19</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

39-1784528

Applicant's WI Seller's Permit No. / FEIN Number <u>456-20601363312-03</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 100.00
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ 450.00
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 18.00
<b>TOTAL FEE</b>	<b>\$ 568.00</b>

# Auxiliary Questionnaire Alcohol Beverage License Application

*Submit to municipal clerk.*

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Nickels		David			
Home Address (street/route)		Post Office	City	State	Zip Code
800 W. Bayfield St			Washburn	WI	54891
Home Phone Number		Age	Date of Birth	Place of Birth	
715 373-5580		59	10-25-59	Manitowoc, WI	

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

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

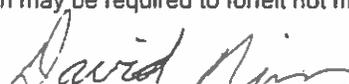
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 25 yrs
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No  
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No  
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No  
 If yes, identify. \_\_\_\_\_  
(Name of Wholesale Licensee or Permittee) (Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
Klein Specialties		2015	2018

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
 (Signature of Named Individual)

658-986-2512

### Renewal Alcohol Beverage License Application

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 06 30 2019 ending: 06 30 2020  
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:  
Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company HANSENS IGA INC. PO Box 160  
Address of Corporation/Limited Liability Company (if different from licensed premises) 1800 Commercial St Bangor WI 54614  
All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	GREGORY J HANSEN	1320 CARDINAL STREET BANGOR	WI 54614
Vice President/Member	NICHOLAS L HANSEN	1728 CASS STREET	LA CROSSE WI 54601
Secretary/Member	KARI L HANSEN	1320 CARDINAL STREET BANGOR	WI 54614
Treasurer/Member			
Agent	WENDY MAC ARTHUR		
Directors/Managers			

C.1. Trade Name HANSEN'S IGA Business Phone Number 715-373-5566  
2. Address of Premises 226 W BAYFIELD ST Post Office & Zip Code 54891

- 3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No
- 4. 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 BLDING Grocery Store - Entire Bldg.
- 5. Legal description (omit if street address is given above): \_\_\_\_\_
- 6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No
- 7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No
- 8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No
- 9. Does the applicant understand they must hold a Wisconsin Seller's Permit? (phone (800) 288-2778)  Yes  No
- 10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No
- 11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 126 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

[Signature]  
\_\_\_\_\_  
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

#### TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/15/19</u>	Date reported to council/board <u>5/13/19</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

# Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

License Number
Period Covered
Date of Issuance

Applicant's Wisconsin 16-digit Sales Tax Account Number  
456-0000340870-03

← This must be issued in the same Legal Name of the licensee below.

Legal Name (corporation, limited liability company, partnership or sole proprietorship) <b>HANSEN'S IGA</b>		Federal Employer Identification No. (FEIN) <b>39-1098106</b>	
Trade or Business Name (if different than Legal Name)		Telephone Number <b>(715) 373-5566</b>	
Business Address (License Location) <b>226 W BAYFIELD ST</b>		Business Telephone <b>(715) 373-5566</b>	
Municipality <b>WASHBURN</b>	State <b>WI</b>	Zip Code <b>54891</b>	County <b>BAYFIELD</b>
Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town of: <b>WASHBURN</b>		Municipality	
Mailing Address (if different than Business Address)		State	Zip Code

Organization (check one)

- Sole Proprietor       Wisconsin Corporation – Enter date incorporated: \_\_\_\_\_
- Partnership       Out-of-State Corporation – Are you registered to do business in Wisconsin?     Yes     No
- Other (describe) \_\_\_\_\_

- Yes     No    1. Does the applicant understand that they must purchase cigarettes only from distributors or jobbers who hold a permit with the Wisconsin Department of Revenue?
- Yes     No    2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-286-8701. See application form CTP-129, [revenue.wi.gov/forms/excise/ctp-129.pdf](http://revenue.wi.gov/forms/excise/ctp-129.pdf).)
- Yes     No    3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?
- Yes     No    4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (<https://witobaccocheck.org>)
- Yes     No    5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?
- Yes     No    6. Does the applicant understand that they may not sell single cigarettes?
- Yes     No    7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?
- Yes     No    8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at [www.doj.state.wi.us/dls/tobacco-directory](http://www.doj.state.wi.us/dls/tobacco-directory) may be sold in Wisconsin?

