

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, September 14, 2020 City Hall 4:30PM
▪ Committee Review-Monthly Expenditures

NOTICE OF CITY COUNCIL MEETING
Monday, September 14, 2020 Washburn City Hall 5:30 PM

This meeting may have members participating via tele or web conferencing. Public participants can listen to the proceedings by utilizing a computer or smart phone and using the link <https://us02web.zoom.us/j/81307872889> or by calling 1-888-788-0099 (Toll Free) and entering Webinar ID: 813 0787 2889 as opposed to being present for the meeting. The meeting will also be broadcast on Washburn Cable Access Television, and be live streamed on the City of Washburn YouTube Channel. Limited seating will be available at the meeting and guests are asked to keep a six-foot distance from one another.

AGENDA

- Call to Order/Roll Call/Pledge of Allegiance
- Approval of Minutes – City Council Meeting – August 17, 2020
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments
 - Vacancy on Harbor Commission; Vacancy on Plan Commission
- Discussion & Action on Conditional Use Application for a Tourist Rooming House at 215 West 4th Street – Rebecca Wygonik, Petitioner **TAB 1**
- Hearing on Notice of Intent to Revoke Kayak Commercial Use Permit for Poseidon Adventures, LLC **TAB 2**
- Discussion & Action on Adopting a Policy Related to Officer Involved Deaths and Serious Injuries **TAB 3**
- Discussion & Action on Goose Control Activities in the West End Park/Treatment Plant Area **TAB 4**
- Discussion & Action on Resolution #20-012 Extending the Mayor’s Proclamation of March 17, 2020 and Declaring a Health Emergency in the City of Washburn **TAB 5**
- Presentation, Discussion & Referral of 2021 General Fund Operating, Capital, and Debt Service Budgets **TAB 6**
- Discussion & Action on Contract with Bowmar Appraisal, Inc. for 2021-22 Assessor Services **TAB 7**
- Discussion & Action on Contract with Northwest Regional Planning Commission for Comprehensive Plan Consulting Services **TAB 8**
- Adjourn

August 17, 2020

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM

Washburn City Hall & Remote Call-In

City Council Members:

Present, in-person:

Karen Spears-Novachek, Laura Tulowitzky, Tom Neimes,
Carl Broberg, Dave Anderson

Present, remote:

Jennifer Maziasz

Municipal Personnel:

In-person:

Mayor Mary D. Motiff, City Administrator Scott J. Kluver,
Assistant City Administrator Tony Janisch,

Present, remote:

City Attorney Max Lindsey

Absent:

Mary McGrath

Call to Order - Meeting called to order at 5:33PM by Mayor Motiff. 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 Meeting of July 13, 2020 - A motion was made by Novachek to approve the July 13, 2020 minutes of the City Council, second by Broberg. Maziasz, Neimes, Tulowitzky, Novachek, & Broberg voted in favor. Anderson abstained. Motion carried.

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

Public Comment – Colene Lee, 229 E 4th St, spoke about the recently approved ordinance to regulate kayaking outfitters on city property. Ms. Lee stated that she frequents the Coal Dock Beach and that this area has a community of users that have been diminished by the outfitter presence. Ms. Lee further stated that the quick passage of the ordinance followed by an approved permit the following week did not give citizens enough time to comment. She further shared her concern that participants and instructors and standing shoulder-to-shoulder and not wearing masks that recommended to prevent spreading Covid-19, as well as other safety concerns.

Mayoral Announcements, Proclamations, Appointments- The Mayor noted that Michelle Shrider, Washburn Marina Manager, was featured as “Women Who Inspire” by the Wisconsin 19th Amendment Celebration Committee as announced by First Lady Evers. The Mayor further thanked City staff for all their extra effort and hard work during a difficult and unusual summer and especially to Asst. Administrator Tony Janisch for filling the vacancy in Public Works. The Mayor then nominated Angel Croll to the Parks Committee term ending April 2021, Caroline Nelson to the Harbor Commission term ending April 2023, and reappointment of Dora Kling & Tracey Snyder to the Lake Superior Scenic By-Way Council for a two-year term. A motion was made by Novachek to approve appointments as listed, second by Broberg. Motion carried unanimously.

Public Hearing, Discussion & Action on Recommended Updates to Municipal Land Sale List –Broberg moved to open the Public Hearing on the Municipal Sale List, seconded by Neimes. Motion carried unanimously. No comments were received. Broberg moved to close the Public Hearing on the Municipal Sale List, seconded by Novachek. Motion carried unanimously. Broberg moved to approve the Municipal Land Sale List, seconded by Anderson. Kluver stated that the recommendation is to add a portion of Lot 19 and create a least one lot. A surveyor would be hired, and the surveyed lot would come to Council for approval. Discussion continued. Motion carried unanimously.

Discussion & Action on Special Exception Request to Place Overhead Doors at 205 E. Omaha St. - Fishnote Properties Petitioner – Tulowitzky moved to approve the Special Exception Request as recommended by the Plan Commission, seconded by Novachek. Novachek commented that this request is appropriate for a special exception. Anderson commented that in this instance the road in question at one time was an alley. Discussion continued. Motion carried unanimously.

Discussion & Action on Ordinance No. 20-005 to Amend the City's Subdivision Code Related to the Approval of Certified Survey Maps– Kluver stated that in the situation of transfer of existing platted lots, this would apply. With subdividing lots, surveying would still need to occur. Novachek moved to approve Ordinance #20-005, seconded by Broberg. Motion carried unanimously.

Discussion and Recommendation on Ordinance No. 20-007 to Amend the City's Zoning Map to Change Three Parcels from R-6 Mixed Residential to C-2 General Commercial – No discussion occurred. Moved by Broberg to approve Ordinance #20-007, seconded by Novachek. Motion carried unanimously.

Discussion and Recommendation on Ordinance No. 20-006 to Amend the City's Zoning Code to Update the City's Regulation of Yard Sheds Chapter 13, Article 8, Section 554 and Appendix B – Kluver summarized that the issue occurring is that the ordinance allows for one or two garages, depending on the district, and then a yard shed or minor shed but that it does not clarify what a minor shed is. This ordinance clarifies what a minor shed is and identified square footage; giving more flexibility. Moved by Novachek to approve Ordinance #20-006, second by Broberg. Maziasz questioned the specifics of R-1 Zones, being larger sized parcels and if this ordinance applies or can a variance be sought. Kluver stated that a provision was included to add an addition 250 sq.ft of shed space for ever full acre over 4 Acres in size. The parcel is still limited to two structures. Motion carried unanimously.

Discussion & Action on Proposed Contract with Ayres Associates, Inc. for Engineering and Consultation Services Related to Various Utility Work and Other Improvements for the STH 13 Reconstruction Projects Scheduled for 2024 and 2026 – Kluver stated that 7 proposals were received, this was narrowed down to two firms which were invited to give presentations. The committee has recommended Ayres Associates for Engineering & Consultation Services. The Mayor questioned if grant application fees can be included in grant requests. Mike Stoffel, Ayres Associates, answered that yes with some grants the application fees can be included in the request. Moved by Broberg to approve the Contract with Ayres Associates, second by Novachek. Motion carried unanimously.

Discussion & Action on Ordinance #20-010 for Enforcement of Orders Made by Local Health Officers and the Governor During A Declared Emergency – Attorney Lindsey presented that local municipalities have the ability to enforce public health ordered regarding the Governors declared emergency with a maximum penalty of \$200. Moved by Novachek to approve Ordinance #20-010 for the enforcement of orders made by Local Health Officers and the Governor during a Declared Emergency, second by Tulowitzky. Broberg stated that this as a burden to local police having to enforce ordered from a higher authority. It should be the responsivity of these authorities for enforcement. Lindsey continued that this ordinance allows for the streamlining of enforcement of the orders as compared to referring to the district attorney. Maziasz stated that having the flexibility to city officers would be good. Discussion continued. Tulowitzky, Novachek, Neimes, Maziasz, Anderson voted in favor, Broberg voted against. Motion carried.

Discussion & Action on Disposal of Surplus Property– Broberg stated that the item in question is a stove that was received in trade and never used. Anderson began a motion regarding the donation of this item then withdrew his motion. Discussion ensued. Moved by Tulowizky to donate surplus property to an area non-profit first otherwise list for auction, second by Novachek. Motion carried unanimously.

Discussion & Action on Approval of Change Order for West End Boat Ramp Project to Extend Sheeting 180 feet from Project End to the West Following Lake Drive – No discussion occurred. Moved by Tulowitzky to approve the change order for West End Boat Ramp to extend the sheeting along Lake Drive, second by Novachek. Motion carried unanimously.

Closed Session - Consideration of Employment Offer for a Public Works Director – A motion was made by Novachek to go into closed session at 7:11PM pursuant to Wisconsin State Statute §19.85(1) (c), to consider employment offer for a public works director, following which the Council may reconvene in open session to take any action that may be necessary on the closed session items, second by Tulowitzky. Motion carried unanimously via roll call vote.

A motion was made by Broberg to return into Open Session at 7:22PM, second by Novachek. Motion carried unanimously. Moved by Broberg to confirm the employment offer indicated in the letter dated August 11, 2020, to Gerald Schuette, second by Neimes. Motion carried unanimously.

Adjourn – Mayor Motiff adjourned the meeting at 7:23PM.

Tony Janisch
Assistant City Administrator

1

August 20, 2020
MEETING

CITY OF WASHBURN PLAN COMMISSION

5:30pm Washburn City Hall & Remote Video Conferencing

COMMISSION MEMBERS: John Gray, Leo Ketchum-Fish, Mary Motiff, Britt Sirrine, Adeline Swiston, John Baregi

ABSENT: Dave Anderson

MUNICIPAL PERSONNEL: Scott Kluver City Administrator, Tammy DeMars City Treasurer/Deputy Clerk

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

Approval of Minutes – July 16, 2020 – Moved by Swiston to approve the minutes of July 16, 2020 second by Sirrine. Motion carried unanimously.

Public Hearing – Discussion and Recommendation on Conditional Use Application for a Tourist Rooming House at 215 West 4th Street – Rebecca Wygonik, Petitioner

Motion by Swiston to open the floor to the public hearing, second by Ketchum-Fish. Motion carried unanimously.

Paula Jung, 211 W. 4th Street, Washburn, only concern is parking as 4th Street already has a parking problem and wasn't sure that there would be room for more than two cars in the back.

Petitioner Rebecca Wygonik, stated there is enough room for three cars and they will be having more gravel brought in to widen the parking area, they have also already contracted out for snow removal.

Moved by Ketchum-fish, second by Sirrine to close floor. Motion carried unanimously.

Ms. Wygonik, addressed the Commission, she is planning on living at the residence and the tourist rooming house will help her to make the payments. She has addressed the factors used for consideration in section 7-55; The parcel is on .11 acres. The property is compatible with its current use as a single-family dwelling. The property will operate as a tourist rooming house within the same area of its current use as a primary residence. Guest will not affect any traffic safety or add to traffic congestion due to the adequate off-street parking located on the property. The proposed use is well suited for and will be marketed to small families. The proposed use will not affect the natural environment beyond existing normal residential use. All guests will adhere to strict house policies in accordance with city statutes and ordinance and the proposed use will not affect or be averse to anything mentioned in section (8) or (9)

Moved by Ketchum-Fish to recommend approval of the conditional use permit application of Rebecca Wygonik for a tourist rooming house at 214 W. 4th Street, he also notes that the parking area in the rear of the house as shown in the drawing would be adequate for the three parking spaces required for the three bedrooms, second by Baregi. Motion carried unanimously.

Discussion and Action on Request to Enlarge a Nonconforming Garage, 424 Hillside Drive – Darryl Fenner Petitioner – Mr. Fenner addressed the Commission, he would like to expand his existing garage to give him more space for storage of various items. The Plan Commission reviewed Section 7-434; The existing nonconformity is only that he has more than one garage, the size and configuration of the lot would work well with the expansion, the lot conforms to all other standards of the zoning district, the size and location of the nonconforming building is not an issue, all other existing structures are reasonably anticipated on the lot, the proposed expansion has no impact on adjoining properties, the expansion would not violate the intent of this chapter, and there are no other factors that relate to the purposes of this chapter.

Moved by Ketchum-Fish to approve the request to enlarge the nonconforming garage at 424 Hillside Drive, as outlined in the application of Mr. Fenner, second by Gray. Motion carried unanimously.

Continued Discussion on Accessory Structures and Considerations for Agricultural Use – Ketchum-Fish will try to put something in writing on this for the next meeting. What he is hoping to address is the number of structures allowed on larger lots.

Adjourn – Motiff adjourn the meeting at 6:10pm

Respectfully Submitted,
Tammy L. DeMars
Treasurer/Deputy Clerk

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



715-373-6160
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FAX 715-373-6148

To: Plan Commission Members
From: Scott J. Kluver, ^{SK} Administrator
Re: Wygonik CUP- Tourist Rooming
Date: August 14, 2020

Enclosed you will find the application materials from Rebecca Wygonik (Disruptive Operations LLC) for a Tourist Rooming Conditional Use Permit (CUP) for the property located at 215 W. 4th St. The property is in the R-6, Mixed Residential, District.

Tourist Rooming Houses are conditionally allowable in this district. A copy of the health permit will also be needed for the CUP to be valid. If there are only one or two bedrooms within the home that will be used for tourist rooming, there will be adequate off-street parking to accommodate.

No architectural changes or site modifications are planned for this property. Note the criteria in the ordinance by which the Commission should either approve or deny the permit in 7-55 of the enclosed ordinance and the responses provided for that criteria.

Ms. Wygonik will be the agent for the property and residing there as well. Please let me know if you have any questions on this application. I have no objections to this request.

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 Disruptive Operations, LLC (hereinafter User), in respect to property currently zoned R-6 Mixed Residential District, herein referred to as Subject Property, described as:

Street Address: 215 West 4th Street

Legal Description: VAUGHN & AUSTRIAN ADDITION TO TOWNSITE OF WASHBURN LOT 15 BLOCK 19 IN DOC 2019R-578837 1647

Tax ID: 33713 **PIN:** 04-291-2-49-04-32-3 00-303-11600

This Conditional Use Permit 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 tourist rooming house in accordance with Section 13-1-8-294 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 permit is required prior to constructing the sign, and the sign must conform to the City's Sign Ordinance.
5. User shall provide onsite parking for employees and all other visitors to the Subject Property and concrete, bituminous concrete pavement, or gravel shall be required for all driveways and parking areas in accordance with 13-1-17-5.04 of the City of Washburn Zoning Code. At the time of



issuance of this permit, two spaces are required. This provision needs to be complied with before the permit is valid.

6. All conditional uses referred to above may be carried out upon the Subject Property twenty-four (24) hours per day, seven (7) days a week.
7. 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.
8. Rebecca Wygonik shall be listed as the agent for this tourist rooming house.

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.

Disruptive Operations, LLC - Rebecca Wygonik, Member

Date

Personally came before me this ____ day of _____, 2020, the above-named Rebecca Wygonik, 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: _____



Mary D. Motiff, Mayor
City of Washburn

Date

Personally came before me this ____ day of _____, 2020, the above-named Mary D. Motiff, 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 _____, 2020, 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: _____



7/25/2020

RE: Conditional Use Permit Application for 215 W 4th St, Washburn WI

I plan to live at the 215 W 4th St residence and operate as a tourist rooming house.

To address ordinance 7-55:

- (1) The parcel at 215 West 4th Street is on .11 acres.
- (2) The property is compatible with its current use as a single family dwelling upon approval of this conditional use permit.
- (3) The property will operate as a tourist rooming house within the same area of its current use as a primary residence.
- (4) Guests will not affect any traffic safety or add to traffic congestion due to adequate off street parking located on the property. This parking is located on the alley side of the property with unobstructed ingress and egress and will be posted as guest parking. House rules will limit visiting vehicles to the existing parking spaces and shall not exceed existing number of spaces. Pedestrian circulation will not be hindered by on street parking because of designated guest parking in the rear of the property away from existing pedestrian walkways.
- (5) The proposed use is well suited for and will be marketed to small families looking to enjoy our area's natural beauty and patron our local businesses. The property is located a few blocks from the downtown area making it easily accessible by foot, bike, and any other chosen mode of transportation.
- (6) The proposed use will not affect the natural environment beyond existing normal residential use.
- (7) All guests will adhere to strict house policies in accordance with city statutes and ordinances especially when pertaining to noise ordinances. Immediate neighbors have already been notified of this proposed use and have given verbal consent.
- (8) The proposed use will not affect or be adverse to anything mentioned in section (8) or (9).

Thank you for your consideration,



Rebecca Wygonik

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



715-373-61
715-373-61
FAX 715-373-61

APPLICATION FOR CONDITIONAL USE PERMIT
(Zoning Code 13-7-51 through 62)

Name: Rebecca Wygonik Initial Application Amendment/Renewal
Physical and Mailing Address of Applicant: 215 W 4th St, Washburn WI 54891. PO Box 273, Washburn WI 54891
Telephone Number: 715-209-3248 E-mail: disruptiveoperations@gmail.com
Address/Description of Permit Property: 215 W 4th St, Washburn WI 54891
Requested Conditional Use: Tourist Rooming House Zoning District: R-6

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. PAULA JUNG, 211 W 4TH ST, WASHBURN, WI, 54891
NICHOLAS & BRITTANY KUKA, 217 W 4TH ST, WASHBURN, WI, 54891
2. MICHAEL & MELISSA GUSTAFSON, 227 W 4TH ST, WASHBURN, WI, 54891
KEVIN SMITH, PO BOX 394, WASHBURN, WI, 54891
3. JANE ALSTON, 18193 BLUE RIDGE DR, SANTA ANA, CA, 92705
MYRON & STEPHANIE BASINA, 421 WASHINGTON AVE, WASHBURN, WI, 54891
4. KAREN NASELIUS, 883 STATION ST, HERNDON, VA, 20170
AMY DAY, 212 WEST 4TH ST, WASHBURN, WI, 54891
5. REBECCA GEYER, 216 W 4TH ST, WASHBURN, WI, 54891
PATRICIA KARKER, 503 18TH AVE W, ASHLAND, WI, 54806
SCOTT & AMANDA KOCH, 228 W 4TH ST, WASHBURN, WI, 54891

Kathy Hoffmann P.O. Box 143 Washburn
Jodi Supanich 103 Williamson Rd. Washburn WI 54891-3410

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: Betty Wyzyniec Date: 7/21/2020

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: Aug 14, 2020
Date of Public Hearing: Aug 20, 2020
Dates of Publication/Mailing: Aug 1 & 8, 2020
Recommendation of Plan Commission: August 20, 2020 - positive
Approval by Council: _____

CITY OF WASHBURN

PO BOX 638

WASHBURN, WI 54891

Receipt Nbr: 30018

Date: 7/22/2020

Check

RECEIVED
FROM

DISRUPTIVE OPERATIONS, LLC

\$150.00

Type of Payment

Description

Amount

Accounting

Account Nbr: 100-00-44400-000-000

150.00

ZONING PERMITS

CONDITIONAL USE PERMIT-215 W 4th ST

TOTAL RECEIVED

150.00

exceed 4 years. In the event the Common Council rescinds an approval, the Common Council shall at that time reclassify undeveloped lands in the district based on the zoning regulations in effect at that time. Developed portions of the planned development district may either be allowed to retain the planned development district designation or reclassified based on the zoning regulations in effect at that time.

7-38 to 7-50 Reserved

**DIVISION 3
CONDITIONAL USE**

Sections

7-51	Generally	7-58	Staff report content
7-52	Applicability	7-59	Content of decision document
7-53	Initiation	7-60	Effect of approval
7-54	Review procedure	7-61	Expiration of an approval
7-55	Basis of decision	7-62	Amendment of an approved conditional use
7-56	Imposition of conditions		
7-57	Application form and content		

7-51 Generally

Although each zoning district is primarily intended for a predominant type of land use, there are a number of uses that may be appropriate under certain conditions. These are referred to as conditional uses. This division describes the requirements and procedures for reviewing a conditional use, including an amendment of an approved conditional use.

7-52 Applicability

Those land uses designated as conditional uses in the land-use matrix (Exhibit 8-1) must comply with the requirements in this division.

7-53 Initiation

The owner of the subject property may submit an application for the establishment of a conditional use.

7-54 Review procedure

The general steps outlined below shall be used in the review of an application for a conditional use.

- (1) **Pre-submittal meeting.** Before submitting an application, the applicant or the applicant's agent shall meet with the zoning administrator to review (i) applicable regulations and procedures, (ii) applicable sections of the City's comprehensive plan, and (iii) the proposal. Upon request, the zoning administrator may waive the requirement to hold a pre-submittal meeting when he or she determines such meeting is not necessary given the nature of the project and/or the extent to which the applicant understands the City's zoning requirements.
- (2) **Submittal of application materials.** The applicant shall submit a completed application and other required materials to the zoning administrator along with the application fee as may be established by the Common Council.
- (3) **Staff review.** Within 30 calendar days of submittal, the zoning administrator shall either schedule a date for the public hearing with the Plan Commission allowing for proper public notice or make a determination that the application is incomplete and notify the applicant of any deficiencies. If the application is incomplete, the applicant has 3 months to complete the application or forfeit the application fee. The zoning administrator shall take no further steps to process the application until the deficiencies are remedied. The incomplete application shall be retained as a public record.