Cigarettes / Tobacco will be sold     over counter     through vending machine     both

**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 applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

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. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

*[Signature]*

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

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2019 ending: 06/30/2020  
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the:  Town of  Village of  City of Washburn

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:  
 Full Name(s) (Last, First and Middle Name) \_\_\_\_\_ Home Address \_\_\_\_\_ Post Office & Zip Code \_\_\_\_\_

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Checkerz Cafe LLC  
 Address of Corporation/Limited Liability Company (if different from licensed premises) \_\_\_\_\_  
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:  
 Title Name (Inc. Middle Name) Home Address Post Office & Zip Code  
 President/Member Owner Patrick P. Tosek 17145 Hwy 2, Muskegon WI, 54856  
 Vice President/Member \_\_\_\_\_  
 Secretary/Member \_\_\_\_\_  
 Treasurer/Member \_\_\_\_\_  
 Agent Patrick P. Tosek 715-292-2284  
 Directors/Managers \_\_\_\_\_

C. 1. Trade Name Checkerz Cafe LLC Business Phone Number 715-812-1212  
 2. Address of Premises 901 W. Bayfield St. Post Office & Zip Code P.O. Box 513 54891

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No
4. 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.) In dining area behind bar & bar
5. Legal description (omit if street address is given above): \_\_\_\_\_
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]  Yes  No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  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.)

SUBSCRIBED AND SWORN TO BEFORE ME  
 this 15 day of April, 2019  
[Signature]  
 (Clerk/Notary Public)  
 My commission expires \_\_\_\_\_

[Signature]  
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)  
 \_\_\_\_\_  
 (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>4/15/19</u>	Date reported to council/board <u>5/13/18</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Applicant's WI Seller's Permit No. <u>456-102191917-03</u> FEIN Number <u>472367005</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input checked="" type="checkbox"/> Class C wine	\$ <u>100.00</u>
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>1800</u>
<b>TOTAL FEE</b>	<b>\$ <u>21800</u></b>

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/2019 ending: 06/30/2020  
(MM DD YYYY) (MM DD YYYY)

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

County of Bayfield Aldermanic Dist. No. \_\_\_\_\_ (If required by ordinance)

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:  
 Full Name(s) (Last, First and Middle Name) \_\_\_\_\_ Home Address \_\_\_\_\_ Post Office & Zip Code \_\_\_\_\_

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Lyndale Terminal, LLC  
 Address of Corporation/Limited Liability Company (if different from licensed premises) 4567 American Blvd W Bloomington MN 55437-1123  
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:  
 Title Name (Inc. Middle Name) Home Address Post Office & Zip Code  
 President/Member Please see attached  
 Vice President/Member \_\_\_\_\_  
 Secretary/Member \_\_\_\_\_  
 Treasurer/Member \_\_\_\_\_  
 Agent Eugene Rich, Jr  
 Directors/Managers Please see attached

C. 1. Trade Name Holiday Stationstore #227 Business Phone Number 715-373-2305  
 2. Address of Premises 606 W Bayfield St, PO Box 183 Post Office & Zip Code Washburn WI 54891

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No
4. 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.) One story concrete bldg w/main sales area, cooler and back storage room
5. Legal description (omit if street address is given above): \_\_\_\_\_
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. a change of some officers--see attached  Yes  No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 286-2776]  Yes  No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  Yes  No

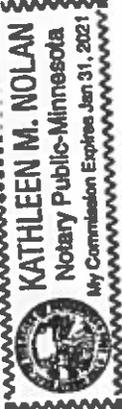
READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the 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.)

SUBSCRIBED AND SWORN TO BEFORE ME  
 this 11th day of April, 20 19  
Kathleen M. Nolan  
(Clerk/Notary Public)  
 My commission expires January 31, 2021

James Lueth James Lueth, Assistant Secretary  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
(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>4/15/19</u>	Date reported to council/board <u>5/13/19</u>
License number issued	Date license issued
	Signature of Clerk/Deputy Clerk

Applicant's WI Seller's Permit No.: <u>456000052531304</u> FEIN Number: <u>41-6022418</u>	
LICENSE REQUESTED	
TYPE	FEE
<input checked="" type="checkbox"/> Class A beer	\$ 110
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input checked="" type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>18.00</u>
<b>TOTAL FEE</b>	\$ <u>128.00</u>



**OFFICERS AND MEMBER OF LYNDAL TERMINAL, LLC**

**Officers:**

Timothy Alexander Miller      President and Senior Vice President Global Fuels

5372 Hudson Road  
Lake Wylie, SC 29710  
(812)374-6096

Kathleen Kerr Cunnington      Treasurer and Senior Vice President, Global Shared Services

3424 E. Equestrian Trail  
Phoenix, AZ 85044  
(602)728-7137

Jeffrey Charles Burrell      Vice President Fuels

177 Mills Lane  
Fort Mill, SC 29708  
(714)330-7845

Christine Anagnostou      Corporate Secretary

6630 36<sup>th</sup> Avenue  
Montreal, Quebec, Canada H1T 2Z7  
(514)707-8005

James William Lueth      Assistant Secretary

3400 West 84<sup>th</sup> Street  
Bloomington, MN 55431-1506  
(952)832-9928

Richard David Johnson      Vice President of Operations

970 Redwood Drive  
Apple Valley, MN 55124  
(952)431-2401

**Sole Member:**

Holiday Stationstores, LLC  
4567 American Blvd W  
Bloomington, MN 55437-1123  
(952)830-8700  
FEIN: 41-0880942

## Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Lueth		James		William	
Home Address (street/route)		Post Office		City	
3400 West 84th St				Bloomington	
				State	
				MN	
				Zip Code	
				55431-1506	
Home Phone Number		Age		Date of Birth	
(952)832-9928		53		10/5/1965	
				Place of Birth	
				Edina, MN	

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

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

Officer of Lyndale Terminal, LLC  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

1. How long have you continuously resided in Wisconsin prior to this date? N/A

2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality?  Yes  No

If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)

3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality?  Yes  No

If yes, describe status of charges pending.

4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit?  Yes  No

If yes, identify. Please see attached

(Name, Location and Type of License/Permit)

5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin?  Yes  No

If yes, identify.

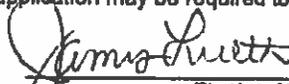
(Name of Wholesale Licensee or Permittee)

(Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
Holiday Stationstores, LLC	4567 American Blvd W Bloomington MN 55437-1123	June 2013	Present
Employer's Name	Employer's Address	Employed From	To
TCF National Bank	Minneapolis, MN	March 2010	June 2013

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
 James Lueth, Assistant Secretary  
(Signature of Named Individual)

# Auxiliary Questionnaire Alcohol Beverage License Application

*Submit to municipal clerk.*

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
JOHNSON		RICHARD		DAVID	
Home Address (street/route)		Post Office	City	State	Zip Code
970 REDWOOD DRIVE			APPLE VALLEY	MN	55124
Home Phone Number		Age	Date of Birth	Place of Birth	
952-431-2401		61	03/04/1958	FERGUS FALLS, MN	

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

- Applying for an alcohol beverage license as an Individual
- A member of a partnership which is making application for an alcohol beverage license.
- OFFICER of LYNDALE TERMINAL, LLC

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

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

- How long have you continuously resided in Wisconsin prior to this date? N/A
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? .....  Yes  No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? .....  Yes  No  
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? .....  Yes  No  
If yes, identify: PLEASE SEE ATTACHED

(Name, Location and Type of License/Permit)

- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? .....  Yes  No  
If yes, identify.

(Name of Wholesale Licensee or Permittee)

(Address By City and County)

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

Employer's Name	Employer's Address	Employed From	To
EMPLOYED BY HOLIDAY	/LYNDALE TERMINAL 40+ YRS		
Employer's Name	Employer's Address	Employed From	To

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

  
(Signature of Named Individual)

# Application for Cigarette and Tobacco Products Retail License

Submit to municipal clerk.

MUNICIPAL USE ONLY

Applicant's Wisconsin 15-digit Sales Tax Account Number  
456000052531304

← This must be issued in the same Legal Name of the licensee below.

License Number
Period Covered
Date of Issuance

Legal Name (corporation, limited liability company, partnership or sole proprietorship) <b>Lyndale Terminal, LLC</b>		Federal Employer Identification No. (FEIN) <b>41-6022418</b>
Trade or Business Name (if different than Legal Name) <b>Holiday Stationstore #227</b>		Telephone Number <b>(952) 830-8700</b>
Business Address (License Location) <b>606 W Bayfield St</b>		Business Telephone <b>(715) 373-2305</b>
Business Located In <input checked="" type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Town		County <b>Bayfield</b>
City <b>Washburn</b>	State <b>WI</b>	ZIP Code <b>54891-0183</b>
Mailing Address (if different than Business Address) <b>4567 American Blvd W</b>		City <b>Bloomington</b>
		State <b>MN</b>
		ZIP Code <b>55437-1123</b>

Organization (check one)

- Sole Proprietor       Wisconsin Corporation – Enter date incorporated: \_\_\_\_\_  
 Partnership       Out-of-State Corporation – Are you registered to do business in Wisconsin?     YES     NO  
 Other (describe) a Minnesota LLC