- (4) **Special notice to Department of Natural Resources.** If the application relates to the floodplain regulations in this chapter, the zoning administrator shall send a copy of the application and public hearing notice to the regional office of the Wisconsin Department of Natural Resources at least 10 calendar days before the date of the public hearing.
- (5) **General notice.** Consistent with Division 2 of Article 6, the zoning administrator shall provide for a class 2 public notice, property owner notice, and meeting agenda notice.
- (6) **Staff report preparation and distribution.** The zoning administrator shall prepare a written staff report as described in this division and provide a copy of it to each member of the Plan Commission, the applicant, and any other interested person upon request.
- (7) **Public hearing.** Allowing for proper notice, the Plan Commission shall conduct a public hearing to review the application consistent with Division 3 of Article 6. Prior to the close of the public hearing, the applicant or the Plan Commission may request a continuance consistent with Division 3 of Article 6. If a continuance is granted, the Plan Commission may direct the zoning administrator to conduct additional research.
- (8) **Staff follow-up.** If the Plan Commission does not render a decision immediately following the public hearing, the Plan Commission may direct the zoning administrator to prepare a preliminary decision document.
- (9) **Recommendation.** After considering all of the information submitted by the applicant, public comments received at the public hearing, and the staff report, the Plan Commission, no more than 40 calendar days after the public hearing, shall make a recommendation to the Common Council based on the decision criteria contained in this division to (i) approve the conditional use, (ii) approve the conditional use with conditions, or (iii) deny the conditional use.
- (10) **Transmittal of recommendation.** If the Plan Commission action is favorable, the zoning administrator shall prepare a draft decision document effectuating its determination. If the Plan Commission action is not favorable, the Plan Commission shall report its determination to the Common Council including its reasons for denial.
- (11) **General notice.** Consistent with Division 2 of Article 6, the zoning administrator shall place the matter on the meeting agenda of the Common Council.
- (12) **Common Council meeting.** Allowing for proper notice, the Common Council shall consider the application at a regular or special meeting.
- (13) **Decision.** After considering all of the information submitted by the applicant, public comments received at the public hearing, the staff report, and the Plan Commission's recommendation, the Common Council shall make a decision based on the decision criteria contained in this division to (i) approve the conditional use, (ii) approve the conditional use with conditions, or (iii) deny the conditional use. If an applicant for a conditional use permit meets or agrees to meet all of the requirements and conditions specified in this chapter or imposed by the city, the city shall grant the conditional use permit. The applicant must demonstrate by substantial evidence that the application and all requirements and conditions established by the city are or shall be satisfied. The decision to approve or deny the permit must be based on substantial evidence.
- (14) **Preparation of final decision document.** Based on the action of the Common Council, the zoning administrator shall prepare a final decision document consistent with this division.
- (15) **Applicant notification.** Within a reasonable time following the Common Council's decision, the zoning administrator shall mail the decision document to the applicant by regular mail.
- (16) **Notification to Department of Natural Resources.** If the application relates to the floodplain regulations in this chapter, the zoning administrator shall mail a copy of the decision document to the regional office of the Wisconsin Department of Natural Resources within 10 calendar days of the date of decision.
- (17) **Acceptance by property owner.** If the application is approved, the property owner shall sign the decision document to acknowledge the terms of the approval and return the same to the zoning administrator within 6 months of the decision. Prior to the expiration of the previously specified time period, the property owner may submit a petition to the City Clerk requesting an extension and the Common Council may, with cause, extend the period within which the decision document must be signed. If the signed decision document is not returned within the initial or extended time period, if any, the decision shall become null and void without any further action by the City. The decision document

shall only become effective when all required signatures have been obtained and the original signature copy is returned to the zoning administrator.

- (18) **Public record copy.** A duplicate copy of the decision document shall be retained as a public record.
- (19) **Recording of decision document.** If the property owner returns the decision document within the required time period with the required signatures, the zoning administrator shall record the decision document against the subject property in the office of the Bayfield County register of deeds.
- (20) **Administrative steps.** If the conditional use is approved and the zoning administrator has created a map showing conditional uses, the zoning administrator shall add the conditional use to that map.

Amendment(s):

- 1. Ordinance 18-001, adopted April 9, 2018

7-55 Basis of decision

(a) **Generally.** When reviewing conditional uses other than nonconforming conditional uses, the Plan Commission in making its recommendation and the Common Council in making its decision shall consider the following factors:

- (1) the size of the parcel on which the proposed use will occur;
- (2) the presence of and compatibility with other uses on the subject property, if any;
- (3) the location of the proposed use on the subject property (e.g., proximity of the proposed use to other existing or potential land uses);
- (4) effects of the proposed use on traffic safety and efficiency and pedestrian circulation, both on-site and off-site;
- (5) the suitability of the subject property for the proposed use;
- (6) effects of the proposed use on the natural environment;
- (7) effects of the proposed use on surrounding properties, including operational considerations relating to hours of operation and creation of potential nuisances;
- (8) effects of the proposed use on the normal and orderly development and improvement of the surrounding property for uses permitted in the zoning district and adjoining districts; and
- (9) any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law.

(b) **Nonconforming conditional uses.** When reviewing nonconforming conditional uses, the Plan Commission in making its recommendation and the Common Council in making its decision shall make the following determinations:

- (1) The nonconforming use will not be adverse to the public health, safety, or welfare.
- (2) The nonconforming use is in keeping with the spirit and intent of this chapter.
- (3) The nonconforming use would not be otherwise detrimental to the area and in particular the surrounding properties.

The Common Council shall grant approval for a nonconforming conditional use only if the council can make an affirmative finding for all of the criteria listed in this subsection.

(c) "Substantial evidence" as used in this Article means facts and information, other than mere personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

Amendment(s):

- 1. Ordinance 18-001, adopted April 9, 2018

7-56 Imposition of conditions

(a) **Generally.** The Plan Commission may recommend and the Common Council may impose one or more conditions of approval as may be necessary to grant approval. Such conditions and restrictions may relate to the establishment, location, construction, maintenance, operation of the use, off-site impacts, and any other aspect of the use that impacts the public health, safety, or general welfare. Conditions as to the permit's duration, transfer, or renewal may also be included. All conditions must be reasonable and, to the extent practicable, measurable. Any condition imposed must be related to the purpose of the evidence and be based on substantial evidence.

(b) **Condition may not lessen any requirement.** A condition of approval shall not lessen a development standard or other requirement contained in this chapter.

(c) **Special consideration for solar panels.** In those instances where a solar panel is classified as a conditional use, the reviewing authority may impose one or more conditions of approval, provided the condition satisfies one of the following:

- (1) The condition serves to preserve or protect the public health or safety.
- (2) The condition does not significantly increase the cost of the system or significantly decrease its efficiency.
- (3) The condition allows for an alternative system of comparable cost and efficiency.⁶

(d) **Effect on contracts with another party.** The Common Council shall not condition or withhold approval based upon the property owner entering into a contract or discontinuing, modifying, extending, or renewing any contract, with a third party under which the third party is engaging in a lawful use of the property.⁷

(e) **Special condition for business as property owner.** As a condition of approval of a conditional use, the property owner if it is a business entity, such as a limited liability company or a corporation, shall for the life of the conditional use continuously maintain a registered office and registered agent in the state of Wisconsin as evidenced by registration with the Wisconsin Department of Financial Institutions.

Amendment(s):

1. Ordinance 18-001, adopted April 9, 2018

7-57 Application form and content

The application submittal shall include an application form as may be used by the City and a project map prepared at an appropriate scale depicting the information listed in Appendix A.

7-58 Staff report content

The staff report shall contain preliminary findings for the decision criteria listed in this division and other information deemed appropriate.

7-59 Content of decision document

(a) **Approval.** If the application for a conditional use is approved, the decision document shall include the following:

- (1) a statement that the application is approved,
- (2) a description of the conditional use,
- (3) a description of where the conditional use will occur on the property,
- (4) reasons for the decision based on the criteria listed in this division,
- (5) a list of conditions of approval that must be satisfied prior to the establishment of the conditional use or complied with during the life of the conditional use, or both.

⁶ Commentary: See s. 66.0401 (1)m), Wis. Stats.

⁷ Commentary: See s. 62.23(7)(gm), Wis. Stats. The City, for example, could not require an applicant to terminate an existing contract with another party that is engaged in a lawful use of the property.

- (6) a statement indicating that the property owner must sign the decision document and return it to the zoning administrator to acknowledge acceptance of the same,
- (7) a statement that the applicant may appeal the decision to the Zoning Board of Appeals,
- (8) a statement that an aggrieved person, other than the applicant, may appeal the decision and that any work done by the applicant as authorized by the approval is done at the applicant's risk,
- (9) a statement indicating the nature of the approval (i.e., personal to the property owner or runs with the land),
- (10) other information the Common Council or zoning administrator deems appropriate,
- (11) the signature of the zoning administrator on behalf of the Common Council, and
- (12) the date of the decision.

(b) **Denial.** If the application for a conditional use is denied, the decision document shall include the following:

- (1) a statement that the application is denied,
- (2) a description of the project, including acreage and proposed use characteristics,
- (3) reasons for the decision based on the criteria listed in this division,
- (4) a statement indicating that the denial does not limit the applicant's ability to resubmit a revised application for consideration,
- (5) a statement that the decision may be appealed as provided for in this division,
- (6) other information the Common Council or zoning administrator deems appropriate,
- (7) the signature of the zoning administrator on behalf of the Common Council, and
- (8) the date of the decision.

7-60 Effect of approval

Unless otherwise specified in the conditional use order, approvals are personal to the property owner meaning the approval automatically lapses when the property owner ceases to own the property.

7-61 Expiration of an approval

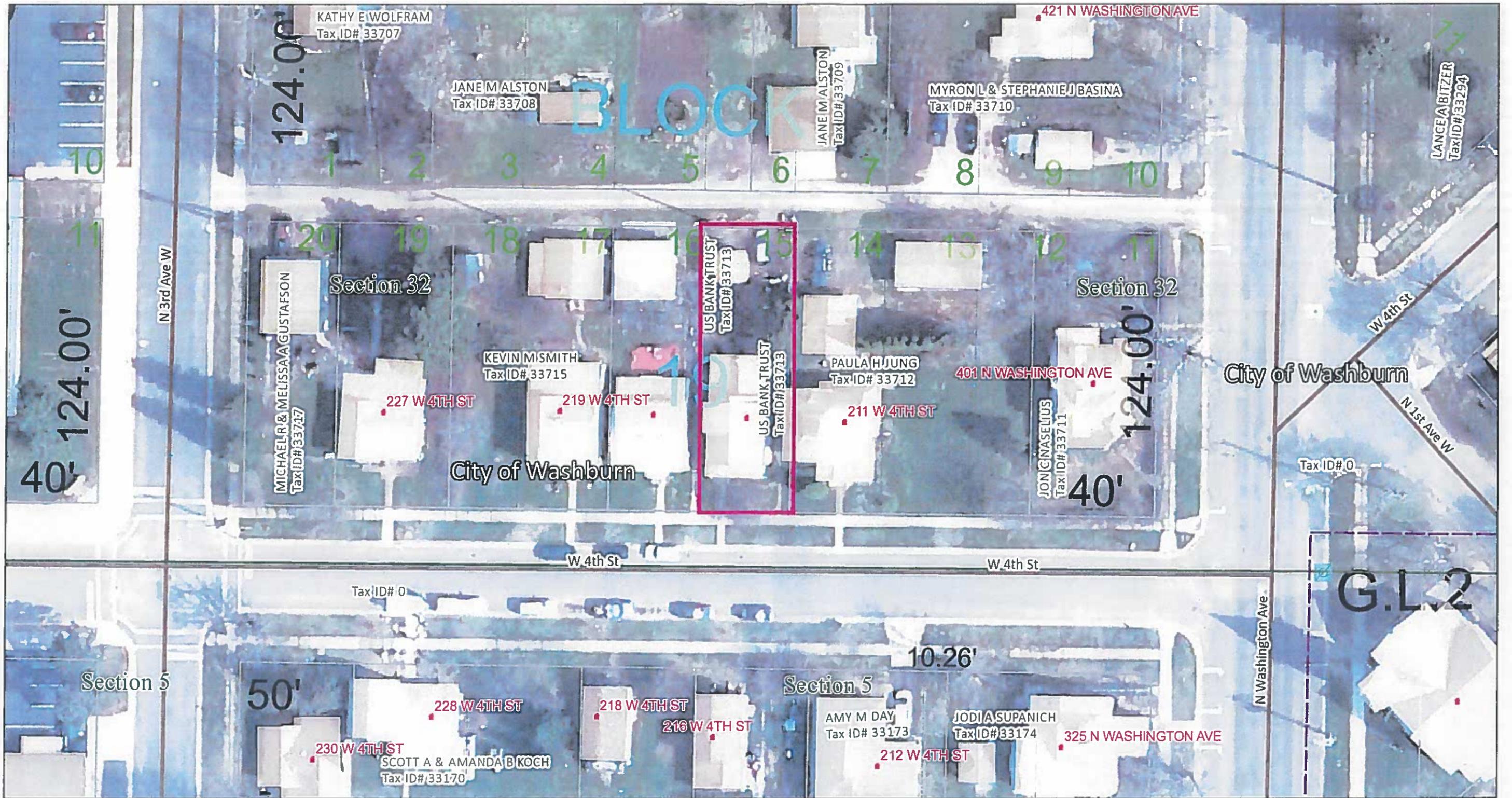
(a) **Non-establishment of use.** If the zoning administrator determines that substantial work as authorized by a conditional use approval did not commence within 12 months of the date of approval or if substantial work did commence within 12 months of the date of approval but has not continued in good faith to completion, he or she shall initiate the process to terminate the approval pursuant to Division 18 of this article. Upon written petition and with cause, the zoning administrator may grant a one-time extension not to exceed 6 months provided (i) the permit holder requests the extension prior to the expiration of the approval, (ii) the permit holder clearly demonstrates that circumstances beyond his or her control prevented the start of construction and the continuation of the same, and (iii) the project complies with this chapter in effect at the time the extension is granted.

(b) **Cessation of use.** If the zoning administrator determines that a conditional use has ceased to operate for any reason, whether intentional or otherwise, for more than 12 continuous months, he or she shall initiate the process to terminate the approval pursuant to Division 18 of this article.

7-62 Amendment of an approved conditional use

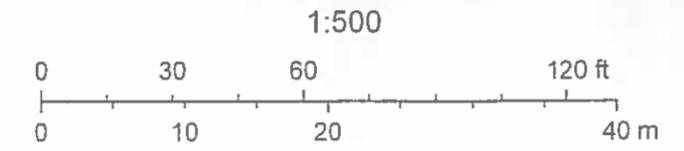
Following approval of a conditional use, the Plan Commission shall review all proposed changes to the approval. If in the opinion of the Plan Commission, the proposed change constitutes a minor alteration, the Plan Commission may approve the requested change in writing at a regular or special meeting of the Plan Commission without following the review procedure in this division. If the proposed change constitutes a major alteration, the review procedure in effect at the time of submittal shall be followed.

7-63 to 7-70 Reserved



7/22/2020, 11:25:28 AM

- | | | | |
|----------------------|----------------------------------|------------------|--|
| — Ashland Co Parcels | □ Approximate Parcel Boundary | — State | ● Recorded Map |
| — Douglas Co Parcels | □ Section Lines | — County | Corner Tie Sheets |
| — Rivers | — Government Lot | — Town | ■ Section Corner Monument on File |
| — Lakes | □ Municipal Boundary | — CFR | ☒ Section Corner Monument Referenced on Survey |
| — Tie Lines | — Red Cliff Reservation Boundary | Private | ■ Building Footprint 2009-2015 |
| — Meander Lines | — All Roads | — Survey Maps | ■ Changed |
| | — Federal | ● UnRecorded Map | ■ Demolished |



Bayfield County, Bayfield County Land Records

Background Project Information
 Rebecca Wygonik
 Prepared: 7/22/2020
 Prepared by: Rebecca Wygonik

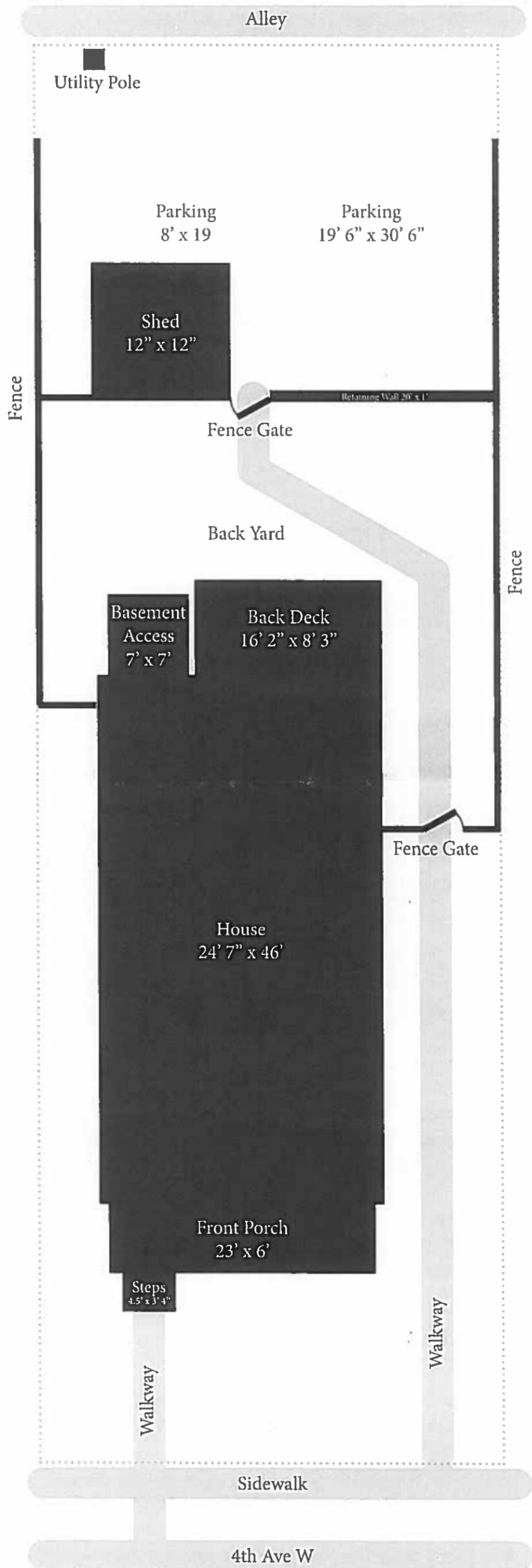
Survey Information
 215 W 4th St, Washburn
 Lot Size: .11 Acres, 40' x 123'

North



Scale: 1" = 10'
 10 feet

Project Development Information
 Easements/rights-of-ways: None
 Common areas/conservancy areas: None



2

September 2, 2020

Michael Montano, Jr.
Poseidon Adventures, LLC
88855 Church Rd.
Bayfield, WI 54814
mikehelljr@gmail.com

Washburn City Hall
Attention: Deputy City Clerk
Box 638
Washburn WI 54819

City of Washburn Deputy City Clerk:

I, Michael Montano, Jr., formally request a hearing before the Common Council regarding the possible revocation of my non-motorized vessels commercial use permit. I am willing to attend this hearing virtually or in person. This matter concerns the unjustified attempt to revoke my Commercial Non-Motorized Vessel Permit.

I understand that by submitting this request in writing before September 9, 2020, my permit cannot be revoked. Please contact me via email at the above address, in addition to calling me at (715) 209-4074.

Regards,



Michael Montano, Jr.
Poseidon Adventures

ANICH, WICKMAN & LINDSEY, S.C.

ATTORNEYS AT LAW
220 SIXTH AVENUE WEST
POST OFFICE BOX 677
ASHLAND, WISCONSIN 54806-0677
TELEPHONE (715) 682-9114
FAX NO. (715) 682-9504

MATTHEW F. ANICH
TYLER W. WICKMAN
MAX T. LINDSEY
ROBERT E. EATON

August 25, 2020
Via certified mail

Michael Montano, Jr.
Poseidon Adventures, LLC
88855 Church Rd.
Bayfield, WI 54814

RE: Revocation of Commercial Use Permit

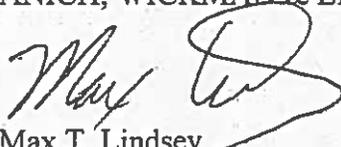
Dear Mr. Montano:

This letter is sent on behalf of the City of Washburn as written notice pursuant to Ordinance § 7-11-8(c) of the intent to revoke your permit issued for the commercial use of non-motorized vessels on City property. The grounds for this revocation include, but are not limited to, the following violations of your permit and the applicable ordinances:

- Leaving kayaks unattended on City property
- Using and occupying more City property at the Coal Dock beach than allowed
- Using different portions of the Coal Dock beach than allowed in the permit
- Interfering with the use of City Property by other patrons
- Using more than the 16 kayaks identified in the application

The intended revocation of your Commercial Use Permit will be Monday, September 9, 2020. You have the right, prior to September 9, 2020, to submit a written request to the Deputy City Clerk requesting a hearing before the Common Council on the issue of this revocation. If you submit a request for hearing before September 9, your permit will not be revoked until after the hearing has been conducted.

Yours truly,
ANICH, WICKMAN & LINDSEY, S.C.


Max T. Lindsey
City of Washburn City Attorney

ANICH, WICKMAN & LINDSEY, S.C.

ATTORNEYS AT LAW
220 SIXTH AVENUE WEST
POST OFFICE BOX 677
ASHLAND, WISCONSIN 54806-0677
TELEPHONE (715) 682-9114
FAX NO. (715) 682-9504

MATTHEW F. ANICH
TYLER W. WICKMAN
MAX T. LINDSEY
ROBERT E. EATON

September 9, 2020

City of Washburn Common Council
City of Washburn
119 Washington Ave.
Washburn, WI 54891

RE: Hearing on Notice of Intent to Revoke Kayak Commercial Use Permit for Poseidon Adventures, LLC

Dear Council Members:

As you are aware, a hearing has been scheduled at the Council meeting to be held on September 14, 2020. The purpose of this letter is to provide Council, the permit holder, and the general public with an understanding of the procedure that will be implemented at that hearing and the issues that will be under consideration. The applicable ordinance, permit application, issued permit, notice of intent to revoke, and request for hearing on the permit that is the subject of the hearing are also included in the Council packet.

At the hearing, the Council is going to be asked to make factual findings on the following issues:

1. Was the correct procedure followed for bringing this issue before the Council?
2. Did the applicant violate terms of the applicable ordinance and/or permit?
3. If so, what were the violations?
4. If there was a violation, should the permit be revoked?
5. If the permit is to be revoked, should this permit holder be barred from being issued a future commercial permit, and if so, for how long?

The hearing will be conducted in the following manner:

1. The permit holder and/or his legal representation will address the Council and make an opening statement and present his position to the Council for why the permit should not be revoked. This opening statement is not the time to present evidence and should be limited to five (5) minutes.
2. Assistant Administrator Tony Janisch will make an opening statement and present the position to the Council for why the permit should be revoked. This opening statement is not the time to present evidence and should be limited to five (5) minutes.
3. The permit holder and/or his legal representation will present his case to the council, calling whatever witnesses and presenting whatever evidence he may choose to present his case.
4. Assistant Administrator Tony Janisch will present the case against the permit holder, calling whatever witnesses and presenting whatever evidence he may choose to present

the case. This may include calling some witnesses identified by the permit holder for cross-examination.

5. The permit holder and/or his legal representation will have the opportunity to call rebuttal witnesses and present rebuttal evidence, which may include calling some witnesses identified by Assistant Administrator Janisch for cross-examination.
6. The evidentiary portion of the hearing will be closed and the Council will deliberate on the items identified above and vote on each pertinent issue.

For the evidentiary portion of the hearing, all evidence presented to the Council shall be by either sworn testimony in person, by sworn testimony via telephone or video appearance, or by written statements sworn under oath.

If any members of the public wish to speak on this topic, they may make public comments regarding this issue. However, only evidence presented during the hearing, sworn to under oath, may form the basis for the Council's decision. If any members of the public wish to make a statement regarding this issue that they would like to be considered by Council, we ask that they contact either the permit holder or Assistant Administrator Janisch prior to the hearing to coordinate such testimony as they will have to be called as a witness to present such testimony. Any individual presenting witness testimony at the hearing may be subject to cross examination. Any written or photographic evidence presented at the hearing will be preserved as a public record. The entire hearing will be recorded and such recording will be a public record.

It is important to remember that the Council must make its determination based solely on facts presented during the hearing and solely on facts relevant to the issues addressed above. The Council cannot make the determination based on their feelings concerning the permit holder. If, during deliberations, the Council begins to discuss issues or facts not raised during the evidentiary portion of the hearing, I will stop such discussions and remind the Council to discuss only those items raised in the hearing.

Yours truly,
ANICH, WICKMAN & LINDSEY, S.C.

/s/

Max T. Lindsey

cc: Michael Montano, Jr., via email to mikehelljr@gmail.com

ANICH, WICKMAN & LINDSEY, S.C.

ATTORNEYS AT LAW
220 SIXTH AVENUE WEST
POST OFFICE BOX 677
ASHLAND, WISCONSIN 54806-0677
TELEPHONE (715) 682-9114
FAX NO. (715) 682-9504

MATTHEW F. ANICH
TYLER W. WICKMAN
MAX T. LINDSEY
ROBERT E. EATON

August 25, 2020
Via certified mail

Michael Montano, Jr.
Poseidon Adventures, LLC
88855 Church Rd.
Bayfield, WI 54814

RE: Revocation of Commercial Use Permit

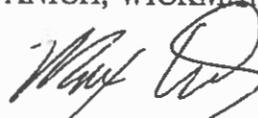
Dear Mr. Montano:

This letter is sent on behalf of the City of Washburn as written notice pursuant to Ordinance § 7-11-8(c) of the intent to revoke your permit issued for the commercial use of non-motorized vessels on City property. The grounds for this revocation include, but are not limited to, the following violations of your permit and the applicable ordinances:

- Leaving kayaks unattended on City property
- Using and occupying more City property at the Coal Dock beach than allowed
- Using different portions of the Coal Dock beach than allowed in the permit
- Interfering with the use of City Property by other patrons
- Using more than the 16 kayaks identified in the application

The intended revocation of your Commercial Use Permit will be Monday, September 9, 2020. You have the right, prior to September 9, 2020, to submit a written request to the Deputy City Clerk requesting a hearing before the Common Council on the issue of this revocation. If you submit a request for hearing before September 9, your permit will not be revoked until after the hearing has been conducted.

Yours truly,
ANICH, WICKMAN & LINDSEY, S.C.



Max T. Lindsey
City of Washburn City Attorney

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



APPROVED

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

APPLICATION FOR COMMERCIAL USE of NON-MOTORIZED VESSEL PERMIT
(Code 7-11-1 through 9)

Legal Business Name: Poseidon Adventures LLC

Trade Name(s): _____

Type of Business (Sole Proprietor, Partnership, Corporation, LLC): LLC

Federal Identification Number (EIN)/ or Social Security #: 843794381

State Employment Identification Number: _____

Name and Title of Principle Officer: Michael Montano Jr - owner

Physical and Mailing Address of Applicant: 8855 church rd Bayfield, Wi. 54814

Telephone Number: (715) 209-4974 E-mail: mikehelljr@gmail.com

Emergency Contact: Michael Montano Sr. (218) 206-4668

Number and Type of Watercraft: 16 Sea Kayaks

Desired City Property Requested to be Used: cole Dock beach

Description of Operation: guided kayak tours
(Add additional Sheet if necessary) 37 mgk

Desired Hours of Operation: (10 a.m.) (8 a.m.) (11 a.m.) (12.30) (2.00 pm) (5.30) (9 a.m.)

- Attach a List of Employees (Guides) who will work at this location and Proof of First Aid/CPR Certification
- Provide a Copy of a Certificate of Insurance with the City of Washburn listed as additional insured with minimal individual liability coverage of \$1,000,000 and \$2,000,000 aggregate coverage.

APPLICATION FOR COMMERCIAL USE of NON - MOTORIZED VESSEL PERMIT
--- Page 2

Commercial Use of Non-Motorized Vessel Permit (CUNMVP) authorizes businesses to provide certain services within the boundary of parks and other City owned property. The CUP is a privilege subject to the supervision of designated employees and officials of the City of Washburn. Specific terms and conditions apply based on the nature of the commercial use of City property and the impact on other public activity. The terms of issuing a CUP include but are not limited to the following:

1. The CUP is issued for the period of May 15 through October 15 of 2020.
2. The CUP will define the specific activities permitted and not permitted including the boundaries. The permittee can apply to operate between the hours of 6:00 a.m. and one hour after sunset. Launch times may be regulated to control for traffic congestion.
3. The CUP may define minimum health and safety measures that must be maintained in the conduct of business.
4. There is no right or guarantee of renewal. Permittee must reapply for a new CUP for succeeding periods upon expiration of the current CUP.
5. A non-refundable application and monitoring fee applies and is determined by the City based on the type of business activity, duration and potential impact City services that may be required.
6. The Permittee agrees to comply with all Federal, State, County and City of Washburn laws, regulations and ordinances.
7. The City does not grant exclusive use of the City property.
8. The Permittee acknowledges and agrees the City of Washburn, it's agents or employees are not a party to the business activity. The Permittee is solely responsible for any loss, damage, injury or death claim resulting from the use of City owned property in the conduct of business and will indemnify and defend the City of Washburn against all such claims. The Permittee must provide a general liability Certificate of Insurance naming the City of Washburn as an "additional insured" in the amount of not less than \$1,00,000 per occurrence and \$2,000,000 aggregate. Depending on the business activity, the City may require additional insurance.
9. The Permittee is responsible for maintaining order and cleanliness as a result of the use of City property. This includes removal and disposal of trash and debris generated as a result of the business activity or customers.
10. Once issued, the CUP is not transferable nor be assigned to another party.
11. The Permittee is prohibited from knowingly giving false information and to do so is considered a breach of condition of the CUP and grounds for revocation.
12. Commercial business activity is prohibited on City owned property unless a CUP has been granted.
13. The Washburn City Common Council may waive any or all requirements for a CUP for authorized public events.
14. All vessels and/or watercraft and equipment mused will be maintained in serviceable condition.
15. One Type 1, 2, or 3 Coast Guard Approved Personal Floatation Device will be provided to each person.
16. A manifest of all persons on the water must be maintained and readily available to emergency service personnel upon request.

I have read municipal code 7-11, and the standard conditions listed on this application form. 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. The information that I have submitted on this application is true and accurate to the best of my knowledge.

Application Signature: Michael M. [Signature] Date: 7/23/20

Filing Fee: A \$750 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 Submitted: 7/27/2020

Date of Review: 7/31/2020

Dates of Approval: 7/31/2020 to October 15, 2020

Name and Signature of Approving Official: Sam L Demas

Conditions:

The Southerly section (to the right of the beach entrance) of the coal dock beach must be used for launching, last launch time approved is 5:30pm any changes in times must be pre-approved.

All regulations in the Municipal code Section 7-11 must be followed.

All trash must be carried out.

CITY OF WASHBURN
Ordinance No. 20-009

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of July 13, 2020, for the purpose of adding Title 7, Chapter 11, of the City's Code of Ordinances to regulate the operation, rental, and use of nonmotorized vessels.

1. Add Title 7, Chapter 11 as follows:

Non-Motorized Vessels

Sec. 7-11-1 Purpose

- (a) The purpose of this chapter is to regulate:
- (1) Unattended nonmotorized vessels situated on City of Washburn property;
 - (2) Persons renting nonmotorized vessels which are situated on City of Washburn property;
 - (3) Commercial use of nonmotorized vessels on City property.

Sec. 7-11-2 Definitions.

For purposes of this Chapter, the following words and phrases shall have the following meanings:

- (a) Accessories – means or refers to the accessories associated with a NMV including, but not limited to, such items as paddles, oars, life preservers, sails and anchors.
- (b) Commercial Use – any use, including but not limited to rental or operation of a nonmotorized vessel for which money is received.
- (c) Nonmotorized Vessel (NMV) – A canoe, kayak, rubber raft, boat or other watercraft or vessel used or capable of being used as a means of transportation on water which does not contain a motor. A reference to NMV also refers to related accessories of such NMV.
- (d) Person – A natural individual person or corporation, limited liability company, partnership, association, or other legal entity.
- (e) City – the City of Washburn
- (f) City Property – Real property situated in the City of Washburn, which is owned by the City of Washburn.

Sec. 7-11-3 Nonmotorized vessels on City property

- (a) No NMV shall be left overnight on City property.
- (b) Assumption of Risks.
 - (1) The City hereby notifies persons who decide to leave their NMVs unattended on City property that such vessels are very exposed to harm and are at substantial risk of being

stolen, damaged or destroyed by persons, animals, or other perils or forces of nature, some of which are foreseeable and some of which are not foreseeable.

(2) Unattended NMVs, although situated on City property, are not within the possession, custody or control of the City nor are they under the City's supervision, so the City does not accept or assume any responsibility, obligation or liability in respect to the protection of such NMVs.

(3) A person who makes a voluntary decision to leave their NMV unattended on City property shall be deemed:

(i) To have assumed and accepted all risks associated therewith including, but not limited to those involving theft, damage, destruction and loss of such NMV; and

(ii) To have covenanted not to sue or assert any claim or cause of action, of any nature or kind against the City or any of its supervisors, officers, employees, agents or

representatives associated with, related to or arising from any such loss, damage or destruction.

Sec. 7-11-4 Persons Liable

(a) If an NMV is discovered unattended on City property in violation of this Chapter, a citation for such violation may be issued to:

(1) A person who had been using or possessing such NMV;

(2) A person who is using or possessing the NMV at the time the citation is issued; or

(3) an owner of such NMV at the time of the violation.

(b) Each of the above persons is liable and responsible for such violation.

Sec. 7-11-5 Commercial use of nonmotorized vessels on City property

(a) Any person wishing to utilize a NMV for commercial use on City property, including at the Coal Dock, Memorial Park, or West End Park, shall each year obtain a commercial use permit for each vessel.

(b) Commercial users shall obtain a permit from the City and abide by all terms indicated in the permit. The permit shall include indemnification of the City and require an insurance certificate.

(c) No commercial use of a NMV on City property is allowed without first obtaining the permit.

(d) Commercial users obtaining the permit accept responsibility related to all terms and conditions of its use.

(e) Applicable fees are required as provided by the City of Washburn Fee Schedule.

(f) The City is held harmless against theft, loss, or damage to properties of the commercial user.

(g) Activities within the City Parks are subject to all rules, regulations, and ordinances of the City of Washburn.

Sec. 7-11-6 Commercial Use Permit Process

(a) Permit. A commercial use permit shall be obtained from the City Clerk or designee to utilize nonmotorized vessels for commercial use on City property, including the Coal Dock, Memorial Park, and West End Park. A commercial use permit is valid from May 15 through October 15 of the year issued.

(1) Application. A person seeking issuance of a permit hereunder shall file an application with the City Clerk. The application shall include:

(i) The name, address, phone number, and email of the applicant.

(ii) Federal and state tax identification number, if applicable.

(iii) The applicant's general liability insurance information;

(iv) The number of NMVs and description of such vessels that the applicant intends to use on City property; and

(v) Any other information required to aid in the permit process.

(2) Fees. Each application shall be submitted with the required fees prior to consideration of the permit process.

(3) Standards for issuance. The City Clerk or designee shall issue a permit in consideration of the following:

(i) The commercial use will not interfere with or unreasonably detract from the general public enjoyment of the park or promotion of public health, welfare, safety and recreation;

(ii) The commercial use is not reasonably anticipated to incite disorderly conduct; and

(iii) The application is complete with all required information, including insurance information on file.

(4) Issuance. The City Clerk or designee shall issue or deny the permit within five business days of receiving the application. Denials shall be clarified in writing and state the reasons for such.

(5) Appeal. The applicant may appeal the denial of a permit pursuant to § 4-1-1 of the City of Washburn Ordinances.

(6) Financial Qualifications. To apply to the City for the issuance of a commercial use permit, the applicant shall not at the time of such application, owe the City:

(i) Any delinquent real estate taxes, delinquent personal property taxes, or any interest or penalty due thereon; or

(ii) Any unpaid forfeiture or fee which has been unpaid for 60 days or more; or

(iii) Money on a judgment in favor of the City and against the applicant or a corporation, limited liability company, partnership, joint venture, trust estate or any other entity in which that person is a shareholder, director, officer, owner, member, agent, trustee, representative manager, employee, consultant, advisor or the holder of any other right, title or interest, which has been unpaid for 60 days or more.

(7) The City may revoke a commercial use permit issued under this Chapter from the holder who, after 60 days' notice, fails to pay any of the financial obligations listed in § 7-11-5(6) of this ordinance.

- (a) Commercial Use Permit Holders. No person holding a current commercial use permit issued by the City shall leave unattended more than eight (8) nonmotorized vessels on any City property at any one time.
- (b) Non-commercial users. No person who does not hold a current commercial use permit issued by the City shall leave unattended more than four (4) nonmotorized vessels on any City property.
- (c) No person or group of persons shall utilize, block access to, store nonmotorized vessels on, or otherwise encumber more than thirty (30) feet of shoreline on City Property at any time.
- (d) When calculating the total number of nonmotorized vessels a person has at a given location at once under this ordinance, there shall be added together:
 - (1) Each NMV at that location such person owns, possesses, uses, controls, rents, leases, has custody of or holds an interest in, plus;
 - (2) Each NMV at that location which is owned, possessed, used, controlled, rented, leased or within the custody of a corporation, limited liability company, partnership, joint venture, trust, estate or any other entity in which that person is a shareholder, director, officer, owner, member, agent, trustee, representative, manager, employee, consultant or advisor or the holder of any other right, title or interest.
- (e) Hours of Operation. Commercial use permit holders shall operate such commercial uses on City property between the hours of 6:00 am and one-half hour after sunset.

Sec. 7-11-8 Prohibited Conduct by Commercial Use Permit Holders.

- (a) A person does not become an employee, agent or representative of the City by being issued a commercial use permit by the City by virtue of their status as a commercial use permit holder, such person's conduct unavoidably reflects on the City of Washburn.
- (b) The holder of a commercial use permit issued by the City shall not, in a public or noncommercial place, engage in rude, abusive, indecent, profane, violent, untruthful, unreasonably loud or otherwise disorderly conduct under circumstances in which such conduct tends to cause or provoke a disturbance.
- (c) Whoever does any of the following has violated this chapter:
 - (1) Intentionally damages, hides, conceals, interferes with or, without the owner's consent, uses a NMV which is legally situated on City property.
 - (2) Intentionally commits an act which is reasonably calculated to hamper, obstruct or interfere with the operation of a NMV rental business or a NMV rental operation on City property.
 - (3) Takes down, removes, damages, interferes with or tampers with any lock, chain or other device owned by or installed by the City or its employee, agent or representative on City property.
 - (4) Drinks or consumes alcohol and/or illicit drugs while on City Property and while under the employ of a permit holder engaging in the commercial use of NMVs.
- (d) Penalty. The penalty for citations issued for violations of this ordinance shall be assessed pursuant to Section 1-1-7 of the City of Washburn Ordinances.

Sec. 7-11-9 Enforcement of Ordinance.

- (a) Issuance of citation to violator. Any law enforcement officer or any other officer or employee of City may, on behalf of the City, issue a citation to any person who is believed to have violated a provision of this ordinance.
- (b) Each day a violation occurs constitutes a separate offense for which a separate penalty may be imposed.
- (c) Revocation of Commercial Use Permit. In addition to or in lieu of the issuance of a citation to a person who is believed to have violated a provision of this ordinance, the City Clerk may provide the holder of a commercial use permit issued by the City with a written notice stating that the City intends to revoke the commercial use permit issued to such person on a date certain, not less than 15 days in the future. Such written notice of intent to revoke a commercial use permit shall be served on the commercial use permit holder by personal service or sent to them by certified mail, return receipt request, at least 15 days before the intended date of revocation of the commercial use permit. A certified mail letter properly addressed and sent to a commercial use permit holder shall be deemed to have been served on the addressee when mailed. Such written notice shall:
 - (1) Inform the commercial use permit holder of the City's intention to revoke the commercial use permit issued to them, the date of such intended revocation and the specific grounds for such intended revocation; and
 - (2) Inform the commercial use permit holder that they have a right, prior to the stated date of intended revocation, to file with the City Clerk a written request for a hearing before the Common Council on the issue of such revocation.
 - (i) If the City Clerk receives a written request for a hearing prior to the intended date of revocation of a commercial use permit, the commercial use permit issued to such person shall not be revoked until the hearing is conducted by the Common Council on such issue.
 - (ii) A hearing before the Common Council on the issue of whether to revoke a commercial use permit will be conducted, to the extent possible, similar to a hearing before the City Board of Review.
 - (iii) In the event the Common Council determines that a commercial use permit should be revoked, the Common Council can then also determine at such time whether to bar such person from being issued a commercial use permit in the future for a stated period of time.
 - (iv) An appeal from the determination of the Common Council under this section shall be by an action for certiorari commenced within 30 days after that party receives the written notice of the Common Council's decision.

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

Mary D Motiff

Mary D. Motiff
Mayor

Attest:

Scott J. Kluyer

Scott J. Kluyer
City Clerk

Adopted: July 13, 2020

Published: 072920

3

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



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

To: Honorable Mayor and City Council Members
From: Scott J. Kluver,  Administrator
Re: Police Policy – Officer Involved Deaths and Serious Injuries
Date: September 4, 2020

With a great deal of attention this summer on police policies and procedures, the City of Washburn police policies have been reviewed and it came to our attention that the City was lacking a policy for this topic, and a policy is required. After reviewing policies from other departments and with review by the City Attorney, the enclosed draft policy is presented to you for your consideration and approval. Please let me know if you have questions related to this policy, and I will seek the answers/response.

USE OF FORCE – OFFICER-INVOLVED DEATHS AND SERIOUS INJURIES

DRAFT

PURPOSE: The purpose of this Policy and Procedure is to provide guidelines for the sworn members of the City of Washburn Police Department for the investigation of all officer-involved deaths and other incidents where serious injury that may cause death has resulted from an officer's actions.

PHILOSOPHY STATEMENT

A. It is the policy of the City of Washburn that officers will use only the force that is reasonably necessary to bring an incident under control effectively while protecting the lives of officers and others, as well as protecting the constitutional rights of each individual. An officer's use of force must be objectively reasonable. The officer must use only that force which a reasonably intelligent and well-trained police officer would use under the same or similar circumstances. Officers may escalate their use of force when a lower force option has failed, or when a lower force option would be clearly ineffective. Officers may use force legitimately when it is needed to achieve control in five specific situations:

1. Maintain control of resistive subjects
2. Detain persons reasonably suspected of criminal behavior
3. Make lawful arrests
4. Defend themselves or others
5. Prevent escape

POLICY APPLICATION

A. It is the policy of the Washburn Police Department to require that an investigation of any Officer-Involved Death or serious injury that may cause death be conducted by at least two investigators, one of whom is the lead investigator and neither of whom is employed by the Washburn Police Department.

The Washburn Police Department will utilize other law enforcement agencies to investigate these incidents under mutual aid requests and will respond to assist other agencies by conducting these types of investigations for their agencies upon request. For incidents involving the use of a firearm (Officer involved shooting) and or another type of force used by Officers which results in death, the Wisconsin Department of Justice, Division of Criminal Investigation will be the first agency requested.

B. If the officer-involved death or serious injury that may cause death being investigated is traffic-related, it is the policy of the Washburn Police Department to utilize a crash reconstruction unit from an outside law enforcement agency that does not employ the law enforcement officer involved in the officer-involved death being investigated. The preference would be to have the Wisconsin State Patrol investigate the event if it involves a traffic or vehicle pursuit related incident.

C. The Washburn Police Department reserves the right to conduct an internal investigation into the officer-involved death. However, any such internal investigation will not interfere with and must be independent of the investigation being conducted by the outside investigating personnel/agency.