- YES     NO    1. Does the applicant understand that they must purchase cigarettes only from distributors or jobbers who hold a permit with the Wisconsin Department of Revenue?  
 YES     NO    2. Does the applicant understand that they must obtain a Tobacco Products Distributor permit if purchasing untaxed tobacco products from an out-of-state company? (Tobacco Products Distributor permit is available from the Wisconsin Department of Revenue at 608-261-6435. See application form CTP-129, [revenue.wi.gov/forms/excise/ctp-129.pdf](http://revenue.wi.gov/forms/excise/ctp-129.pdf).)  
 YES     NO    3. Does the applicant understand that they cannot purchase/exchange cigarettes or tobacco products from another retailer, including transferring existing stock to a new owner?  
 YES     NO    4. Does the applicant understand that they must provide employees with tobacco sales training approved by the Wisconsin Department of Health Services? (SmokeCheck.org)  
 YES     NO    5. Does the applicant understand that they may not sell, give or otherwise provide cigarettes/tobacco products and nicotine products to minors (including electronic cigarettes containing nicotine)?  
 YES     NO    6. Does the applicant understand that they may not sell single cigarettes?  
 YES     NO    7. Does the applicant understand that cigarette and tobacco products invoices must be kept on the licensed premises for two years from the date of the invoice and be available for inspection by the Wisconsin Department of Revenue/law enforcement and that failure to comply can result in criminal penalties, including loss of cigarettes/tobacco products?  
 YES     NO    8. Does the applicant understand that only cigarettes and roll-your-own (RYO) tobacco products listed on the Wisconsin Department of Justice's website labeled "Directory of Certified Tobacco Manufacturers and Brands" at [www.doj.state.wi.us/dls/tobacco-directory](http://www.doj.state.wi.us/dls/tobacco-directory) may be sold in Wisconsin?

Cigarettes / Tobacco will be sold     over counter     through vending machine     both

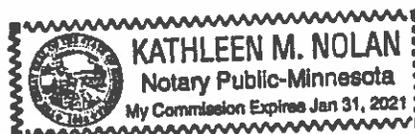
READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the applicant. Applicant agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, cannot be assigned to another.

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 11th day of April, 20 19  
Valerie M. He  
(Clerk / Notary Public)

James Lueth  
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)  
James Lueth, Assistant Secretary

My commission expires January 31, 2021



# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7/1/2019 ending: 6/30/2020  
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the:  Town of  Village of  City of Washburn

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:  
 Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company StageNorth LLC  
 Address of Corporation/Limited Liability Company (if different from licensed premises) \_\_\_\_\_

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title Name (Inc. Middle Name) Home Address Post Office & Zip Code

President/Member John Weinel 11721 Osprey Ave. S. Hastings, MN 55033

Vice President/Member Ana Weinel same

Secretary/Member \_\_\_\_\_

Treasurer/Member \_\_\_\_\_

Agent Robert Adams

Directors/Managers Robert Adams

C. 1. Trade Name Stage Door Bar Business Phone Number 715-373-1194

2. Address of Premises 123 W. Omaha St. Post Office & Zip Code Washburn, Wisc 54891

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

4. 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.) Stage Door Bar, Patio Deck, Theater, Upstairs Lobby, Kitchen, Basement, Stage

5. Legal description (omit if street address is given above): \_\_\_\_\_

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? (phone (608) 266-2776)  Yes  No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  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.)

## SUBSCRIBED AND SWORN TO BEFORE ME

this 11 day of APRIL 2019

Chelsea F. Bjerstedt  
(Clerk/Notary Public)



Chelsea F. Bjerstedt  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

Chelsea F. Bjerstedt  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

My commission expires 01-31-2023

Chelsea F. Bjerstedt  
(Officer of Corporation/Member/Manager of Limited Liability Company if Any)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/12/2019</u>	Date reported to council/board <u>5/13/19</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Applicant's WI Seller's Permit No. FEIN Number <u>456000015312003 39-1984532</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>450</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>18.00</u>
TOTAL FEE	\$ <u>568.00</u>

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7-1-19 ending: 6-30-20  
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

Applicant's WI Seller's Permit No. FEIN Number 456-0000 440530-03 39179 2882	
LICENSE REQUESTED ▶	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 100
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ 450
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 18.00
<b>TOTAL FEE</b>	<b>\$ 568.00</b>

A. Individual or Partnership:  
 Full Name(s) (Last, First and Middle Name) \_\_\_\_\_ Home Address \_\_\_\_\_ Post Office & Zip Code \_\_\_\_\_