DEFINITIONS

DEADLY FORCE: The intentional use of a firearm or other instrument, the use of which would result in a high probability of death.

NON-DEADLY FORCE: The use of any weapon or instrument, or any other action by the officer, which does not fall under the definition of deadly force, but could result in bodily harm.

DANGEROUS WEAPON: Any firearm or device designed as a weapon capable of producing death or great bodily harm, or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

DEFENSIVE AND ARREST TACTICS (DAAT): A system of verbalization skills coupled with physical alternatives.

GREAT BODILY HARM: Bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury. (WSS 939.22(14))

IMMINENT DANGER: The criteria for the use of deadly force in situations of self-defense, defense of another or the community at large, when an action of another would likely result in a high probability of death or great bodily harm.

OBJECTIVELY REASONABLE: This term means that, in determining the necessity for force and the appropriate level of force, officers shall evaluate each situation in light of the known circumstances, including, but not limited to, the seriousness of the crime, the level of threat or resistance presented by the subject, and the danger to the community.

OFFICER PRESENCE: The visible display of authority of an officer in uniform and/or identified by a badge, police identification, police vehicle, or other form of police identification such as a raid jacket.

SHOOTING INCIDENT: Shooting incidents are all instances during which an officer of the Department has discharged a firearm; except in training or qualification or lawful hunting or sporting events.

USE OF FORCE REPORTING: The inclusion in a Department report narrative section of the specific actions of a violator which resulted in the use of force by the officer. The officer will accurately document his actions taken to overcome the resistance of the violator, to affect the arrest, or to protect life or prevent injury.

LAW ENFORCEMENT AGENCY: has the meaning given in Wis. Stats. § 175.83(1)(b).

LAW ENFORCEMENT OFFICER: has the meaning given in Wis. Stats. § 165.85(2)(c).

OFFICER-INVOLVED DEATH: means a death of an individual that results directly from an action or an omission of a law enforcement officer while the law enforcement officer is on duty or while the law enforcement officer is off duty but performing activities that are within the scope of his or her law enforcement duties. (175.47(1)(c).

LEAD INVESTIGATOR: means the person or agency in charge of the investigation, which plays a principal, guiding role. The lead investigator must be responsible for the investigation and have hands-on leadership of the investigation duties. The lead investigator should, without limit:

1. Direct the overall investigation and activities of others involved in the officer involved death.
2. Coordinate with the lead officer/agency conducting any underlying criminal investigation of the event or events that lead to the officer involved death.
3. Take possession of, or direct the collection of all evidence.
4. Take or direct the taking of statements of witnesses or interviews of law enforcement officers.
5. Act as the primary (but not exclusive) contact with the prosecutor's office.

OFFICER INVOLVED SHOOTING/DEADLY FORCE INVESTIGATIONS

- A. **POLICY:** It is the policy of the Washburn Police Department to investigate any shooting incident involving a firearm that is used or carried by a Washburn police officer and all deadly force incidents.
- B. **INCIDENT PROCEDURES**

The following procedures shall be followed when an officer is involved in an "officer involved death incident" that either causes death or serious bodily injury that may lead to death either to the officer or another person.

The procedures shall also be followed when an officer is responsible for the accidental or intentional discharge of any firearm (other than on an approved firearms range or for legal hunting purposes), or the accidental or intentional use of deadly force by any means.

1. The officer shall:

- a. Determine if the scene/incident is now safe – no threat(s) still present.
- b. Check self for injuries.
- c. Secure the subject, if safely feasible, and check the subject for injuries and administer first aid as required.
- d. Summon EMS personnel.
- e. Maintain close personal observation and physical contact with the subject while continuing to provide first aid until relieved by EMS or other responding officers.
- f. A supervisor shall be notified and summoned to the scene of the incident, and shall assume primary responsibility in caring for involved personnel.
- g. If a supervisor is not on duty, one will be called in to take command of the incident.
- h. If a supervisor is involved in the incident, a second supervisor will be called in to take command of the incident.

2. Responding officers/on duty supervisor shall:

- a. Confirm the scene is safe to approach.
- b. Relieve the officer involved in the incident from first aid responsibilities of tending to the injured subject(s) as soon as practical.
- c. Establish a perimeter to protect the scene.
- d. The supervisor will ask "public safety questions" on scene of the officer involved (due to the immediate need to take action, officers do not have a right to wait for legal or labor representation before answering these limited questions):

1. Are you injured?

2. Do you know if anyone else is injured? Where are they?
 3. In what direction did you fire your weapon and if you can recall how many times did you discharge your weapon?
 4. Are any suspects still at large? What are their descriptions?
 5. What direction did they leave?
 6. How long ago did they leave?
 7. What crime(s) are they wanted for?
 8. With what weapon(s) are they armed?
 9. Does any evidence need to be preserved?
 10. Where is it located?
 11. Did you observe any witnesses?
 12. Where are they?
- e. Determine if the suspect(s) is still at large. Obtain a description and request personnel to initiate the search.
 - f. Establish a Command Post location and staging area for EMS and support units.
 - g. Identify and control evidence that could be lost.
 - h. Identify, isolate and control witnesses.
 - i. Remove the officer involved in the incident from the scene as soon as possible.
 - j. Contact an investigator, request mutual aid, request additional resources as needed, etc.
 - k. Advise the Chief of Police of the incident. The Chief or designee will arrange for an outside agency to conduct the investigation.
 - l. The responding supervisor shall ensure the involved officer(s) toxicological testing is completed in a timely manner.
3. Removing the officer from the scene shall follow the following guidelines:

- a. The primary investigators from another agency shall be in charge of the investigation and determine if the following is appropriate and the level of cooperation between them and this agency.
- b. The officer involved, if determined by EMS as being injured, shall be transported as soon as feasible to the hospital for evaluation. A supportive peer officer will be assigned to accompany and remain with the officer and provide assistance. This officer shall not inquire into what occurred. This peer Officer should remember that there is no privileged communication between the Officer and the involved officer.
- c. A supervisor will assign a support officer. The support officer will secure all equipment of the officer involved. The support officer will photograph the officer involved as he is before taking clothing for evidence purposes. The collection of clothing of the officer will depend on the circumstances of the incident and whether the clothes would be of evidentiary value. The equipment shall be left in the identical condition as when it was secured. No weapon will be unloaded or changed in condition. **The officer's weapon will be replaced with another when it is retained for evidence.** A supervisor will be consulted as to whether the weapon is needed for evidence with the Lead Investigator in charge of the investigation and if need be secure the weapon prior to the Agents arriving.
- d. Arrange to have the officer involved contact family, clergy, and or legal counsel. Under no circumstances will an officer be placed in the rear seat of a squad car unless being taken into custody. No officer will be held or isolated in any area without a peer support officer unless being taken into custody.
- e. The Chief of Police or designee shall if feasible, personally go to the home of the officer involved making notification to family members and providing transportation to the hospital or other location as required.

If the officer involved is deceased or injured, every attempt will be made to make personal notification. Every effort will be made to assist family members and support persons with transportation.

- f. Officers(s) involved should normally not be questioned at the hospital; they are there for medical evaluation.
- g. Officer(s) statements may be taken 48 hours later after a full nights rest and they are advised of their legal right to seek counsel, but this is not a requirement. This decision will be made by the Lead Investigator and either by the involved officer's readiness or physical/mental condition.

- h. Under no circumstances will officer's home or family information be given to the hospital. The medical facility should be given the officer's name and the Washburn Police Department address.
- i. After medical evaluation and treatment (if required), the assigned support officer shall transport the officer to his/her home or back to the station. Under no circumstances will the officer be permitted to drive him/herself home.
- j. The officer involved shall be placed on administrative leave or desk duty by the Chief of Police or designee during the investigation of the incident and or until such time as the incident investigation is completed.
- k. Department members are encouraged to show the involved officer(s) their concern. They are not permitted to speak with the media about the incident or the officer.
- l. The officer should be advised to have phone calls answered by another person for several days after the incident if the officer's name is released to the public.
- m. The officer who discharges his/her firearm during a deadly force incident shall be required to re-qualify as soon as practical.
- n. The officer should be advised not to discuss the incident with anyone except a personal or department attorney, labor representative, medical professional, clergy, or assigned investigator, until the conclusion of the preliminary investigation. This does not prohibit the officer from discussing the incident with their spouse.

4. Any investigation of the incident shall be conducted as soon as practical.

5. The Chief or designee should brief other Department members as soon as possible concerning the incident so that rumors are kept to a minimum.

6. Any officer directly involved in the deadly force incident may be required to contact a Department designated specialist for counseling and evaluation as soon as practical after the incident at the cost of the Department. Involved support personnel should also be encouraged to contact such specialists after a deadly force incident. After the counseling sessions, the specialist shall discuss with the Chief:

- a. Whether it would be in the officer's best interest to be placed on administrative leave or desk duty, and for how long;
- b. What, if any will be the best continued course of counseling.

- c. The Department strongly encourages the family of the involved officer to take advantage of available counseling services.

C. OUTSIDE AGENCY INVESTIGATOR RESPONSIBILITIES

1. Notify the District Attorney's Office of the incident.
2. Perform the following activities (according to mutual agency Memorandums of Understanding):
 - a. Investigators shall conduct a systematic, thorough, and complete investigation.
 - b. Receive a general "walk-through" by the Washburn Police Department supervisor regarding the circumstances of the incident.
 - c. If a death scene, contact the Medical Examiner/Coroner and conduct a full death investigation, including attending any autopsies associated with the incident.
 - d. Inform the District Attorney of the incident and request assistance in obtaining any needed search warrants for properties, residences, vehicles, or containers.
 - e. Ensure the entire scene is documented via photographs, a crime scene diagram, or any other method used by the investigating agency.
 - f. Ensure the proper collection of all items and substances of evidentiary value.
 - 1) Check the weapons and ammunition of all involved officers present to determine if discharged.
 - 2) Locate and secure into evidence any involved officers' weapons.
 - 3) Weapons confiscated from officers shall be replaced as soon as practical by the department.
 - g. Process all collected evidence, including weapons, and transport to the Crime Lab if appropriate.
 - 1) Locate, identify, and interview all witnesses to the incident, including involved medical personnel.
 - 2) Locate, identify, and interview all suspects related to the incident.
 - h. Locate, identify, and conduct separate interviews of all officers related to the incident.
 - 1) Interviews may be conducted at the Department.
 - 2) Officers shall be reminded not to discuss the incident with anyone except their attorney, union representative, or Department investigator until the conclusion of the preliminary investigation.
 - 3) The officer(s) involved will be interviewed by assigned investigators and will not be required to submit a written report.

3. Ensure that the case is to be presented to the District Attorney's Office at the earliest possible date of completion.
4. Prepare all reports regarding the investigation of the event.
 - a. Release the report upon the decision of the District Attorney's Office.

D. POST-TRAUMATIC STRESS DISORDER

1. As post-traumatic stress disorders may not arise immediately, or the officer may attempt to hide the problem, each supervisor is responsible for monitoring the behavior of Department or shift members for symptoms of the disorder.
2. The Chief of Police or designee may order an officer to seek assistance or counseling from a mental health specialist upon a reasonable belief that stress may be disrupting the officer's job performance.
3. The Department shall provide employees with training pertaining to post-traumatic stress disorders and the uniform procedures contained in this Policy and Procedure.
4. Supervisors are responsible for making available to Department members information about mental health services.
5. The Department will make every effort to provide or make available secondary psychological services for the officer, and/or the officer's family, when an officer is involved in a deadly force incident involving injury or death.
 - a. The purpose of this service will be to allow the officer to express his/her feelings and to deal with the moral/ethical and/or psychological after effects of the incident.
 - b. The purpose of attempting to provide or make available this service to the family of the officer is to provide the officer and family with a source of professional consultation to aid them in dealing with the potential moral, ethical, and/or psychological aftereffects of the incident.
 - c. Psychological service shall not be related to any Department investigation of the incident. The counseling sessions will remain protected by the privileged physician-patient relationship and no reports of the sessions or information discussed will be filed with the Department.

E. LEGAL SERVICES

1. The Department will make every effort to provide an attorney-at-law for any officer involved in a deadly force incident involving injury or death, but in most situations this will be handled by police officers union.

F. ADMINISTRATIVE REVIEW

1. An administrative review of the incident will be conducted by the Chief or designee, with the exception that the on-scene supervisor will not be responsible for conducting the review.

2. The purpose of the review will be twofold: to determine whether the officer followed established policy, procedure and training, and to determine if any future policy, procedure or training recommendations are necessary.
3. The administrative review may run concurrently with the criminal investigation unless directed otherwise by the Chief.
4. If the District Attorney determines there is no basis to prosecute the law enforcement officer involved in the officer-involved death, the investigators conducting the investigation shall release the report.

This Policy and Procedure cancels and supersedes any and all previous written directives relative to the subject matter contained herein, including but not limited to Section 3-6-3, Reports on Use of Deadly Force.

4

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



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

To: Honorable Mayor and City Council Members
From: ^{SKL} Scott J. Kluver, Administrator
Re: Goose Control at West End Park/Treatment Plant Area
Date: September 1, 2020

As many of you are all aware, goose control in the City has been a perennial issue. This is an issue that has been debated at length, and I know there are strong feelings on this topic. The bottom line is there is not a single solution to the problem, and they are a problem because of the amount of poop left behind.

No other plans or cost-effective solutions have been brought forward to reasonable and effectively address this issue. At a League of Municipalities conference four years ago, Professor David Drake, an expert in urban wildlife, discussed non-lethal and lethal pest control. Unfortunately, no new ideas were presented at this session as to how to deal with the geese issue. We have looked at decoys, lights, sprays, border collies, USDA netting, lasers, other forms of harassment. These methods have been found to either be ineffective or cost prohibitive.

I am therefore asking for your approval to shoot geese this fall. This would occur with the protocols that were established last year that I have included. This year the operation would be conducted by members of the Washburn Police Department. There have been half dozen or so resident geese that have been observed in the West End area.

In conjunction with egg addling, we have been effective in most years in keeping the population under control. It is continual problem because not all of the nests with eggs are on City property.

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

Goose Population Control Protocols

Approved January 14, 2019

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

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

- Notice shall be put on the city website, specifically on the camping page, by August, of a potential of a goose population control activities.
- Public notice shall be posted in the campground registration kiosk and in the park restrooms if goose control activities are approved and remain in place until all activity has ceased for the season.
- The campground host and seasonal campers shall be notified if goose control activities are approved.
- Campers in the immediate vicinity (first row) of goose control activities shall be notified before the activities begin.
- Signs/cones shall be provided to for those involved that say "Goose Population Control in Progress." Signs should be placed on the intersection leading down to the West End Park Pavilion or on any other road or area that leads to where the hunt will actually occur.
- During firearm population control activities, the intention is to target resident mating pairs of geese. Migrating geese are not the intended target.
- Dispatch will be called immediately prior to firearm population control activities commencing. Caller will request that the City of Washburn officer on duty be informed of activities so officer could observe if available.
- It is preferred, but not required due to circumstances, to avoid weekends for firearm population control activities to reduce the number of people in the vicinity. No goose control activities will be allowed during the entire Labor Day weekend.
- Geese taken during the population control activities shall be donated to local individuals that request them for food. This is coordinated by those involved in the activities.
- In the spring, adding of goose eggs will take place. The permit paperwork for this needs to commence in January.

5

washburnadmin@cityofwashburn.org

From: Max Lindsey <mlindsey@ncis.net>
Sent: Wednesday, September 2, 2020 1:19 PM
To: washburnadmin@cityofwashburn.org
Subject: emergency extension
Attachments: Resolution R20-___, extending emergency declaration.docx

Scott,

Attached is a proposed resolution extending the emergency declaration. I drafted this so that it is tied to the Federal emergency declaration so that we don't have to come back to extend it every few months. I have research into this linking in to the federal declaration and the consensus is that this would be appropriate.

Let me know if you need more on this.

Thanks,

Max

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

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**CITY OF WASHBURN COMMON COUNCIL
RESOLUTION 20-012
EXTENDING THE HEALTH EMERGENCY DECLARATION**

The Common Council of the City of Washburn, Bayfield County, Wisconsin, by this resolution, adopted by a majority of the Common Council with a quorum present and voting and proper notice having been given, resolves and orders as follows:

WHEREAS, the World Health Organization designated the 2019 novel Coronavirus outbreak as a Public Health Emergency of International Concern, and

WHEREAS, the United States Health and Human Services Secretary declared a Public Health Emergency for the entire United States, to aid the nation's healthcare community in responding to the 2019 novel Coronavirus "COVID-19", which is contagious, and at times fatal, respiratory disease, and

WHEREAS, the Mayor of the City of Washburn proclaimed a Health Emergency in the City of Washburn on March 17, 2020, which was ratified by the Common Council at its next meeting, and

WHEREAS, the March 17, 2020, Health Emergency Declaration is set to expire four months after the date of its adoption, and

WHEREAS, COVID-19 continues to pose a threat to local residents and the State of Wisconsin has seen a recent uptick in the number of confirmed cases, and

WHEREAS, a fast response to any increased cases in the City of Washburn is critical to containing the spread of COVID-19, and

WHEREAS, it is expected that COVID-19 will continue to pose a threat to the citizens of Washburn throughout the summer tourist season.

NOW, THEREFORE BE IT RESOLVED, that the Common Council declares that a local public health emergency continues to exist throughout the City of Washburn. This emergency declaration shall be in place so long as the Federal government continues to declare Covid-19 a national emergency, or until rescinded by the Common Council.

IT IS FURTHER RESOLVED that during the existence of said local emergency the powers, functions and duties of the emergency management organization of this City, shall be those prescribed by state law, and by ordinances and resolutions of the City of Washburn as previously approved by the City of Washburn Common Council.

IT IS FURTHER RESOLVED that the Mayor of the City of Washburn and the City of Washburn Clerk, acting under the powers granted pursuant to Wis. Stat. §323.14(4)(b), for and on behalf of the employees and residents of the City of Washburn, will do whatever is necessary and expedient to protect the health and well-being of the City of Washburn and its residents,

including the issuance of Administrative Orders and other directives as may be required for to run so long as the Federal government declares Covid-19 disease a national emergency.

IT IS FURTHER RESOLVED, that all councils, boards, committees and/or commissions of the City of Washburn are authorized to conduct meetings via video conference, telephone, or other similar means to avoid the physical presence of members. The attendance of any members of such council, board, committee and/or commission via video or telephonic means shall count toward a quorum of such council, board, committee and/or commission and such member shall have the full authority to engage in discussions and vote as if he or she were personally present at the meeting. This authority shall exist for so long as the Federal government continues to declare Covid-19 a national emergency.

The City Clerk shall publish this resolution under § 60.80, Wis. Stats, and shall become effective upon adoption and publication.

Attest:

Mary D. Motiff
Mayor

Scott Kluver
City Clerk

Adopted: _____

Published: _____

6

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



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

To: Honorable Mayor and City Council Members
From: Scott J. Kluver, ^{SSK}Administrator
Re: 2021 General Fund, Debt Service, and Capital Budgets
Date: September 3, 2020

The above referenced budgets will be distributed prior the Council meeting. At this time, I am working on the memo explaining the draft budgets.

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



715-373-6160
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FAX 715-373-6148

To: Honorable Common Council Members

CC: Honorable Mayor

From: Scott J. Kluver, Administrator *SK*

Re: Proposed 2021 General Fund, Debt Service, and Capital Budgets

Date: September 8, 2020

Overview:

Enclosed is the recommended 2021 general fund budget which includes debt service and capital outlays for your review. Final figures for shared revenues, highway aids, and health insurance have not come in, but we are making the best estimate possible based on projections and information available.

This proposed budget has significant variables because of unsettled issues in uncertain times. In addition, the same problems of a stagnate tax base, and stagnant or declining state aids, continue to plague the City's ability to effectively operate. The major variables at this time include: 1) unknown health insurance costs (10 percent increase has been projected and included), 2) Wage freeze for all staff – zero percent increase has been provided in this budget even though we must yet settle on a new police contract. Everyone within the City is aware that our wages/salaries, across all departments, are below average. This is an issue when it comes to recruitment of vacant positions, 3) the vacancy in City Hall. I would like to retain this position if at all possible but the position will be restructured to address current needs of the City. Current utility projects and the intention of contacting out ambulance billing leave us with unknowns on costs and workloads in those areas at this time. The public can expect reduced open hours at City Hall in the meantime, 4) contracts with the three surrounding Towns must be agreed to and approved. There will likely be adjustments once capital expenses are settled.

Given the variables and adjustments that will need to occur, the total operating portion of the budget at this time is \$2,385,573, an increase of 1.1 percent over 2020. The capital portion of the budget is \$619,880 an increase of 63 percent from the 2020 budget. This is skewed because of the large amount of fundraised and grant dollars that will be used for the Library Tuckpoint Project. When looking at the amount of levy that the City is allocating the capital budget, it is only increased by 13 percent. The debt service amount is \$311,886, a decrease of just over one percent from 2020. Please keep in mind that these numbers need to be put into context as there are always some shifts from the previous year that are not reflected in that simple summary. The proposed budget maintains a fund balance reserve of approximately 25 percent of the operating fund budget based on the projected fund balance available on October 31, 2021. It is important to keep the operating budget in check because we are currently exceeding the levy limit because of additional debt. It should not be relied on for operating expenses as that can not be sustained. If we did not have our current debt level, the amount of tax

revenue that would be available for the Capital Budget would be about \$35,000.

This budget contains an assumed property tax levy for general fund, debt service, and capital projects of \$1,080,000. Which is an increase of \$2,876. Although there was a .62 percent growth rate, the debt level is down a bit so the overall tax rate should decline very slightly.

Unfortunately, at this time we do not have the assessed value for the City of Washburn which is needed to determine the mill rate. For 2021, the levy limit rules remain in place based on the rate of growth over the previous year which was .62 percent. This base levy limit is now anticipated to be \$811,827. The additional levy capacity that is being utilized is for the amount of debt that was authorized after July 1, 2005. As that debt is retired, the levy amount, currently at \$270,000, must drop unless new debt is taken out.

My philosophy on establishing budget line items is to consider past actual activity, consider the status of current year revenues and expenditures, and any anticipated change of activity for the future year. In the end, the number proposed is my best anticipation of the activity for 2021. A budget is a plan on how municipal dollars shall be spent. Should fiscal reality change, the budget needs to change with it.

At the end of this memo is a detailed explanation of the various line items that are not obvious, and of the major changes in them.

Debt Service Budget:

The total amount of tax levy requested is \$311,886. It covers existing general obligation principal and interest payments assigned to the general fund. Several debts were refinanced and restructured because of the current low interest rates and to prepare the City for the Bayfield Street Projects of 2024 and 2026. That restructuring has the City paying off a significant amount of debt in the next three years before new anticipated debt is needed. The goal is to have a relatively stable tax rate going into those projects. I do not anticipate any new significant borrowing until we get into the Bayfield Street Projects.

Capital Budget:

An allocation of \$293,000 in property tax dollars is being recommended for capital purchases. It also includes \$250,000 in transfers in from the Library Activity Account that includes fundraised and grant dollars for that project. There are also anticipated grant dollars for the Comprehensive Plan Project. For 2021, there are anticipated to be a grand total of \$619,880 in expenses. As usual, there are many items that have been left out of recommended funding. The reality is we simply do not have the funds to take care all of the wants and desires of the City. As such, no money for sidewalks is included, along with no money for City Hall windows, or removal of a dilapidated property. The list of what was put in and left out is below.

The following capital outlay items have been included in this budget:

Total General Fund Capital Expense: \$619,880

Elections Outlay: \$7,500 Bayfield County is planning a group buy for new election equipment next year. I believe that it is important to stay up to date and consistent with the equipment. One of our machines antiquated and will no longer be supported going forward.

Police: \$40,000 to replace the 2014 Impala with a new squad car with the necessary accoutrements. The current vehicle is past its life expectancy and is a drain with maintenance and repair expenses.

Street & Alleys Outlay: \$134,500 for the resurfacing of 10th Avenue West from CTH “C” to Jackson Road. This section of street has been in need of repairs for many years but has been deferred because it is not a highly traveled section of road. The time has come however to complete the street. This keeps with the goal of doing approximately \$100,000 worth of street work per year to maintain a higher level of highway aid funding. For 2020, only \$69,000 of street projects were done.

Bayfield Street Project : \$80,000 - as the City recently entered into a contract with Ayres & Associated to do consulting engineering, this is the necessary expense anticipate in 2021. It is understood that this project will not be entirely General Fund based; however, the utilities are not in a position to absorb this expense at this time. In future years, the costs will be planned to be allocated to other funds as budgets allow.

Street Machinery: \$6,000 – Of this, \$2,500 will be to replace a water tank, and \$3,500 will be for a jumping jack compactor. This is equipment that was requested last year by the then DPW director in order for the department to have the appropriate equipment to do their jobs. Due to a lack of available funding, it was deferred and included in the draft DPW Capital Plan for this year.

Library: \$300,000 – It is anticipated that the Library Tuck-Pointing Project can commence next year. For the past several years, the Library has been raising dollars from donations and grants to complete this project, along with the \$80,000 the City had previously budgeted.

Comprehensive Plan: \$36,880 - The City received a Coastal Management Grant in the amount of \$26,880 to complete this project which will be four year past the recommended renewal time. An additional \$10,000 has been added to this project to make sure it can be completed properly.

Conservation/Development: \$15,000 - These dollars are for the anticipated improvements needed at the old dump that is the responsibility of the City and the Towns of Bayview and Washburn. The City has the largest share of the responsibility. The dump as been settling, and the DNR wants fill to be places to maintain a level landscape to protect the clay cap over the dump.

Please note that the following items were requested, but not included in the proposed Capital Budget:

Ambulance -	\$3,400	Defibrillator, radios, pagers – Replace old
	\$175,000	Building expansion – to prevent shuffling of vehicles
City Hall –	\$60,000	Windows – Should be priority if additional funding available
Fire Department –	\$10,000	Pave an area behind the Fire Hall to prevent washouts.
Public Works:		
Equipment –	\$8,000	Grader Attachment for Skid Steer
	\$26,000	Side Arm Boom Mower
	\$20,000	Kubota Rear Discharge Mower

Streets -	\$20,000	Gravel for Alleys
Sidewalks -	\$18,100 \$10,000	W Pine to W. 4 th On Washington & ADA ramps School requests 5 th Avenue
Parks -	\$6,000 \$7,500 \$5,000	Tennis Court Reconstruction – Could be done with grant/fundraised dollars or Park Fund Improve campground pads Floor at warming shed
Other –	\$30,000 \$50,000	Pine Street home removal – Should be priority if additional funding available Ordinance codification project

Total of unfunded items \$449,000+

Although many of these requests are important, there are only so many dollars the City has to complete projects, replace equipment, and make any desired upgrades. The Council can expect to see the items that were not funded this year again in the future. Should additional dollars become available during the budget process, I recommend that City Hall Windows, the purchase and removal of a dilapidated house on Pine Street, and Public Works equipment be given serious consideration to allow for more work to be done in-house. More money can always be used for streets and alleys. Some of the park items may need to be addressed within the existing maintenance budget, or fundraised dollars. The recommendations above do not leave funds for the unexpected, or put more money away for the Bayfield Street Project.

As I have stated time and time again, the only way for the City to get out of the box that has been placed around it is to have significant, taxable development occur within the city. The other alternative is to develop additional campsites that will generate additional revenue within a reasonable time on the return on investment. The City must come to terms with this issue, as it is not going to get better. As a result, the City will continue to struggle to pay for equipment, infrastructure, and the wants and desires of its citizens.

Operating Budget:

To start with, 2020 continues to be a difficult year because of staff transitions, on top of the unexpected issues and impacts of Covid, along with a full plate of projects and goals that needed to be completed. For about half the year, we were short staffed in one way or another. This has been an issue for several years. This made it difficult to complete all the projects and goals over the past year. Nonetheless, I am pleased with the staff members that we have, and look forward to new staff joining us soon. Overall, there are very few changes to the Operating Budget. This budget assumes a zero percent wage increase for all full and part-time staff, including on the ambulance run rates. Besides health insurance, other missing information includes: Shared Revenues, Highways Aids, and County Library Aids. No significant changes are anticipated in those areas, so we have projected revenues for these items as remaining flat.

As for changes on the revenue side, modest adjustments are being made in few areas to reflect current trends. With ambulance billing being proposed to be contracted out, I am only anticipating a modest increase in revenue at this time. Despite a very slow start, the campgrounds saved the City this year. I am only projected a

modest increase in revenue because we do not know if the camping trend will continue next year. Fire and Ambulance contracts are proposed increase significantly based on re-allocating actual costs that have occurred in those areas. I do anticipate the Towns will wish to discuss how they will contribute to our capital expenses for emergency vehicles, so I have not included that figure for now. Despite all of the good work our Treasurer had done over the past years to invest funds and increase interest revenue, all of the rates have plummeted dramatically. That is a significant loss of revenue for the City. It is projected to keep the fund balance at around 25 percent of the total operating costs of the city, and we should seek to maintain that going into the 2024 Bayfield Street Project. Nonetheless, the amount proposed to be taken from the fund balance is stable, and is proposed to be increased slightly this year but should not be higher than \$200,000 when everything settles out. It is at \$206,000 right now. We need to continue to encourage the departments not to spend down their budgets. If the departments spend down their budgets, we will continue to have tight fiscal years with a low fund balance. This will lead to fewer dollars available for capital projects. The more the departments can conserve, the more dollars are available for capital projects in the next year.

On the expenditure side of the budget, retirement contribution rates that both the City and the employees contribute only increased slightly for police. Insurance figures for property/liability along with Workman's Compensation are stable with only a \$2,000 increase overall on liability. We still need to address the systemic issue of having enough EMTs for coverage. Further discussions are needed with the Ambulance leadership to encourage and incentivize participation and to recruit new members.

Most of the shifting of dollars in the operating budget comes with changes in trends. It is my hope that we can obtain stability in the Department of Public Works and return to the focus on catching up on deferred maintenance. Know that there is a long way to go however, and as much as possible I would like to keep the progress going in Public Works to make sure they have the tools and equipment needed to take care of and much maintenance in house as possible utilizing our staff as efficiently as possible.

Recommendations/Conclusion:

1. Structure the City's debt to maintain a stable tax rate and address as many capital improvements as possible with the understanding that a significant borrowing will be needed for the 2024 Bayfield Street Project.
2. Analyze the staffing situation in the Ambulance Service and come back with a recommendation(s) to assure adequate staffing levels for all shifts going into the future.
3. Continue to look for any new source of revenue, seek as many efficiencies with staff as possible, and direct additional funds as they become available to being able to accomplish as much as possible with in-house staff.

Besides these recommendations, it is vital that the City encourage the expansion of its tax base and seek other sustainable revenue sources to keep its property tax rate low, maintain quality services for its citizens, and maintain a competent staff. Roughly one third of the City's revenue is from State aids, one third from property taxes, and one third from other fees. The other fees have been carrying the City for the past several years and it appears they will need to continue to do so for some time as tax revenue is limited and state aid has been decreasing over the years. This is not a sustainable path, and we are seeing the effects. The City needs to be open to businesses that are looking to invest here as that is the only way, under the structure that we are forced to work with, that the City can maintain services and provide amenities that the citizens are demanding.

In addition, the City needs to seriously look at the assets that is has to make its own revenue off of recreation

opportunities such as increasing campgrounds. The City can not rely on the other levels of government to come to its rescue. It needs to take on the financial issues that it faces itself. If you have any questions on the details of this budget, please do not hesitate to contact me. For those not on the Finance Committee, please contact the Finance Committee members if you have concerns. The schedule for the budget adoption is attached. It is now up to the Council to consider these recommendations.

Revenues:

Taxes:

General Property Taxes - Amount of total levy allocated to the operating budget. The decrease is a result of putting more dollars in the Capital Fund.

Room Tax - Based on estimated figures. Of this income, 90 percent is turned over to the Chamber of Commerce. Five percent of the revenue is kept for administrative purposes and five percent is kept for the beautification of Bayfield Street.

Taxes from Municipal Utility – These were fees paid by the water utility in lieu of taxes. The Council voted in 2010 to assist the water utility and reduced this amount to zero. Sewer Utilities are not allowed to make this contribution.

Taxes from Housing Authority – This is a payment in lieu of taxes by an agreement with the Housing Authority.

Intergovernmental Revenues:

Shared Revenues – Dollars received from the State to offset the property tax burden. Has been flat or declining for the past 20+ years.

Personal Property Tax Aid - A new aid established in 2019 when the state eliminated one of the categories of personal property tax.

Expenditure Restraint- A program that incentivizes keeping the combined budget increases low. Final figures are not in, but I estimate that this proposed budget should make the City eligible again in 2022. This will be verified as the process progresses.

Business Computer Credit – Since business computers were exempted from personal property tax, the State “fills the gap” by providing this payment to municipalities. This is the last figure that can be entered into municipal budgets, and I cannot calculate it until the end of the budget process. I anticipate that it will be about \$600, and I propose that it would offset the amount of money that is budgeted to be taken out of undesignated surplus.

State Medical Transport Reimbursement – A form of state aid to assist with the low Medicaid mileage reimbursement rate.

Fire Insurance – Payment from the State from home insurance policies. This is also known as the 2% dues and we have requirements for certain Fire Department expenses to continue receiving these funds.

Law Enforcement Aids – Money received from the State intended for police training.

PD Counter Act Fund – Fund created from seized property for police department use for community education and crime prevention programs. This fund has now been converted to the DARE program fund.

State Aid Recycling Grant – Money received from the State to reimburse some costs for providing a recycling program.

Highway Aids – Based on an average of municipal funds spent on municipal roads over the past three and six years. Best information available included at this time.

Other Payments for Municipal Services – Payment in lieu of taxes provided to local government from the State for police and fire protection for State facilities located in the community (DNR forestry building).

Library – Co Grant – Anticipated amount of funds to be received from the County for library operations. The County will be making their decision on this as part of their budget process.

Library Cross County – Funds received from other counties for library operations.

Licenses & Permits:

All revenues based on estimated income. Operator licenses are bartender licenses. Sundry licenses are for publications fees, special picnic licenses, and special sellers permits. Cable Franchise is collected from all cable customers in the City. There was a court case recently that is going to have this aid come from the state instead. Building and zoning permits are expected to remain the same. The lease agreement is the payment received from Harbor View Event Center for the lease of land (deck is partly on City land).

Fines, Forfeitures & Penalties:

All revenues based on estimated income. Court penalties are from citations that are issued by the police department.

Public Charges for Services:

Copy Service – Money received from charging for public use of the copy machine as well as copies of police reports, ambulance reports, and open records requests.

Ambulance Fees - With the number of ambulance runs and maintaining fees at the maximum Medicare rate, we can expect to receive \$135,000 from ambulance billing in 2021. Know that is still a variable as a recommendation will be coming to contract out this service.

Solid Waste Disp. Customer – Garbage rates are proposed to be the same for 2021. Adjusted based on actual revenues.

Fees Charged/City-Wide Cleanup – Fees brought in during the city-wide clean-up days. Both clean-up days are now charged.

Cemetery – Burial fees.

Cemetery Lots – Portion of cemetery site cost for expansion/development of cemetery from lots sold.

Park Fees West End & Camp Fees Memorial – The amounts indicated for revenue that go into the general fund from camping fees. Currently, \$4 of every daily electrical site camping fee paid goes to the Park Designated Fund for future improvements. No change to the camping fees is recommended at this time. Fees were adjusted based on activity on implementation of premium site rates.

Seasonal Security Deposit/Other Park Fees – This is a deposit to secure a site and is returned to the camper if site is left acceptable. Other park fees include the dump station. (Pavilion rental fees are also deposited into the Park Designated Fund.)

Firewood Sales – sale of firewood at the campgrounds

Recreation Program Proceeds – Ice rink rental income.

Youth Center Concessions – Money taken in on concession sales at the skating rink.

Sidewalk Repairs – These are payments received by the City for replacing individuals' sidewalks and charging costs back to the property owner.

Equipment Rental – No other governmental entities have rented our equipment this year.

Material Sales – Any excess materials sold to private contractors.

Intergovernmental Charges for Services:

Fire and Ambulance Contracts – These payments are received from the Towns of Barksdale, Bayview and Washburn for City Fire and Ambulance services. Contracts are currently under negotiation. Capital costs for the new ambulance and brush truck need to be settled in the contract and included in the budget.

Landfill Long Term Maintenance – Funds received from the Towns of Bayview and Washburn for the annual mandated inspection of test wells at the old landfill.

Other Financing Sources:

Interest on Investments – This is interest that the City receives on its invested reserve funds. In 2007, the City was getting nearly \$40,000 of interest revenue with the same amount of money in the bank. Interest was less than \$5,000 a few years ago, it was rebounding, but has now fallen off a cliff.

Rent – Rent of City buildings.

Property Sales – No revenue should ever be anticipated from property sales because the City cannot predict or anticipate that property will be sold.

Sale of City Equipment – These are proceeds from the sale of used City equipment.

Insurance Recoveries – A refund that the City typically receives from its insurance carrier from the insurance company dividends. This amount varies wildly, so we should not expect to receive large amounts each year.

Donations – Money received for various causes.

Miscellaneous Revenues – Includes fees received from certification letters sent by the Clerk for property sales.

Garnishment Revenues – Fees charged to employees for processing additional payroll withholdings.

Transfers from Other Funds:

Transfer from General Fund – \$200,000 is the maximum dollar amount that should be used from the City Savings account to balance the proposed budget. This amount is up slightly from last year and needs to remain low to keep the fund balance healthy at this time. I anticipate the fund balance with this budget to increase from 21 percent last year to 25 percent this year. This was a goal as we get closer to the 2024 Bayfield Street Project. Ideally, it should be higher.

Transfer from Tax Increment – Repayment amount for 1st Ave East Project.

Transfer from ACT 102 – These are funds received for one-time expenditures for the Ambulance Service. The same dollar amount is indicated on the expenditure side.

Transfer from Storm Water – Payment on the loan that the Storm Water Utility owes to the General Fund. No payment is budgeted at this time, but a payment could be made. The Storm Water Utility does have a lot of deferred maintenance to get caught up on, and it needs to save dollars for 2024.

Expenses:

General Government:

Council Per Diem/ FICA – Council wages for meetings.

Mayor Salary – Reflects 2 percent increase per Council action on February 8, 2016.

Mayor Retirement – Current Mayor is part of retirement system, so contribution is mandatory.

Pub. Fees Newspaper Adv. – Covers all general advertisements and legal notices that must be published by law. Amount increased to reflect actual and current rates.

Attorney – Covers expenses related to the City Attorney contract.

Legal Contingency – This is the amount budgeted for the labor attorney. There are many issues besides labor negotiations that come up that may require attorney assistance.

Municipal Code Services – Charges to codify all ordinance amendments approved (except zoning).

Administrator Salary/Benefits – Salary reflects 75 percent of total wage for administrator. I have allocated the percentage of wages to various portions of the budget due to changes in operations, tasks, and time spent in various areas. This keeps, as accurately as reasonably possible, a true account of costs for particular areas. All full-time and permanent part-time staff have a zero percent wage increase projected in this budget. Health insurance is projected to increase by 10 percent, and I should have actual information soon. Employees contribute 12 percent of the health insurance rates. The retirement contribution rate for 2021 will be 6.75 percent for general employees which is the same as last year. The City and the general employees each contribute the same percentage for retirement.

Administrator Mileage – Mileage amount paid out on an as-used basis.

City Admin Intern – No funds allocated for an intern.

Clerk Salary/Benefits – Reflects a portion of the Assistant Administrator and Treasurer salaries.

Clerk and Admin Asst. Mileage – Allocation for travel to conferences and trainings for City Hall staff.

Administrative Assistants – Reflects 13 percent of the Deputy Clerk-Treasurer.

Elections – Reflects wages, materials, and publications for a potential of two elections next year which is down from five this year.

Office Dept. Prof. Service – Contracts for software support for city accounting/utility/ambulance billing systems.

Computer Contract – For computer technical support.

Audit/Accounting Prof. Service – Adjustment to reflect actual costs for accounting and audit services.

City Hall Employee Incentives – Line item, also located in Public Works and Library sections, to provide a nominal reward program for employee ideas that benefit the City.

City Hall Telephone – Increased to reflect new Zoom costs and increased in number of long-distance calls because of cell phones.

Custodian – Reflects City Hall portion of costs for half-time custodial position.

Illegal Tax Chargeback – Used for Assessor errors and adjustments.

USDA Spec. Assess. – Special assessments on City-owned property for water/sewer services.

Property & Liability Insurance – These costs are spread out over various departments. Total budgeted costs are \$67,521, which is up \$2,000.

Fringe Benefits Unemployment – For any potential unemployment payout.

Workman's Compensation – Allocated across departments. Total budgeted costs are \$33,030, no change from last year.

Fringe Flex Benefit Plan – Cost for administering the flex benefit plan and health insurance deductible reimbursement plan.

Public Safety:

Police Other Pay – Holiday pay for officers on duty during holidays.

Police Dept Special Event – No request this year.

Police Retirement – The City's contribution rate will be 11.75 percent. This is an increase of .1 percent. Employees will be contributing 6.75 percent.

Police Personnel Training – Increased to make up for a lack of training this year due to Covid.

Police Radar – Radar calibration twice a year for three units at \$50 each.

Police Operating Supp. – Much of this is for software support.

Fire Dept. Attendant Fees – Allocated based on participation.

Fire Dept. Length of Service – A reward program for volunteer fire fighters. This is not the same retirement system as full-time employees.

Ambulance Salaries – Currently \$6,000 for Director, \$2,750 for Assistant Director, \$1,600 for Training officer, \$1,500 for the Maintenance Officer and Secretary gets \$1,000. Increases requested, but not included at this time.

Ambulance Custodian/Admin – Reflects a portion of Deputy Clerk Treasurer, Assistant Administrator.

Ambulance Attendant Fees – Currently, EMTs receive \$2 per hour while on an on-call shift and \$37.14 per and estimated 2-hour call.

Ambulance Run Report – Account to pay \$10 per report that must be entered into State system for each ambulance run.

Ambulance Length of Service – A reward system for EMTs. This is not the same system as the retirement system for full-time employees.

Ambulance Incentive Pay – This is actually clothing and jackets for EMT members. Each year, it is requested that a clothing allowance be established, but that is taxable income to the members. This is clothing that is provided to the EMTs.

Ambulance Vehicle Repairs - Increase due to historic trends.

Ambulance Equipment Repairs – Proposed to change cot vendors for consistency and warranty purposes.

Public Works:

Street Salary/Wages – Allocated portion of salaries for streets, and all benefits for all public works categories. Some adjustments have occurred with staff changes.

Seasonal Wage (Various) – Total seasonal wages are \$39,580. This would fund two LTEs six months each and three seasonal employees June-August. The amount also includes weeds/brush seasonal for 37 weeks of compost site coverage at 8 hrs/week. Rates of pay for seasonals are \$12.00/hr for first year and \$12.50/hr for returning.

Dept Personnel Training & Street Training – To provide training for all department personnel on various topics, and specific training for street personnel.

Engineering Services – To hire outside engineering consultants.

Garage Telephone – Includes cell phone costs.

Garage Operating Supplies – For items such as coveralls, paper and cleaning supplies, tools, welding rods, oxygen, paint, shovels, rakes, batteries, safety products.

Garage Bldg. Repair & Maint – The Garage will be 10 years old next year, and more maintenance is needed.