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ DAVSON INC.  
 Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ \_\_\_\_\_  
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:  

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Harlan J Guske</u>	<u>Washburn</u>	<u>160 54891</u>
Vice President/Member	_____	_____	_____
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent ▶	<u>Harlan Guske</u>	_____	_____
Directors/Managers	_____	_____	_____

C.1. Trade Name ▶ Firehouse Bar Business Phone Number 715-393-5780  
 2. Address of Premises ▶ 10 West Bayfield St Post Office & Zip Code ▶ PO Box 160 54891

- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No
- 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.) ONE STORY BRICK BUILDING WITH BASEMENT
- Legal description (omit if street address is given above): SMOKE ROOM WITH FENCED IN BEE GARDEN
- a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No
- Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No
- Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No
- Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]  Yes  No
- Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No
- Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  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.)

SUBSCRIBED AND SWORN TO BEFORE ME  
 this 20 day of March, 2019  
[Signature]  
(Clerk/Notary Public)  
 My commission expires 1-10-22

[Signature]  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)  
[Signature]  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)  
[Signature]  
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

Date received and filed with municipal clerk <u>3-20-19</u>	Date reported to council/board <u>5/13/19</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7/1/2019 ending: 6/30/2020  
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:  
 Full Name(s) (Last, First and Middle Name) \_\_\_\_\_ Home Address \_\_\_\_\_ Post Office & Zip Code \_\_\_\_\_

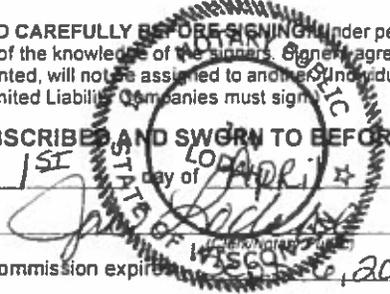
B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Washburn Development Property LLC  
 Address of Corporation/Limited Liability Company (if different from licensed premises) 2052 85th AVE DRISSEN WI 54001  
 All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Jeffrey Robert Moberg</u>	<u>2052 85th AVE DRISSEN WI 54001</u>	<u>54001</u>
Vice President/Member	<u>Michael Charles Anderson</u>	<u>39 CTYRAM STAR PRAIRIE WI 54026</u>	<u>54026</u>
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent	<u>Jeffrey Robert Moberg</u>	_____	_____
Directors/Managers	_____	_____	_____

C. 1. Trade Name The Harbor View Business Phone Number 715 373 5492  
 2. Address of Premises 130 W Harbor View Drive Post Office & Zip Code Washburn, 54991

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No
4. 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.) 1 story bldg. bar/pub/ Patio
5. Legal description (omit if street address is given above): \_\_\_\_\_
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]  Yes  No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  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. Individual applicants and each member of a partnership applicant must sign, corporate officer(s), members/managers of Limited Liability Companies must sign.

SUBSCRIBED AND SWORN TO BEFORE ME  
 this 1st day of April, 2020  
  
 My commission expires 1/31/2020

Jeffrey Moberg  
 (Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)  
 \_\_\_\_\_  
 (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>4/1/19</u>	Date reported to council/board <u>5/13/19</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Applicant's WI Seller's Permit No. <u>456-10293147200</u> FEIN Number <u>81-4417452</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>450</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>18.00</u>
<b>TOTAL FEE</b>	\$ <u>568.00</u>

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/1/2019 ending: 6-30-2020  
(MM DD YYYY) (MM DD YYYY)

Applicant's WI Seller's Permit No. / FEEL Number  
456-0002932055-02

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

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

**A. Individual or Partnership:**

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

**B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company** Uncle Walleye LLC dba Patsys Bar  
Address of Corporation/Limited Liability Company (if different from licensed premises) 77905 Washington Ave, Washburn WI  
All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>George W Engelhard</u>	<u>77905 Washington Ave Washburn WI</u>	<u>54891</u>
Vice President/Member	<u>Barbara K. Engelhard</u>	<u>77905 Washington Ave Washburn WI</u>	<u>54891</u>
Secretary/Member	<u>Barbara K. Engelhard</u>		
Treasurer/Member	<u>Barbara K. Engelhard</u>		
Agent	<u>Barbara K. Engelhard</u>		

**C. 1. Trade Name** Patsys Bar Business Phone Number 715-373-5792  
**2. Address of Premises** 328 W. Bayfield St Post Office & Zip Code Washburn, WI 54891