Weed Brush Equipment Rental – Lowered amount as we are not renting the equipment that we used to. Remainder is for contract to have brush pile at compost site chipped and removed.

Tree Control Contract Services – Dollars to remove dead or dying trees on public rights-of-way.

Repairs of Streets & Alleys – Increased in 2020 to apply more effort to repairing the alleys in the City.

Snow & Ice Materials - More to make sure there are adequate supplies for the winter.

Blacktop Materials – For various street repairs. Decreased to reflect actual and to apply more funds to alleys.

Street Signs & Markings – For street signs and painting lines and crosswalks.

D&A Testing – Random drug and alcohol testing mandated on employees with CDL.

Street Lighting – Cost of street light electricity in the City. Decreased to reflect actual.

Curb & Gutter – Increased in 2020 for more curb and gutter repairs.

Docks and Harbor Commission – Electricity for coal dock lights.

Solid Waste Contract – Per contract with Eagle Waste.

City Commercial Costs – Cost of dumpsters in the city per the agreement with Eagle Waste.

City Annual Cleanup – City costs for two clean-up days.

Health and Human Services:

Cemetery Salaries & Benefits – An allocation of DPW staff time is charged to these functions.

Culture, Recreation & Education:

Library - Library Board maintains control of the individual line items and how the allocation is spent. At this time, the exact amount of funding to be received from the County next year is unknown. If the City maintains existing or increasing funding levels, the library is eligible for capital improvements grants from the County.

Parks Salary – Allocation of full time DPW staff spent on parks.

Parks Admin. Salary - Allocation of administrative wages to the parks. Benefits were also allocated to Parks.

Parks Skating Rink – Wages for DPW staff maintenance.

Parks/Boat Launch Attendant – Wages for seasonal attendant for monitoring payment at parks and boat launch.

Parks Contracted Service – Contract for cleaning service for campground bathrooms.

Parks Cable TV – Cable television/wi-fi costs to campgrounds.

Launch Repairs/Maintenance – For repairs and maintenance of boat launch area, and portable toilet costs.

Parks Walking Trail Expenses – Repairs to steps and bridges along walking trail as well as the trail itself. Increase in 2020 at request of Park Committee to combat invasive species.

Ice Rink Part-Time Aids – Pay for Ice Rink attendants.

Recreation Golf – Payment for youth golf instruction.

Recreation Tennis – For programs the Tennis Club puts on as well as maintenance of courts.

Recreation Operating Supplies – Allocation to support Little League activities.

Celebrations – City allocation to fireworks display and other events.

Homecoming – Budgeted \$5,000 as 2021 is a homecoming year.

Conservation and Development:

Urban Forestry Supplies – For planting trees on public rights-of-way.

Public Access TV – Supplies for WCAT, fee for television.

Planning Service – For consultation and updating of zoning code with changes.

Economic Development – Annual Chamber dues.

Econ.Dev./Main St. Flowers – Beautification activities.

Development of City Property – Expenses related to maps, surveys, engineering studies, etc. on any non-TIF District properties that could be used for potential development. (Former WDA allocation)

Vacant Land Fire Protection – Vacant City lands, not part of a specific area or department, which are now being charged the Public Fire Protection fee. Reduced to reflect actual.

Historic Preservation Commission – For Historic Preservation activities.

BART- Increased to reflect request. For the decade, \$500 has been coming out of Bus Shelter Maintenance to sponsor rides to the Big Top each summer.

Paying Agent Charges – Fees associated with making payment on various City borrowings, increased slightly to reflect actual.

Bank Service Charges – Reduced to reflect actual.

Room Tax To Chamber – 90% of room tax revenue currently goes to Chamber of Commerce, remainder for administrative expenses and Bayfield Street beautification.

Recommended Budget

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-41110-000-000	GENERAL PROPERTY TAXES	474,626.10	0.00	501,359.00	475,000.00	-5.26
100-00-41150-000-000	MANAGED FOREST LAND	252.96	0.00	0.00	0.00	0.00
100-00-41210-000-000	ROOM TAX	52,960.65	0.00	45,000.00	45,000.00	0.00
100-00-41310-000-000	TAXES FROM MUNICIPAL UTILITY	0.00	0.00	0.00	0.00	0.00
100-00-41320-000-000	TAXES FROM HOUSING AUTHORITY	15,773.91	0.00	16,500.00	16,500.00	0.00
100-00-41800-000-000	INTEREST & PENALTIES ON TAXES	35.54	0.00	30.00	30.00	0.00
100-00-41901-000-000	OMITTED TAXES	0.00	0.00	0.00	0.00	0.00
TAXES		543,649.16	0.00	562,889.00	536,530.00	-4.68
100-00-43410-000-000	SHARED REVENUES	618,424.06	0.00	629,166.00	625,964.00	-0.51
100-00-43411-000-000	PERSONAL PROPERTY TAX AID	3,884.44	0.00	0.00	3,202.00	999.99
100-00-43412-000-000	EXPENDITURE RESTRAINT	33,958.25	0.00	36,224.00	36,224.00	0.00
100-00-43413-000-000	BUSINESS COMPUTER CREDIT	491.56	0.00	492.00	0.00	-100.00
100-00-43414-000-000	STATE MEDICAL TRANSPORT REIMB	10,841.24	0.00	5,500.00	5,500.00	0.00
100-00-43415-000-000	CARES ACT	0.00	0.00	0.00	0.00	0.00
100-00-43420-000-000	FIRE INSURANCE	5,643.28	0.00	11,500.00	11,500.00	0.00
100-00-43421-000-000	FIRE DEPARTMENT RECOVERIES	0.00	0.00	0.00	0.00	0.00
100-00-43422-000-000	POLICE DEPARTMENT RECOVERIES	0.00	0.00	0.00	0.00	0.00
100-00-43430-000-000	LAW ENFORCEMENT AID	800.00	0.00	1,200.00	1,200.00	0.00
100-00-43431-000-000	PD COUNTER ACT FUND	10.00	0.00	0.00	0.00	0.00
100-00-43520-000-000	PUBLIC SAFETY GRANTS	0.00	0.00	0.00	0.00	0.00
100-00-43521-000-000	STATE AID RECYCLING GRANT	15,329.24	0.00	15,300.00	15,000.00	-1.96
100-00-43523-000-000	STATE GRANTS -FIRE	2,628.70	0.00	0.00	0.00	0.00
100-00-43524-000-000	PEFCA TANK REMOVAL GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43525-000-000	MARINA REPAY - COAL DOCK	0.00	0.00	0.00	0.00	0.00
100-00-43526-000-000	STATE GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43527-000-000	URBAN FORESTRY GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43530-000-000	HIGHWAY AID	139,813.96	0.00	141,003.00	151,292.00	7.30
100-00-43535-000-000	SAFETY GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43536-000-000	FEMA DISASTER REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
100-00-43537-000-000	FEMA GRANT - FIRE	56,000.00	0.00	0.00	0.00	0.00
100-00-43540-000-000	STATE AID GRANT CDBG	0.00	0.00	0.00	0.00	0.00
100-00-43610-000-000	OTHER PAYMENTS FOR MUN SERVICE	494.18	0.00	494.00	494.00	0.00
100-00-43611-000-000	WHEDA PAINT & FIX UP GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43612-000-000	VIDEO SERVICE PROVIDER AID	0.00	0.00	0.00	0.00	0.00
100-00-43620-000-000	LIBRARY GRANT	1,346.88	0.00	0.00	0.00	0.00
100-00-43621-000-000	LIBRARY - CO. GRANT	49,309.88	0.00	49,317.00	48,549.00	-1.56
100-00-43622-000-000	COMMUNITY GRANT	0.00	0.00	0.00	0.00	0.00
100-00-43632-000-000	LIBRARY-CROSS COUNTY GRANT	844.19	0.00	1,058.00	2,071.00	95.75
100-00-43650-000-000	MFL -STATE AID	4.96	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL REVENUES		939,824.82	0.00	891,254.00	900,996.00	1.09
100-00-44110-000-000	LIQUOR LICENSES	4,280.00	0.00	4,500.00	4,500.00	0.00
100-00-44121-000-000	OPERATOR LICENSES	2,030.00	0.00	2,000.00	2,000.00	0.00
100-00-44122-000-000	CIGARETTE LICENSES	150.00	0.00	150.00	150.00	0.00
100-00-44125-000-000	SUNDRY LICENSES	432.00	0.00	500.00	500.00	0.00
100-00-44200-000-000	CABLE FRANCHISE FEE	25,349.05	0.00	24,000.00	24,000.00	0.00
100-00-44301-000-000	BUILDING PERMITS	6,066.23	0.00	5,000.00	5,000.00	0.00
100-00-44400-000-000	ZONING PERMITS	1,389.18	0.00	2,500.00	2,500.00	0.00
100-00-44420-000-000	VACATING FEES	3,803.60	0.00	0.00	0.00	0.00
100-00-44421-000-000	LEASE AGREEMENT	100.00	0.00	100.00	100.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
LICENSES & PERMITS		43,600.06	0.00	38,750.00	38,750.00	0.00
100-00-45110-000-000	COURT PENALTIES AND COSTS	6,294.87	0.00	7,000.00	7,000.00	0.00
100-00-45130-000-000	PARKING VIOLATIONS	1,290.00	0.00	750.00	750.00	0.00
100-00-45131-000-000	MUNICIPAL ORDINANCE VIOLATIONS	25.00	0.00	0.00	0.00	0.00
100-00-45191-000-000	OTHER LAW/ORDINANCE VIOLATIONS	135.00	0.00	0.00	0.00	0.00
FINES, FORFEITURES & PENALTIES		7,744.87	0.00	7,750.00	7,750.00	0.00
100-00-46192-000-000	MAPS & PLATS	0.00	0.00	0.00	0.00	0.00
100-00-46193-000-000	COPY SERVICE	178.03	0.00	200.00	200.00	0.00
100-00-46194-000-000	LOAN FEE	0.00	0.00	0.00	0.00	0.00
100-00-46230-000-000	AMBULANCE FEES	153,047.76	0.00	130,000.00	135,000.00	3.85
100-00-46430-000-000	SOLID WASTE DISPOSAL	0.00	0.00	0.00	0.00	0.00
100-00-46431-000-000	SOLID WASTE DISP-CUSTOMER	127,650.32	0.00	131,579.00	132,491.00	0.69
100-00-46432-000-000	SOLID WASTE DISPOSAL - BAGS	0.00	0.00	0.00	0.00	0.00
100-00-46433-000-000	FEES CHARGED/CITY WIDE CLEANUP	4,328.05	0.00	5,000.00	5,000.00	0.00
100-00-46540-000-000	CEMETERY	5,315.00	0.00	7,000.00	7,000.00	0.00
100-00-46541-000-000	MISC CEMETERY	0.00	0.00	0.00	0.00	0.00
100-00-46542-000-000	CEMETERY LOTS	5,400.00	0.00	2,000.00	2,000.00	0.00
100-00-46550-000-000	DOG LICENSE FEES	269.00	0.00	800.00	400.00	-50.00
100-00-46720-000-000	PARK FEES - WEST END	117,998.00	0.00	105,000.00	110,000.00	4.76
100-00-46721-000-000	CAMP FEES - MEMORIAL	90,545.50	0.00	90,000.00	90,000.00	0.00
100-00-46722-000-000	SHOWERS	6,632.75	0.00	5,000.00	5,000.00	0.00
100-00-46723-000-000	OTHER PARK FEES	1,202.00	0.00	700.00	700.00	0.00
100-00-46724-000-000	SEASONAL SECURITY DEPOSIT	0.00	0.00	0.00	0.00	0.00
100-00-46725-000-000	BOAT LAUNCH FEES	4,185.50	0.00	5,000.00	5,000.00	0.00
100-00-46726-000-000	FIRE WOOD SALES	6,077.65	0.00	5,500.00	5,500.00	0.00
100-00-46743-000-000	RECREATION PROGRAM PROCEEDS	120.00	0.00	300.00	300.00	0.00
100-00-46744-000-000	RECREATION-TENNIS PARTNERSHIP	0.00	0.00	0.00	0.00	0.00
100-00-46745-000-000	Y.C. CONCESSIONS	1,577.05	0.00	1,000.00	1,000.00	0.00
100-00-46790-000-000	SIDEWALK REPAIRS	0.00	0.00	0.00	0.00	0.00
100-00-46901-000-000	EQUIPMENT RENTAL	162.51	0.00	0.00	0.00	0.00
100-00-46902-000-000	MATERIAL SALES	2,260.00	0.00	0.00	0.00	0.00
100-00-46903-000-000	LABOR FOR PRIVATE WORK	847.72	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		527,796.84	0.00	489,079.00	499,591.00	2.15
100-00-47321-000-000	FIRE CONTRACTS	53,628.35	0.00	47,425.00	53,287.00	12.36
100-00-47322-000-000	AMBULANCE CONTRACTS	91,451.00	0.00	94,012.00	106,417.00	13.20
100-00-47323-000-000	TOWNSHIP SHARE P & I	40,621.66	0.00	40,558.00	0.00	-100.00
100-00-47324-000-000	LAW SVC - OTHER LOCAL GOVTS	0.00	0.00	0.00	0.00	0.00
100-00-47341-000-000	LANDFILL LONG-TERM MNTNCE	457.70	0.00	340.00	340.00	0.00
INTERGOVT CHARGES FOR SERVICES		186,158.71	0.00	182,335.00	160,044.00	-12.23
100-00-48100-000-000	INTEREST ON INVESTMENTS	19,031.69	0.00	15,000.00	3,000.00	-80.00
100-00-48111-000-000	INTEREST ON LATE PAYMENTS	9.10	0.00	0.00	0.00	0.00
100-00-48112-000-000	INTEREST FROM WWSU	0.00	0.00	0.00	0.00	0.00
100-00-48115-000-000	HARBOR INTEREST REPAY	0.00	0.00	0.00	0.00	0.00
100-00-48200-000-000	RENT	50.00	0.00	0.00	0.00	0.00
100-00-48300-000-000	PROPERTY SALES	51,030.00	0.00	0.00	0.00	0.00
100-00-48303-000-000	SALE OF CITY EQT	0.00	0.00	1,000.00	1,000.00	0.00
100-00-48400-000-000	INSURANCE RECOVERIES	1,873.00	0.00	2,000.00	2,000.00	0.00
100-00-48401-000-000	INSURANCE AUDIT ADJUSTMENTS	18,540.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-48402-000-000	INSURANCE RECOVERIES OTHER	3,608.07	0.00	0.00	0.00	0.00
100-00-48403-000-000	DAMAGED PROPERTY RECOVERIES	0.00	0.00	0.00	0.00	0.00
100-00-48500-000-000	DONATIONS	14,978.15	0.00	1,000.00	1,000.00	0.00
100-00-48501-000-000	FIRE DEPT. DONATION	0.00	0.00	0.00	0.00	0.00
100-00-48502-000-000	DONATIONS - Non Gov. GRANT	0.00	0.00	0.00	0.00	0.00
100-00-48503-000-000	DONATIONS-H.P.C	0.00	0.00	0.00	0.00	0.00
100-00-48504-000-000	LIBRARY - DONATIONS	0.00	0.00	0.00	0.00	0.00
100-00-48505-000-000	AMBULANCE DONATIONS	0.00	0.00	0.00	0.00	0.00
100-00-48600-000-000	MISCELLANEOUS REVENUES	3,714.10	0.00	2,000.00	3,000.00	50.00
100-00-48601-000-000	MISC.-LIBRARY	0.00	0.00	0.00	0.00	0.00
100-00-48605-000-000	MISC. ZONING	0.00	0.00	0.00	0.00	0.00
100-00-48901-000-000	GARNISHMENT REVENUES	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		112,834.11	0.00	21,000.00	10,000.00	-52.38
100-00-49100-000-000	PROCEEDS FROM LONG TERM DEBT	0.00	0.00	0.00	0.00	0.00
100-00-49101-000-000	TRAN. FROM DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
100-00-49102-000-000	TRANS. FROM CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00
100-00-49210-000-000	TRANSFER FROM GENERAL FUND	0.00	0.00	141,494.00	208,163.00	47.12
100-00-49211-000-000	TRANSFER FROM ATHLETIC FIELD	0.00	0.00	0.00	0.00	0.00
100-00-49221-000-000	TRANSFER FROM MARINA OPERATION	0.00	0.00	0.00	0.00	0.00
100-00-49222-000-000	TRANSFER FROM ECONOMIC DEVEL	0.00	0.00	0.00	0.00	0.00
100-00-49223-000-000	TRANSFER FROM TAX INCREMENT	0.00	0.00	20,000.00	20,000.00	0.00
100-00-49224-000-000	TRANSFER FROM CEM PERP CARE	0.00	0.00	0.00	0.00	0.00
100-00-49225-000-000	TRANSFER FROM PARK OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-49226-000-000	TRANSFER FROM ACT 102	0.00	0.00	5,000.00	5,000.00	0.00
100-00-49227-000-000	TRANSFER FROM REFUSE FUND	0.00	0.00	0.00	0.00	0.00
100-00-49228-000-000	TRANS. FROM PD CRIME PREVENTIO	0.00	0.00	0.00	0.00	0.00
100-00-49229-000-000	TRANSFER FROM COMMUNITY DEV.	0.00	0.00	0.00	0.00	0.00
100-00-49230-000-000	TRANSFER FROM DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
100-00-49231-000-000	TRANSFER FROM LEGION PARK	0.00	0.00	0.00	0.00	0.00
100-00-49241-000-000	TRANSFER FROM WATERFRONT DEV	0.00	0.00	0.00	0.00	0.00
100-00-49242-000-000	TRANSFER FROM PUBLIC FAC. FUND	0.00	0.00	0.00	0.00	0.00
100-00-49243-000-000	TRANSFER FROM SKATE BOARD FUND	0.00	0.00	0.00	0.00	0.00
100-00-49244-000-000	TRANSFER FROM WWSU	0.00	0.00	0.00	0.00	0.00
100-00-49245-000-000	TRANSFER FROM BOAT LAUNCH	0.00	0.00	0.00	0.00	0.00
100-00-49246-000-000	TRANSFER FROM CIVIC CENTER	0.00	0.00	0.00	0.00	0.00
100-00-49247-000-000	TRANSFER FROM STORMWATER	0.00	0.00	0.00	0.00	0.00
100-00-49300-551-323	FIC BAL. LIBRARY	0.00	0.00	0.00	0.00	0.00
100-00-49400-000-000	SALES OF GENERAL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
100-00-49450-000-000	TRANSFER FROM FUND 450	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM OTHER FUNDS		0.00	0.00	166,494.00	233,163.00	40.04
Total Revenues		2,361,608.57	0.00	2,359,551.00	2,386,824.00	1.16