**3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?**  Yes  No

**4. 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) Covered porch, wood side porch, smoking area + beer go

**5. Legal description (omit if street address is given above):** Block 35, lots 1, 2, 3 entire building

**6. a.** Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No

**b.** Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No

**7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.**  Yes  No

**8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.**  Yes  No

**9. Does the applicant understand they must hold a Wisconsin Seller's Permit? (phone (608) 266-2776)**  Yes  No

**10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?**  Yes  No

**11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?**  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.)

**SUBSCRIBED AND SWORN TO BEFORE ME**

this 11 day of April, 2019  
Janey J. Dumas  
(Clerk/Notary Public)

Barbara Engelhard  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

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

My commission expires \_\_\_\_\_

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

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>4/11/19</u>	Date reported to council/board <u>5/13/19</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07/01/19 ending: 06/30/20  
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:  
 Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company The Snug, LLC  
 Address of Corporation/Limited Liability Company (if different from licensed premises) 300

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:  
 Title Name (Inc. Middle Name) Home Address Post Office & Zip Code  
 President/Member Pres. Daniel T. Doman 302 E 3rd St Washburn 54891  
 Vice President/Member \_\_\_\_\_  
 Secretary/Member \_\_\_\_\_  
 Treasurer/Member Kristin M Doman 302 E 3rd St Washburn WI 54891  
 Agent Kristin Doman 302 E 3rd St Washburn 54891  
 Directors/Managers DANIEL T. Doman 302 E 3rd St Washburn 54891

C. 1. Trade Name The Snug Business Phone Number 715 373 0338  
 2. Address of Premises 308 W. Bayfield St Post Office & Zip Code Washburn 54891

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No
4. 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.) Single story pub/restaurant with a beer garden & basement storage
5. Legal description (omit if street address is given above): \_\_\_\_\_
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? (phone (608) 266-2776)  Yes  No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  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.)

SUBSCRIBED AND SWORN TO BEFORE ME  
 this 10 day of April, 20 19  
Laura J. Dumas  
(Clerk/Notary Public)  
 My commission expires June 14, 2019

[Signature]  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)  
[Signature]  
(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>4/10/2019</u>	Date reported to council/board <u>5/13/19</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Applicant's WI Seller's Permit No. <u>4561627722043</u> <small>EE#</small> Number <u>154364902</u>	
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input checked="" type="checkbox"/> Class B liquor	\$ <u>450.00</u>
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>18.00</u>
<b>TOTAL FEE</b>	<b>\$ <u>568.00</u></b>

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 07-01-2019 ending: 06-30-2020  
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name)

Home Address

Post Office & Zip Code

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company Naturally Superior Inc.

Address of Corporation/Limited Liability Company (if different from licensed premises) \_\_\_\_\_

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>Dale Arden Brevak</u>	<u>74035 Ondessagon Rd</u>	<u>Washburn WI 54891</u>
Vice President/Member	<u>Derek Jon Brevak</u>	<u>8292 Hwy 50</u>	<u>Marshfield WI 54449</u>
Secretary/Member	<u>Donna Marie Brevak</u>	<u>74035 Ondessagon Rd</u>	<u>Washburn WI 54891</u>
Treasurer/Member	<u>Dana Ingrid Hudson</u>	<u>234 Blue Sky Dr</u>	<u>Glendora City, WI 54013</u>
Agent	<u>Dale Arden Brevak</u>		
Directors/Managers	<u>Donna Marie Brevak</u>		

C. 1. Trade Name Lake Superior View Golf Business Phone Number 715-573-1100 / 0393

2. Address of Premises 950 Co. Hwy C Post Office & Zip Code Washburn, WI 54891

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

4. 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.) Clubhouse - carts - all golf course property

5. Legal description (omit if street address is given above): \_\_\_\_\_

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? (phone (608) 266-2776)  Yes  No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  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.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 11 day of April, 2012

Jerry L Demars  
(Clerk/Notary Public)

[Signature]  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

[Signature]  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

My commission expires \_\_\_\_\_

[Signature]  
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/11/19</u>	Date reported to council/board <u>5/13/19</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

# RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: 7-1-19 ending: 6-30-20  
(MM DD YYYY) (MM DD YYYY)

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

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

CHECK ONE  Individual  Partnership  Limited Liability Company  
 Corporation/Nonprofit Organization

Complete A or B. All must complete C.

**A. Individual or Partnership:**

Full Name(s) (Last, First and Middle Name)	Home Address	Post Office & Zip Code
▶ <u>STENSVAD LOIS J.</u>	<u>524 WASHINGTON AVE</u>	<u>PO BOX 677-54891</u>
<u>HANSON Dale G.</u>	<u>SAME AS ABOVE</u>	<u>" "</u>

**B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company** ▶ DALOU'S BISTRO

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ 310 WEST BAYFIELD STREET

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>DALE G. HANSON</u>	<u>524 WASHINGTON AVE</u>	<u>PO BOX 677 54891</u>
Vice President/Member	<u>LOIS J. STENSVAD</u>	<u>" "</u>	<u>" "</u>
Secretary/Member	_____	_____	_____
Treasurer/Member	_____	_____	_____
Agent	▶ <u>Dale G. Hanson</u>	_____	_____
Directors/Managers	<u>LOIS STENSVAD &amp; Dale Hanson</u>		

**C. 1. Trade Name** ▶ Dalou's BISTRO Business Phone Number 715-373-1125

2. Address of Premises ▶ 310 West Bayfield Street Post Office & Zip Code ▶ PO BOX 677

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?  Yes  No

4. 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.) dining room / Deck / coolers / storage area

5. Legal description (omit if street address is given above): \_\_\_\_\_

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side  Yes  No

b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side  Yes  No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain.  Yes  No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain.  Yes  No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]  Yes  No

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement?  Yes  No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor?  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.)

**SUBSCRIBED AND SWORN TO BEFORE ME**

this 1st day of April, 2019

Kay Bradley  
(Clerk/Notary Public)

Dale Hanson  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)  
Dale Hanson  
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)

My commission expires 1-10-22

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

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>4-1-19</u>	Date reported to council/board <u>5/13/19</u>	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Applicant's WI Seller's Permit No. <u>4561026567583-03</u>	FEIN Number <u>26-3901851</u>
LICENSE REQUESTED	
TYPE	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ <u>100.00</u>
<input checked="" type="checkbox"/> Class C wine	\$ <u>100.00</u>
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ <u>18.00</u>
<b>TOTAL FEE</b>	\$ <u>218.00</u>

**BARTENDERS**

**21-01 THRU 21-12**



**BARTENDERS**  
**20-56 THRU 20-61**

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

Approved 5/14/18 #20-01 thru #20-07	Approved 6/11/18 #20-08 thru #20-14	Provisional Approved 6/7/18 #20-15 expires 8/6/18	Provisional Approved 6/18/18 #20-16 Thru #20-31 6/18/18 expire 8/17/18.		Provisional Approved 6/20/18 #20-32 expires 8/19/18.	Provisional Approved 6/21/18 #20-33 & #20-34 expire 8/20/18.	
Approved 7/9/18 #20-15 thru #20- 34.	Provisional Approved 7/4/18 #20-35 & #20-36 expire 9/2/18.	Provisional Approved 7/5/18 #20-37 & #20-38 expire 9/3/18.	Provisional Approved 7/20/18 #20-39 thru #20-41 expire 9/18/18		Approved 8/20/18 #20-35 thru #20- 41.	Provisional Approved 8/14/18 #20-42 expires 10/13/18.	
Provisional Approved 8/21/18 #20-43 expires 10/20/18.	Approved 9/10/18 #20-42 & #20-43	Provisional Approved 9/27/18 #20-44 & #20-45 expire 11- 26-18	Provisional Approved 9/28/18 #20-46 expires 11/27/18		Provisional Approved 10/9/18 #20-47 & #20-48 expires 12/8/18	Provisional Approved 10/26/18 #20-49 expires 12/25/18	
Approved 11/12/18 #20-44 thru #20-49	Provisional Approved 12/7/18 #20-50 expires 2/5/19	Approved 1/14/19 #20-50	Provisional Approved 1/25/19 #20-51 expire 3/26/19		Provisional Approved 1/28/19 #20-52 expires 3/29/19	Approved 2/11/19 #20-51 & #20-52	P I C K E D
Provisional Approved 1/31/19 #20-53 expires 4/1/19	Provisional Approved 2/9/19 #20-54 expires 4/10/19	Approved 3/11/19 #20-53 & #20-54	Provisional Approved #20-55 3/22/19 expires 5/21/19		Approved 4/8/19 #20-55	Provisional Approved 3/28/19 #20-56, #20-57 & #20-58 expire 5/27/19	
Provisional Approved 4/16/19 #20-59 expires 6/15/19	Provisional Approved 4/25/19 #20-60 expires 6/23/19	Provisional Approved 4/29/19 #20-61 expires 4/28/19	Pending Approval 5/13/19 #20-56 thru #20- 61.				
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME</b>	<b>MAIDEN OR PREVIOUS NAME</b>	<b>P A I D</b>	<b>PLACE OF BUSINESS</b>	<b>RENEWAL OR NEW LICENSE</b>	<b>U P</b>
Kelly	Bridget	Marie		X	Patsy's Bar	Renewal #20-01	X
Yonan	Steven	Michael		X	Patsy's Bar	Renewal #20-02	X
Waite	Maria	Magdalena		X	Roaming	Renewal #20-03	X
Dunham	William	Clarence		X	Midland	Renewal #20-04	X
Holman	Eric	Alan		X	Holiday	Renewal #20-05	X
Gibb	Joseph	Claus		X	A Nickel's Worth	Renewal #20-06	X
Berg	Patricia	Jeanne		X	Roaming	Renewal #20-07	X
Swiston	Jeffrey	Joseph		X	Roaming	Renewal #20-08	X
Doris	Michelle	Elizabeth		X	Roaming	Renewal #20-09	X
McCreery	Sara	Elizabeth		X	Roaming	Renewal #20-10	X
Kitzmilller	David	Michael		X	Firehouse Bar	Renewal #20-11	X
Wygonik	Rebecca	Ann		X	Roaming	Renewal #20-12	X
Krysh	Jeffrey	Peter		X	The Snug	Renewal #20-13	X
Ritter	Jason	Earl		X	South Shore Brew	Renewal #20-14	X
Kozitaz	Jill	M	Wedge	X	Midland Services	Provisional #20-15 New #20-15	X X
McGee	Nicholas	Tracy		X	South Shore Brew	Provisional #20-16	X