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-51101-000-000	COUNCIL	0.00	0.00	0.00	0.00	0.00
100-00-51101-111-000	COUNCIL PER DIEM	9,030.00	0.00	13,650.00	13,650.00	0.00
100-00-51101-151-000	COUNCIL FICA	690.80	0.00	1,044.00	1,044.00	0.00
100-00-51101-152-000	COUNCIL RETIREMENT	0.00	0.00	0.00	0.00	0.00
100-00-51101-158-000	COUNCIL WORKMENS COMP	0.00	0.00	0.00	0.00	0.00
100-00-51101-299-000	COUNCIL CONTINUING EDUCATION	489.41	0.00	750.00	750.00	0.00
100-00-51101-311-000	COUNCIL SUPPLIES	0.00	0.00	0.00	0.00	0.00
COUNCIL		10,210.21	0.00	15,444.00	15,444.00	0.00
100-00-51102-000-000	MAYOR	0.00	0.00	0.00	0.00	0.00
100-00-51102-110-000	MAYOR SALARY	8,751.60	0.00	8,927.00	9,106.00	2.01
100-00-51102-151-000	MAYOR FICA	669.49	0.00	683.00	697.00	2.05
100-00-51102-152-000	MAYOR RETIREMENT	0.00	0.00	0.00	615.00	999.99
100-00-51102-155-000	MAYOR LIFE INSURANCE	0.00	0.00	8.00	8.00	0.00
100-00-51102-158-000	MAYOR WORKMENS COMP	0.00	0.00	0.00	0.00	0.00
100-00-51102-297-000	MAYOR ENTERTAINMENT	175.00	0.00	500.00	500.00	0.00
100-00-51102-299-000	MAYOR CONTINUING EDUCATION	0.00	0.00	3,000.00	3,000.00	0.00
100-00-51102-311-000	MAYOR OFFICE SUPPLIES/EQUIP.	0.00	0.00	200.00	200.00	0.00
100-00-51102-312-000	MAYOR PROJECTS	0.00	0.00	0.00	0.00	0.00
MAYOR		9,596.09	0.00	13,318.00	14,126.00	6.07
100-00-51103-000-000	PUBLICATION FEES	0.00	0.00	0.00	0.00	0.00
100-00-51103-322-000	PUB. FEES NEWS PAPER ADV.	13,201.51	0.00	13,000.00	13,000.00	0.00
100-00-51103-323-000	PUBL. FEES NEWSLETTER	0.00	0.00	0.00	0.00	0.00
PUBLICATION FEES		13,201.51	0.00	13,000.00	13,000.00	0.00
100-00-51301-000-000	ATTORNEY	0.00	0.00	0.00	0.00	0.00
100-00-51301-210-000	ATTORNEY PROF. SERVICE	30,338.00	0.00	31,000.00	31,000.00	0.00
ATTORNEY		30,338.00	0.00	31,000.00	31,000.00	0.00
100-00-51302-000-000	LEGAL CONTINGENCY	0.00	0.00	0.00	0.00	0.00
100-00-51302-210-000	LEGAL CONTINGENCY PROF. SERVIC	72.00	0.00	15,000.00	15,000.00	0.00
LEGAL CONTINGENCY		72.00	0.00	15,000.00	15,000.00	0.00
100-00-51303-000-000	MUNICIPAL CODE	0.00	0.00	0.00	0.00	0.00
100-00-51303-210-000	MUNICIPAL CODE PROF. SERVICES	143.75	0.00	2,500.00	2,500.00	0.00
MUNICIPAL CODE		143.75	0.00	2,500.00	2,500.00	0.00
100-00-51304-000-000	PROFESSIONAL CONSULTANT	0.00	0.00	0.00	0.00	0.00
100-00-51304-210-000	PROF. CONSULTANT SERVICES	0.00	0.00	0.00	0.00	0.00
PROFESSIONAL CONSULTANT		0.00	0.00	0.00	0.00	0.00
100-00-51410-000-000	CITY ADMINISTRATOR	0.00	0.00	0.00	0.00	0.00
100-00-51410-110-000	CITY ADMINISTRATOR SALARY	57,776.17	0.00	58,653.00	58,653.00	0.00
100-00-51410-112-000	CITY ADMINISTRATOR MILEAGE	1,116.74	0.00	1,380.00	1,380.00	0.00
100-00-51410-113-000	CITY ADMINISTRATOR-LONGEVITY	168.75	0.00	182.00	196.00	7.69
100-00-51410-151-000	CITY ADMINISTRATOR FICA	4,331.55	0.00	4,501.00	4,501.00	0.00
100-00-51410-152-000	CITY ADMINISTRATOR RETIREMENT	3,759.92	0.00	3,971.00	3,971.00	0.00
100-00-51410-154-000	CITY ADMINISTRATOR HEALTH INS.	6,202.18	0.00	6,715.00	7,386.00	9.99
100-00-51410-155-000	CITY ADMINISTRATOR LIFE INS.	10.89	0.00	11.00	11.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-51410-158-000	CITY ADMIN. WORKMENS COMP.	0.00	0.00	0.00	0.00	0.00
100-00-51410-159-000	CITY ADMINISTRATOR ICI	0.00	0.00	147.00	147.00	0.00
100-00-51410-294-000	CITY ADMIN. COMPUTER SUPP/SERV	225.00	0.00	500.00	500.00	0.00
100-00-51410-297-000	CITY ADM. ENTERTAINMENT	156.50	0.00	300.00	300.00	0.00
100-00-51410-299-000	CITY ADMIN. CONTINUING EDUC	776.13	0.00	2,000.00	2,000.00	0.00
100-00-51410-311-000	CITY ADMIN OFFICE SUPPLIES	0.00	0.00	200.00	200.00	0.00
100-00-51410-321-000	CITY ADMIN PUBLICATIONS DUES	728.37	0.00	1,000.00	1,000.00	0.00
100-00-51410-323-000	CITY ADMIN INTERN	0.00	0.00	0.00	0.00	0.00
100-00-51410-324-000	CITY ADMIN-SOLICITATION	0.00	0.00	0.00	0.00	0.00
100-00-51410-820-000	CITY ADMIN MOVING EXPENSE	0.00	0.00	0.00	0.00	0.00
CITY ADMINISTRATOR		75,252.20	0.00	79,560.00	80,245.00	0.86
100-00-51420-000-000	CLERK	0.00	0.00	0.00	0.00	0.00
100-00-51420-110-000	CLERK SALARY(2)	70,162.30	0.00	76,862.00	76,862.00	0.00
100-00-51420-111-000	CLERK PER DIEM	0.00	0.00	0.00	0.00	0.00
100-00-51420-112-000	CLERK MILEAGE	132.82	0.00	1,500.00	1,500.00	0.00
100-00-51420-113-000	CLERK LONGEVITY	311.19	0.00	326.00	326.00	0.00
100-00-51420-151-000	CLERK FICA	5,152.47	0.00	5,905.00	5,905.00	0.00
100-00-51420-152-000	CLERK RETIREMENT	4,375.08	0.00	6,661.00	5,210.00	-21.78
100-00-51420-154-000	CLERK HEALTH INSURANCE	20,695.53	0.00	23,144.00	25,457.00	9.99
100-00-51420-155-000	CLERK LIFE INSURANCE	27.21	0.00	24.00	26.00	8.33
100-00-51420-158-000	CLERK WORKMENS COMP.	0.00	0.00	0.00	0.00	0.00
100-00-51420-159-000	CLERK ICI	0.00	0.00	193.00	193.00	0.00
GENERAL & ADMIN. SALARY		100,856.60	0.00	114,615.00	115,479.00	0.75
100-00-51422-000-000	ADMINISTRATIVE ASSISTANT	0.00	0.00	0.00	0.00	0.00
100-00-51422-110-000	ADMIN. ASSISTANT SALARY	6,476.03	0.00	6,435.00	6,442.00	0.11
100-00-51422-111-000	ADMIN. ASSISTANT PER DIEM	0.00	0.00	0.00	0.00	0.00
100-00-51422-112-000	ADMIN ASSISTANT MILEAGE	0.00	0.00	500.00	500.00	0.00
100-00-51422-113-000	ADMIN. ASSISTANT LONGEVITY	28.28	0.00	28.00	0.00	-100.00
100-00-51422-151-000	ADMIN. ASSISTANT FICA	466.15	0.00	494.00	495.00	0.20
100-00-51422-152-000	ADMIN. ASSISTANT RETIREMENT	404.23	0.00	436.00	437.00	0.23
100-00-51422-154-000	ADMIN. ASSISTANT HEALTH INS	1,116.47	0.00	1,173.00	1,290.00	9.97
100-00-51422-155-000	ADMIN. ASSISTANT LIFE INS.	7.34	0.00	7.00	7.00	0.00
100-00-51422-157-000	ADMIN. ASSISTANT UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
100-00-51422-158-000	ADMIN. ASSISTANT WORKMENS COMP	0.00	0.00	0.00	0.00	0.00
100-00-51422-159-000	ADMIN. ASSISTANT ICI	0.00	0.00	16.00	16.00	0.00
ADMINISTRATIVE ASSISTANT		8,498.50	0.00	9,089.00	9,187.00	1.08
100-00-51440-000-000	ELECTIONS	0.00	0.00	0.00	0.00	0.00
100-00-51440-110-000	ELECTIONS SALARIES	1,177.00	0.00	7,040.00	2,400.00	-65.91
100-00-51440-112-000	ELECTIONS MILEAGE	0.00	0.00	200.00	200.00	0.00
100-00-51440-116-000	ELECTIONS INTER DEPT. LABOR	0.00	0.00	0.00	0.00	0.00
100-00-51440-151-000	ELECTIONS FICA	0.00	0.00	0.00	0.00	0.00
100-00-51440-152-000	ELECTIONS RETIREMENT	0.00	0.00	0.00	0.00	0.00
100-00-51440-154-000	ELECTIONS HEALTH INS	0.00	0.00	0.00	0.00	0.00
100-00-51440-155-000	ELECTIONS LIFE INS.	0.00	0.00	0.00	0.00	0.00
100-00-51440-158-000	ELECTIONS WORKMENS COMP	0.00	0.00	0.00	0.00	0.00
100-00-51440-159-000	ELECTIONS ICI	0.00	0.00	0.00	0.00	0.00
100-00-51440-299-000	ELECTIONS TRAINING	198.00	0.00	300.00	300.00	0.00
100-00-51440-311-000	ELECTION SUPPLIES	679.66	0.00	2,100.00	2,100.00	0.00
100-00-51440-321-000	ELECTION PUBLICATION DUES	0.00	0.00	500.00	500.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-51440-322-000	ELECTIONS NEWSPAPER ADV.	606.14	0.00	1,000.00	1,000.00	0.00
100-00-51440-342-000	ELECTIONS EQT. REPAIRS & MAINT	1,264.74	0.00	2,000.00	2,000.00	0.00
100-00-51440-810-000	ELECTION OUTLAY	0.00	0.00	0.00	0.00	0.00
ELECTIONS		3,925.54	0.00	13,140.00	8,500.00	-35.31
100-00-51450-000-000	OFFICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
100-00-51450-191-000	OFFICE DEPART. PERSONNEL TRAIN	1,132.19	0.00	4,000.00	4,000.00	0.00
100-00-51450-210-000	OFFICE DEPART PROF. SERVICE	2,793.96	0.00	4,650.00	4,650.00	0.00
100-00-51450-294-000	OFFICE COMPUTER SUPP/SERVICE	2,051.27	0.00	2,500.00	2,500.00	0.00
100-00-51450-295-000	OFFICE COPY MACHINE MAINT.	2,335.66	0.00	3,500.00	3,500.00	0.00
100-00-51450-311-000	OFFICE DEPART. SUPPLIES	2,813.64	0.00	4,000.00	4,000.00	0.00
100-00-51450-312-000	OFFICE DEPARTMENT POSTAGE	5,955.93	0.00	6,000.00	6,000.00	0.00
100-00-51450-313-000	OFFICE COPY MACHINE SUPPLIES	461.94	0.00	1,000.00	1,000.00	0.00
100-00-51450-321-000	OFFICE DEPART PUBLICATION DUES	911.46	0.00	2,000.00	2,000.00	0.00
100-00-51450-810-000	OFFICE DEPART CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-51450-820-000	OFFICE DEPART CAPITAL IMPROV	0.00	0.00	0.00	0.00	0.00
OFFICE DEPARTMENT		18,456.05	0.00	27,650.00	27,650.00	0.00
100-00-51451-000-000	COMPUTER CONTRACT	0.00	0.00	0.00	0.00	0.00
100-00-51451-210-000	COMPUTER CONTRACT/SERVICES	3,587.45	0.00	5,000.00	5,000.00	0.00
COMPUTER		3,587.45	0.00	5,000.00	5,000.00	0.00
100-00-51510-000-000	AUDIT/ACCOUNTING	0.00	0.00	0.00	0.00	0.00
100-00-51510-210-000	AUDIT/ACCOUNTING PROF. SERVICE	18,500.00	0.00	18,800.00	19,300.00	2.66
AUDIT/ACCOUNTING		18,500.00	0.00	18,800.00	19,300.00	2.66
100-00-51530-000-000	ASSESSMENT OF PROPERTY	0.00	0.00	0.00	0.00	0.00
100-00-51530-210-000	ASSESS. OF PROPERTY PROF. SERV	12,665.68	0.00	12,800.00	13,000.00	1.56
ASSESSMENT OF PROPERTY		12,665.68	0.00	12,800.00	13,000.00	1.56
100-00-51531-000-000	REASSESSMENT OF PROPERTY	0.00	0.00	0.00	0.00	0.00
100-00-51531-210-000	REASSESS. OF PROP. PROF. SERV	0.00	0.00	0.00	0.00	0.00
REASSESSMENT OF PROPERTY		0.00	0.00	0.00	0.00	1.56
100-00-51601-000-000	CITY HALL	0.00	0.00	0.00	0.00	0.00
100-00-51601-110-000	CITY HALL SALARY	466.65	0.00	0.00	0.00	0.00
100-00-51601-116-000	CITY HALL SUMMER YOUTH LABOR	0.00	0.00	0.00	0.00	0.00
100-00-51601-151-000	CITY HALL FICA	0.00	0.00	0.00	0.00	0.00
100-00-51601-152-000	CITY HALL RETIREMENT	0.00	0.00	0.00	0.00	0.00
100-00-51601-158-000	CITY HALL WORMENS COMP.	0.00	0.00	0.00	0.00	0.00
100-00-51601-194-000	CITY HALL EMPLOYEE INCENTIVES	204.72	0.00	200.00	200.00	0.00
100-00-51601-221-000	CITY HALL TELEPHONE	6,322.23	0.00	5,000.00	7,000.00	40.00
100-00-51601-222-000	CITY HALL ELECTRICITY/HEAT	5,654.54	0.00	8,000.00	8,000.00	0.00
100-00-51601-223-000	CITY HALL WATER & SEWER	1,286.13	0.00	2,000.00	2,000.00	0.00
100-00-51601-224-000	CITY HALL STORM WATER	217.35	0.00	250.00	250.00	0.00
100-00-51601-341-000	CITY HALL OPERATING SUPPLIES	1,863.47	0.00	2,500.00	2,500.00	0.00
100-00-51601-342-000	CITY HALL EQT. REPAIRS & MAINT	210.62	0.00	1,500.00	1,500.00	0.00
100-00-51601-350-000	CITY HALL BLDGS. MAINT.-REPAIR	2,031.67	0.00	3,000.00	3,000.00	0.00
100-00-51601-810-000	CITY HALL CAPTIAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-51601-820-000	CITY HALL CAPITAL IMPROVEMENT	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
CITY HALL		18,257.38	0.00	22,450.00	24,450.00	8.91
100-00-51602-000-000	CUSTODIAN	0.00	0.00	0.00	0.00	0.00
100-00-51602-110-000	CUSTODIAN SALARY	16,360.82	0.00	7,528.00	7,528.00	0.00
100-00-51602-113-000	CUSTODIAN LOGEVITY	40.50	0.00	0.00	0.00	0.00
100-00-51602-151-000	CUSTODIAN FICA	1,289.38	0.00	576.00	576.00	0.00
100-00-51602-152-000	CUSTODIAN RETIREMENT	1,009.05	0.00	508.00	508.00	0.00
100-00-51602-154-000	CUSTODIAN HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
100-00-51602-155-000	CUSTODIAN LIFE INSURANCE	3.00	0.00	1.00	1.00	0.00
100-00-51602-158-000	CUSTODIAN WORKMENS COMP	0.00	0.00	0.00	0.00	0.00
100-00-51602-159-000	CUSTODIAN ICI	0.00	0.00	19.00	19.00	0.00
CUSTODIAN		18,702.75	0.00	8,632.00	8,632.00	0.00
100-00-51910-000-000	TAX REFUND/ADJSTMENTS	0.00	0.00	0.00	0.00	0.00
TAX REFUND/ADJSTMENTS		0.00	0.00	0.00	0.00	0.00
100-00-51912-000-000	ILLEGAL TAX CHARGEBACK	0.00	0.00	500.00	500.00	0.00
ILLEGAL TAX CHARGEBACK		0.00	0.00	500.00	500.00	0.00
100-00-51913-000-000	USDA SPEC. ASSESS. CITY PROP.	1,189.45	0.00	1,189.00	1,189.00	0.00
SPEC. ASSESS. ON CITY PROPERTY		1,189.45	0.00	1,189.00	1,189.00	0.00
100-00-51930-000-000	PROPERTY & LIABLITY INS	16,039.12	0.00	8,900.00	10,000.00	12.36
100-00-51930-210-000	INSURANCE CONSULTANT	0.00	0.00	0.00	0.00	0.00
INSURANCE		16,039.12	0.00	8,900.00	10,000.00	12.36
100-00-51931-152-000	RETIREMENT SERVICE	0.00	0.00	0.00	0.00	0.00
100-00-51931-157-000	FRINGE BENEFITS UNEMPLOYMENT	0.00	0.00	500.00	500.00	0.00
100-00-51931-158-000	FRINGE BENEFITS WORKMENS COMP	0.00	0.00	1,500.00	1,500.00	0.00
100-00-51931-159-000	FRINGE FLEX BENEFIT PLAN	1,380.59	0.00	2,000.00	2,000.00	0.00
FRINGE BENEFITS		1,380.59	0.00	4,000.00	4,000.00	0.00
GENERAL GOVERNMENT		360,872.87	0.00	416,587.00	418,202.00	0.39
100-00-52101-000-000	POLICE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
100-00-52101-110-000	PD CHIEF SALARY	60,912.27	0.00	64,116.00	64,116.00	0.00
100-00-52101-111-000	POLICE PER DIEM	0.00	0.00	0.00	0.00	0.00
100-00-52101-112-000	POLICE MILEAGE	0.00	0.00	0.00	0.00	0.00
100-00-52101-113-000	POLICE DEPARTMENT LONGEVITY	0.00	0.00	0.00	0.00	0.00
100-00-52101-114-000	POLICE DEPARTMENT SEVERANCE	0.00	0.00	0.00	0.00	0.00
100-00-52101-115-000	PD ASSISTANT CHIEF SALARY	54,882.50	0.00	55,688.00	55,688.00	0.00
100-00-52101-120-000	POLICE OFFICER BASE SALARY	156,597.05	0.00	153,960.00	153,960.00	0.00
100-00-52101-121-000	POLICE PART TIME OFFICERS	0.00	0.00	0.00	0.00	0.00
100-00-52101-123-000	POLICE DEPART LONGEVITY	0.00	0.00	0.00	0.00	0.00
100-00-52101-124-000	POLICE DEPARTMENT SHIFT	898.43	0.00	1,000.00	1,000.00	0.00
100-00-52101-125-000	POLICE DEPARTMENT OTHER PAY	991.96	0.00	1,000.00	1,000.00	0.00
100-00-52101-126-000	POLICE DEPART SPECIAL EVENT	0.00	0.00	1,000.00	0.00	-100.00
100-00-52101-128-000	POLICE DEPARTMENT PART TIME	4,700.00	0.00	15,000.00	15,000.00	0.00
100-00-52101-151-000	POLICE DEPARTMENT FICA	21,359.93	0.00	22,310.00	22,310.00	0.00
100-00-52101-152-000	POLICE DEPARTMENT RETIREMENT	29,401.16	0.00	32,228.00	32,505.00	0.86