						New #20-16	X
Vitek	Nicholas	Alan		X	Holiday	Provisional #20-17 New #20-17	X X
Hill	Ann	Marie	Huybrecht	X	Roaming	Provisional #20-18 New #20-18	X X
Ledin, Jr.	James	Marlin		X	Roaming	Provisional #20-19 New #20-19	X X
Warren	Marion	Lee	Simonson	X	Roaming	Provisional #20-20 New #20-20	X X
Johnson	Audra	Marie	Jack-Martin	X	Hanson IGA	Provisional #20-21 New #20-21	X X
Arnao	Ethan	Errett		X	Hanson IGA	Provisional #20-22 New #20-22	X X
Potter	Donna	Marie	Wallner	X	Hanson IGA	Provisional #20-23 New #20-23	X X
Sorenson	Linda	Marie	Jergenson	X	Hanson IGA	Provisional #20-24 New #20-24	X X
Stegemann	Graham			X	Hanson IGA	Provisional #20-25 New #20-26	X X
Kolonko	Donna	Jean	Tarazewicz	X	Hanson IGA	Provisional #20-26 New #20-26	X X
Danula	Gloria	Ruth		X	Hanson IGA	Provisional #20-27 New #20-27	X X
Terry	Nicholas	Elton		X	Hanson IGA	Provisional #20-28 New #20-28	X X
Bratley	Georgeanne	Kay		X	Roaming	Provisional #20-29 New #20-29	X X
Nickels	Chase	Douglas-Paul		X	Roaming	Provisional #20-30 New #20-30	X X
Sorenson	Katherine	Lyn		X	Patsy's	Provisional #20-31 New #20-31	X X
Day	Hannah	Rachelle		X	Hansen's IGA	Provisional #20-32 New #20-32	X X
McGrath	Mary	A		X	WashburnChamber	Provisional #20-33 New #20-33	X X
Viater	Emily	Ann		X	Midland Services	Provisional #20-34 New #20-34	X X
Pearson	Kenneth	William		X	South Shore Brew	Provisional #20-35 New #20-35	X X
Bobby	Barnes	Maveety II		X	South Shore Brew	Provisional #20-36 New #20-36	X X
Doucette	Eva	Marie		X	Hansen's IGA	Provisional #20-37 New #20-37	X X
Nye	Hayley	Jo		X	Hansen's IGA	Provisional #20-38 New #20-38	X X
Mashlan	Randy	Edward		X	Roaming	Provisional #20-39 New #20-39	X X
Holmquist	Kristine	Marie		X	Holiday	Provisional #20-40 New #20-40	X X
Lee	Susan	Claudia		X	Roaming	Provisional #20-41 New #20-41	X X
Sunie	Angelika-Noel	Rae		X	Hansen's IGA	Provisional #20-42 New #20-42	X X
Hyde	Paula	Jean		X	Roaming	Provisional #20-43 New #20-43	X X
Defoe	Debra	Rae		X	Hansen's IGA	Provisional #20-44 New #20-44	X X