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-52101-154-000	POLICE DEPARTMENT HEALTH INS	59,199.21	0.00	60,926.00	65,890.00	8.15
100-00-52101-155-000	POLICE DEPARTMENT LIFE INS	54.86	0.00	53.00	53.00	0.00
100-00-52101-157-000	POLICE DEPARTMENT UNEMPLOYMENT	0.00	0.00	600.00	600.00	0.00
100-00-52101-158-000	POLICE DEPARTMENT WORKMENS COM	9,000.00	0.00	9,000.00	9,000.00	0.00
100-00-52101-159-000	POLICE DEPARTMENT ICI	0.00	0.00	692.00	692.00	0.00
100-00-52101-160-000	PD LIABILITY INSURANCE	10,500.00	0.00	7,600.00	7,600.00	0.00
100-00-52101-191-000	POLICE PERSONNEL TRAINING	2,982.53	0.00	4,000.00	6,000.00	50.00
100-00-52101-192-000	POLICE DEPARTMENT UNIFORMS	4,072.81	0.00	3,500.00	3,500.00	0.00
100-00-52101-221-000	POLICE DEPARTMENT TELEPHONE	4,772.20	0.00	3,600.00	3,600.00	0.00
100-00-52101-291-000	POLICE RADIO MAINTENANCE	2,079.00	0.00	1,500.00	1,500.00	0.00
100-00-52101-292-000	POLICE DEPARTMENT RADAR	120.00	0.00	300.00	300.00	0.00
100-00-52101-299-000	PD CONTINUING EDUCATION	480.32	0.00	1,000.00	1,000.00	0.00
100-00-52101-311-000	POLICE OFFICE SUPPLIES	2,984.68	0.00	2,000.00	2,000.00	0.00
100-00-52101-312-000	POLICE DEPARTMENT POSTAGE	52.07	0.00	150.00	150.00	0.00
100-00-52101-321-000	POLICE PUBLICATION DUES	130.00	0.00	100.00	100.00	0.00
100-00-52101-331-000	POLICE GAS & OIL VEHICLES	9,558.52	0.00	11,000.00	11,000.00	0.00
100-00-52101-332-000	POLICE VEHICAL REPAIR & MAINT	10,477.43	0.00	4,500.00	4,500.00	0.00
100-00-52101-341-000	POLICE DEPART OPERATING SUPP	4,221.83	0.00	8,500.00	8,500.00	0.00
100-00-52101-342-000	POLICE EQT. REPAIRS & MAINT	2,414.49	0.00	2,000.00	2,000.00	0.00
100-00-52101-344-000	POLICE DEPART INVESTIGATIONS	0.00	0.00	0.00	0.00	0.00
100-00-52101-810-000	POLICE DEPART CAPTIAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-52101-820-000	POLICE DEPART CAPITAL IMPROV	0.00	0.00	0.00	0.00	0.00
100-00-52101-830-000	POLICE DEPT GRANT EXPENSES	0.00	0.00	0.00	0.00	0.00
POLICE DEPARTMENT EQUIP.		452,843.25	0.00	467,323.00	473,564.00	1.34
100-00-52102-000-000	LICENSE INVESTIGATION FEE	0.00	0.00	0.00	0.00	0.00
LICENSE INVESTIGATION FEE		0.00	0.00	0.00	0.00	1.34
100-00-52103-000-000	PD COUNTERACT FUND	0.00	0.00	0.00	0.00	0.00
PD COUNTERACT FUND		0.00	0.00	0.00	0.00	1.34
100-00-52201-000-000	FIRE DEPARTMENT	0.00	0.00	0.00	0.00	0.00
100-00-52201-110-000	FIRE DEPARTMENT SALARY	6,519.23	0.00	6,500.00	6,500.00	0.00
100-00-52201-115-000	FD ASSISTANT CHIEF'S SALARY(2)	3,500.00	0.00	3,500.00	3,500.00	0.00
100-00-52201-122-000	FIRE DEPARTMENT ATTENDANT FEES	14,248.08	0.00	14,566.00	14,566.00	0.00
100-00-52201-151-000	FIRE DEPARTMENT FICA	2,216.77	0.00	2,193.00	2,193.00	0.00
100-00-52201-152-000	FIRE DEPARTMENT RETIREMENT	0.00	0.00	0.00	0.00	0.00
100-00-52201-156-000	FIRE DEPART LENGTH OF SERVICE	0.00	0.00	0.00	0.00	0.00
100-00-52201-157-000	FIRE DEPARTMENT UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
100-00-52201-158-000	FIRE DEPARTMENT WORKMENS COMP	3,000.00	0.00	3,000.00	3,000.00	0.00
100-00-52201-160-000	FD LIABILITY INSURANCE	11,500.00	0.00	12,800.00	12,800.00	0.00
100-00-52201-191-000	FIRE DEPART PERSONNEL TRAINING	219.95	0.00	2,000.00	2,000.00	0.00
100-00-52201-192-000	FIRE DEPART INCENTIVE PAY	2,707.92	0.00	2,100.00	2,100.00	0.00
100-00-52201-193-000	FIRE DEPARTMENT INSPECTION	2,000.00	0.00	2,000.00	2,000.00	0.00
100-00-52201-221-000	FIRE DEPARTMENT TELEPHONE	1,188.99	0.00	1,000.00	1,000.00	0.00
100-00-52201-222-000	FIRE DEPART ELECTRICITY/HEAT	3,358.93	0.00	5,000.00	5,000.00	0.00
100-00-52201-223-000	FIRE DEPARTMENT WATER & SEWER	677.24	0.00	800.00	800.00	0.00
100-00-52201-224-000	FIRE DEPARTMENT STORM WATER	401.25	0.00	419.00	419.00	0.00
100-00-52201-291-000	FIRE DEPART RADIO MAIN/SAFTEY	6,952.40	0.00	2,000.00	2,000.00	0.00
100-00-52201-294-000	FIRE DEPART COMPUTER SUPP/SERV	819.76	0.00	600.00	600.00	0.00
100-00-52201-321-000	FIRE DEPART PUBLICATION DUES	0.00	0.00	400.00	400.00	0.00
100-00-52201-331-000	FIRE DEPART GAS & OIL VEHICLES	1,006.59	0.00	1,350.00	1,350.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-52201-332-000	FIRE DEPART VEH REPAIR & MAINT	14,842.51	0.00	4,000.00	4,000.00	0.00
100-00-52201-341-000	FIRE DEPART OPERATING SUPPLIES	4,175.70	0.00	5,000.00	5,000.00	0.00
100-00-52201-352-000	FIRE DEPARTMENT 2% EXPENSES	0.00	0.00	8,500.00	8,500.00	0.00
100-00-52201-810-000	FIRE DEPART CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-52201-820-000	FIRE DEPARTMENT CAPITAL IMPROV	0.00	0.00	0.00	0.00	0.00
100-00-52201-830-000	FIRE DEPARTMENT GRANT EXPENSES	74,639.39	0.00	0.00	0.00	0.00
AMBULANCE		153,974.71	0.00	77,728.00	77,728.00	0.00
100-00-52301-000-000	MUNICIPAL AMBULANCE	0.00	0.00	0.00	0.00	0.00
100-00-52301-110-000	MUNICIPAL AMBULANCE SALARY	14,199.03	0.00	13,900.00	13,900.00	0.00
100-00-52301-113-000	AMBULANCE LONGEVITY	108.75	0.00	118.00	0.00	-100.00
100-00-52301-121-000	CUSTODIAN/DAY ATTEND/ADMIN.	25,873.45	0.00	27,249.00	27,274.00	0.09
100-00-52301-122-000	AMBULANCE ATTENDANT FEES	73,274.15	0.00	89,800.00	90,000.00	0.22
100-00-52301-123-000	AMBULANCE RUN REPORT	3,870.00	0.00	4,500.00	5,000.00	11.11
100-00-52301-151-000	AMBULANCE FICA	9,269.77	0.00	10,371.00	10,417.00	0.44
100-00-52301-152-000	AMBULANCE RETIREMENT	1,668.03	0.00	1,847.00	1,849.00	0.11
100-00-52301-154-000	AMBULANCE HEALTH INSURANCE	4,610.83	0.00	4,962.00	5,458.00	10.00
100-00-52301-155-000	AMBULANCE LIFE INSURANCE	28.27	0.00	28.00	28.00	0.00
100-00-52301-156-000	AMBULANCE LENGTH OF SERVICE	0.00	0.00	9,000.00	9,000.00	0.00
100-00-52301-157-000	AMBULANCE UNEMPLOYMENT COMP	71.92	0.00	3,000.00	3,000.00	0.00
100-00-52301-158-000	AMBULANCE WORKMENS COMP	6,000.00	0.00	6,000.00	6,000.00	0.00
100-00-52301-159-000	AMBULANCE ICI	0.00	0.00	68.00	68.00	0.00
100-00-52301-160-000	AMB. LIABILITY INSURANCE	5,500.00	0.00	7,700.00	7,700.00	0.00
100-00-52301-191-000	AMBULANCE PERSONNEL TRAINING	15,602.07	0.00	15,000.00	15,000.00	0.00
100-00-52301-192-000	AMBULANCE INCENTIVE PAY	4,996.94	0.00	6,000.00	6,000.00	0.00
100-00-52301-194-000	AMB RETENTION/RECOGNITION	308.28	0.00	1,300.00	1,300.00	0.00
100-00-52301-221-000	AMBULANCE TELEPHONE	2,440.69	0.00	2,000.00	2,000.00	0.00
100-00-52301-222-000	AMBULANCE ELECTRICITY/HEAT	2,846.47	0.00	3,500.00	3,500.00	0.00
100-00-52301-223-000	AMBULANCE WATER & SEWER	630.97	0.00	1,000.00	1,000.00	0.00
100-00-52301-224-000	AMBULANCE STORM WATER	401.25	0.00	420.00	420.00	0.00
100-00-52301-291-000	AMBULANCE RADIO MAINTENANCE	84.69	0.00	2,800.00	2,800.00	0.00
100-00-52301-311-000	AMBULANCE OFFICE SUPPLIES	873.45	0.00	550.00	550.00	0.00
100-00-52301-312-000	AMBULANCE POSTAGE	0.00	0.00	100.00	100.00	0.00
100-00-52301-321-000	AMBULANCE INTERNET	701.67	0.00	1,700.00	1,700.00	0.00
100-00-52301-323-000	AMBULANCE PUBLICATION DUES	3,020.00	0.00	2,700.00	3,000.00	11.11
100-00-52301-331-000	AMBULANCE GAS & OIL VEHICLES	2,757.08	0.00	3,500.00	3,500.00	0.00
100-00-52301-332-000	AMBULANCE VEH REPAIR & MAINT	19,879.10	0.00	3,000.00	4,000.00	33.33
100-00-52301-341-000	AMBULANCE OPERATING SUPPLIES	3,291.83	0.00	9,000.00	9,000.00	0.00
100-00-52301-342-000	AMB. EQUIP. REPAIRS & MAINT.	2,900.73	0.00	3,000.00	4,000.00	33.33
100-00-52301-350-000	AMBULANCE BLDG. REPAIR & MAINT	1,867.85	0.00	2,500.00	2,500.00	0.00
100-00-52301-351-000	AMBULANCE RESCUE EQUIP.	580.36	0.00	750.00	750.00	0.00
100-00-52301-352-000	AMBULANCE ACT 102 PURCHASES	0.00	0.00	5,000.00	5,000.00	0.00
100-00-52301-810-000	AMBULANCE CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-52301-820-000	AMBULANCE CAPITAL IMPROV	0.00	0.00	0.00	0.00	0.00
100-00-52301-830-000	MUNICIPAL AMBULANCE GRANT EXP	14,828.15	0.00	0.00	0.00	0.00
MUNICIPAL AMBULANCE GRANT EXP		222,485.78	0.00	242,363.00	245,814.00	1.42
100-00-52410-000-000	BUILDING INSPECTOR	0.00	0.00	0.00	0.00	0.00
100-00-52410-210-000	BLDG INSPECTOR PROF. SERVICE	0.00	0.00	0.00	0.00	0.00
BUILDING INSPECTOR		0.00	0.00	0.00	0.00	1.42

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
PUBLIC SAFETY		829,303.74	0.00	787,414.00	797,106.00	1.23
100-00-53101-000-000	STREET DEPARTMENT	0.00	0.00	0.00	0.00	0.00
100-00-53101-110-000	STREET DEPARTMENT SALARY	36,145.88	0.00	46,971.00	47,230.00	0.55
100-00-53101-111-000	STREET DEPART PER DIEM	0.00	0.00	0.00	0.00	0.00
100-00-53101-113-000	STREET DEPART LONGEVITY	270.45	0.00	287.00	287.00	0.00
100-00-53101-151-000	STREET DEPARTMENT FICA	13,651.37	0.00	13,106.00	13,326.00	1.68
100-00-53101-152-000	STREET DEPART RETIREMENT	10,361.44	0.00	9,927.00	9,927.00	0.00
100-00-53101-154-000	STREET DEPARTMENT HEALTH INS	43,356.92	0.00	46,852.00	51,536.00	10.00
100-00-53101-155-000	STREET DEPARTMENT LIFE INS	56.76	0.00	65.00	65.00	0.00
100-00-53101-157-000	STREET DEPARTMENT UNEMPL. COMP	1,394.34	0.00	3,000.00	3,000.00	0.00
100-00-53101-158-000	STREET DEPART WORKMENS COMP	8,305.00	0.00	13,000.00	13,000.00	0.00
100-00-53101-159-000	STREET DEPARTMENT ICI	0.00	0.00	368.00	368.00	0.00
100-00-53101-160-000	STREET DEPT. LIABILITY INS.	15,500.00	0.00	13,600.00	14,600.00	7.35
100-00-53101-191-000	STREET DEP PERSONNEL TRAINING	2,287.66	0.00	4,000.00	4,000.00	0.00
100-00-53101-192-000	STREET TRAINING SERVICE	0.00	0.00	1,500.00	1,500.00	0.00
100-00-53101-194-000	STREET DEPT EMPLOYEE INCENTIVE	421.14	0.00	600.00	600.00	0.00
100-00-53101-322-000	STREET PUBLICATION FEES	0.00	0.00	150.00	150.00	0.00
100-00-53101-820-000	STREET DEPART CAPITAL IMPROV	0.00	0.00	0.00	0.00	0.00
100-00-53101-830-000	LRIP - 3RD AVENUE EAST	0.00	0.00	0.00	0.00	0.00
STREET DEPARTMENT		131,750.96	0.00	153,426.00	159,589.00	4.02
100-00-53201-000-000	ENGINEERING SERVICES	2,105.00	0.00	2,000.00	2,000.00	0.00
ENGINEERING SERVICES		2,105.00	0.00	2,000.00	2,000.00	0.00
100-00-53202-810-000	STREET & ALLEYS CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
STREET & ALLEYS		0.00	0.00	0.00	0.00	0.00
100-00-53230-000-000	GARAGE & MACHINE SHED	0.00	0.00	0.00	0.00	0.00
100-00-53230-221-000	GARAGE TELEPHONE	4,572.22	0.00	5,000.00	5,000.00	0.00
100-00-53230-222-000	GARAGE ELECTRICITY/HEAT	5,439.75	0.00	7,500.00	7,500.00	0.00
100-00-53230-223-000	GARAGE WATER & SEWER	2,312.92	0.00	1,780.00	1,780.00	0.00
100-00-53230-224-000	GARAGE/MACHINE SHED STORMWATER	1,070.02	0.00	1,535.00	1,535.00	0.00
100-00-53230-311-000	GARAGE OFFICE SUPPLIES	1,664.09	0.00	1,850.00	1,850.00	0.00
100-00-53230-341-000	GARAGE OPERATING SUPPLIES	5,396.95	0.00	7,500.00	7,500.00	0.00
100-00-53230-342-000	GARAGE EQT. REPAIRS & MAIN	1,524.65	0.00	1,500.00	1,500.00	0.00
100-00-53230-350-000	GARAGE BLDG. REPAIR & MAINT	8,093.91	0.00	6,500.00	6,500.00	0.00
100-00-53230-810-000	GARAGE CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
GARAGE & MACHINE SHED		30,074.51	0.00	33,165.00	33,165.00	0.00
100-00-53270-000-000	WEED LEAVES & BRUSH	0.00	0.00	0.00	0.00	0.00
100-00-53270-110-000	WEED LEAVES & BRUSH SALARY	0.00	0.00	0.00	0.00	0.00
100-00-53270-121-000	WEED LEAVES & BRUSH SEASONAL	4,733.25	0.00	5,000.00	5,000.00	0.00
100-00-53270-345-000	WEED-BRUSH EQUIP. RENTAL	4,055.00	0.00	2,400.00	2,400.00	0.00
WEED LEAVES & BRUSH		8,788.25	0.00	7,400.00	7,400.00	0.00
100-00-53271-000-000	TREE CONTROL	0.00	0.00	0.00	0.00	0.00
100-00-53271-110-000	TREE CONTROL SALARY	0.00	0.00	0.00	0.00	0.00
100-00-53271-121-000	TREE CONTROL SEASONAL STAFF	881.00	0.00	550.00	500.00	-9.09
100-00-53271-210-000	TREE CONTROL CONTRACT SERVICES	0.00	0.00	3,800.00	3,800.00	0.00
100-00-53271-345-000	TREE CONTROL MISC. EXPENSE	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-53271-810-000	TREE CONTROL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
	TREE CONTROL	881.00	0.00	4,350.00	4,300.00	-1.15
100-00-53272-000-000	GRASS CUTTING	0.00	0.00	0.00	0.00	0.00
100-00-53272-110-000	GRASS CUTTING SALARY	1,849.99	0.00	2,936.00	2,952.00	0.54
100-00-53272-121-000	GRASS CUTTING SEASONAL SUBS	12,583.00	0.00	14,000.00	14,000.00	0.00
	GRASS CUTTING	14,432.99	0.00	16,936.00	16,952.00	0.09
100-00-53301-000-000	REPAIRS OF STREETS & ALLEYS	9,560.55	0.00	35,000.00	35,000.00	0.00
	REPAIRS OF STREETS & ALLEYS	9,560.55	0.00	35,000.00	35,000.00	0.00
100-00-53302-000-000	REPAIR OF STR & ALLEYS	0.00	0.00	0.00	0.00	0.00
100-00-53302-110-000	REPAIR OF STR & ALLEYS - LABOR	59,656.01	0.00	36,696.00	36,899.00	0.55
100-00-53302-121-000	REPAIR OF STREETS/SEASON STAFF	1,971.25	0.00	1,500.00	1,500.00	0.00
	REPAIR OF STR & ALLEYS - LABOR	61,627.26	0.00	38,196.00	38,399.00	0.53
100-00-53305-000-000	SNOW & ICE REMOVAL	0.00	0.00	0.00	0.00	0.00
100-00-53305-110-000	SNOW & ICE REMOVAL-LABOR	35,985.14	0.00	22,018.00	22,139.00	0.55
100-00-53305-299-000	SNOW & ICE REMOVAL CONTIGENCY	0.00	0.00	0.00	0.00	0.00
100-00-53305-450-000	SNOW & ICE REMOVAL MATERIALS	18,944.96	0.00	10,000.00	11,400.00	14.00
	SNOW & ICE REMOVAL CONTIGENCY	54,930.10	0.00	32,018.00	33,539.00	4.75
100-00-53306-000-000	BLACKTOP	0.00	0.00	0.00	0.00	0.00
100-00-53306-110-000	BLACKTOP SALARY	0.00	0.00	0.00	0.00	0.00
100-00-53306-121-000	BLACKTOP / SEASONAL STAFF	0.00	0.00	0.00	0.00	0.00
100-00-53306-450-000	BLACKTOP MATRERIALS	3,343.12	0.00	8,500.00	8,500.00	0.00
	BLACKTOP	3,343.12	0.00	8,500.00	8,500.00	0.00
100-00-53307-000-000	ST. SIGN & MARKINGS MATERIALS	0.00	0.00	0.00	0.00	0.00
100-00-53307-110-000	STREET SIGNS & MARKINGS SALARY	3,643.48	0.00	2,936.00	2,952.00	0.54
100-00-53307-121-000	STREET SIGNS SEASONAL LABOR	2,721.25	0.00	2,200.00	2,200.00	0.00
100-00-53307-810-000	STREET SIGNS & MARKINGS	4,531.00	0.00	9,700.00	9,700.00	0.00
	STREET SIGNS & MARKINGS	10,895.73	0.00	14,836.00	14,852.00	0.11
100-00-53308-000-000	STREET MACHINERY	0.00	0.00	0.00	0.00	0.00
100-00-53308-110-000	STREET MACHINERY SALARY	20,776.07	0.00	32,293.00	32,471.00	0.55
100-00-53308-121-000	STREET MACHINERY/SEASON STAFF	44.00	0.00	0.00	0.00	0.00
100-00-53308-331-000	STREET MACHINERY GAS & OIL	25,102.99	0.00	17,000.00	17,000.00	0.00
100-00-53308-332-000	STREET MACHINERY REPAIR & MAIN	1,019.07	0.00	0.00	0.00	0.00
100-00-53308-342-000	ST. MACHINE EQT REPAIR/MAINT.	19,069.16	0.00	17,000.00	17,000.00	0.00
100-00-53308-343-000	ST MACHINERY EQUIP. LEASE PAY	0.00	0.00	0.00	0.00	0.00
100-00-53308-810-000	ST. MACHINERY CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-53308-820-000	ST. MACHINERY CAPTIAL IMPROV.	0.00	0.00	0.00	0.00	0.00
	STREET MACHINERY	66,011.29	0.00	66,293.00	66,471.00	0.27
100-00-53309-000-000	PRIVATE WORK	0.00	0.00	0.00	0.00	0.00
100-00-53309-110-000	PRIVATE WORK SALARY	0.00	0.00	0.00	0.00	0.00
	PRIVATE WORK	0.00	0.00	0.00	0.00	0.27

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-53310-000-000	UNCLASSIFIED LABOR	0.00	0.00	0.00	0.00	0.00
100-00-53310-110-000	UNCLASSIFIED LABOR SALARY	0.00	0.00	0.00	0.00	0.00
	UNCLASSIFIED	0.00	0.00	0.00	0.00	0.27
100-00-53311-000-000	D&A TESTING	290.00	0.00	600.00	600.00	0.00
	DTA TESTING	290.00	0.00	600.00	600.00	0.00
100-00-53420-000-000	STREET LIGHTING	33,384.29	0.00	38,000.00	35,000.00	-7.89
	STREET LIGHTING	33,384.29	0.00	38,000.00	35,000.00	-7.89
100-00-53421-000-000	TRAFFIC CONTROL	0.00	0.00	750.00	750.00	0.00
	TRAFFIC CONTROL	0.00	0.00	750.00	750.00	0.00
100-00-53430-000-000	SIDEWALK REPAIRS	0.00	0.00	0.00	0.00	0.00
100-00-53430-110-000	SIDEWALKS SALARY	0.00	0.00	0.00	0.00	0.00
100-00-53430-121-000	SIDEWALKS SEASONAL STAFF	0.00	0.00	0.00	0.00	0.00
	SIDEWALKS	0.00	0.00	0.00	0.00	0.00
100-00-53431-000-000	CURB & GUTTER	0.00	0.00	5,000.00	5,000.00	0.00
100-00-53431-110-000	CURB & GUTTER SALARY	0.00	0.00	0.00	0.00	0.00
100-00-53431-121-000	CURB & GUTTER SEASONAL STAFF	0.00	0.00	0.00	0.00	0.00
	CURB & GUTTER	0.00	0.00	5,000.00	5,000.00	0.00
100-00-53445-000-000	FEMA COST INCURRED	0.00	0.00	0.00	0.00	0.00
	FEMA COST INCURRED	0.00	0.00	0.00	0.00	0.00
100-00-53540-000-000	DOCKS & HARBORS COMMISSION	0.00	0.00	0.00	0.00	0.00
100-00-53540-152-000	DOCKS & HARBORS COMMISSION	683.39	0.00	400.00	500.00	25.00
100-00-53540-820-000	DOCKS/HARBORS COMM CAPITAL IMP	0.00	0.00	0.00	0.00	0.00
	WEST END BOAT LAUNCH PROJ	683.39	0.00	400.00	500.00	25.00
100-00-53630-000-000	MUNICIPAL LANDFILL	0.00	0.00	0.00	0.00	0.00
100-00-53630-110-000	MUNICIPAL LANDFILL SALARY	0.00	0.00	0.00	0.00	0.00
100-00-53630-121-000	MUNICIPAL LANDFILL-SEASONAL	0.00	0.00	0.00	0.00	0.00
100-00-53630-349-000	LANDFILL LONG TERM MAINT AGREE	1,990.00	0.00	1,500.00	2,000.00	33.33
	MUNICIPAL LANDFILL	1,990.00	0.00	1,500.00	2,000.00	33.33
100-00-53631-000-000	SOLID WASTE CONTRACTOR COSTS	123,957.08	0.00	124,690.00	128,085.00	2.72
100-00-53631-110-000	LITTER CONTROL	774.55	0.00	500.00	500.00	0.00
100-00-53631-121-000	LITTER CONTROL-SEASONAL	272.50	0.00	1,000.00	1,000.00	0.00
100-00-53631-342-000	SOLID WASTE SUPPLIES	0.00	0.00	0.00	0.00	0.00
	SOLID WASTE	125,004.13	0.00	126,190.00	129,585.00	2.69
100-00-53632-000-000	CITY COMMERCIAL COSTS	3,016.00	0.00	3,121.00	3,121.00	0.00
100-00-53632-110-000	ANNUAL CLEANUP BASE SALARY	2,100.45	0.00	2,936.00	2,952.00	0.54
100-00-53632-121-000	ANNUAL CLEANUP SEASONAL	0.00	0.00	0.00	0.00	0.00
100-00-53632-810-000	CITY ANNUAL CLEANUP	6,515.40	0.00	10,000.00	10,000.00	0.00

Fund: 100 - GENERAL FUND

Account Number	2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
CITY COMMERCIAL COSTS	11,631.85	0.00	16,057.00	16,073.00	0.10
100-00-53633-000-000 SOLID WASTE DISPOSAL - BAGS	0.00	0.00	0.00	0.00	0.00
BAGS	0.00	0.00	0.00	0.00	0.10
PUBLIC WORKS	567,384.42	0.00	600,617.00	609,675.00	1.51
100-00-54510-000-000 HOUSING AUTHORITY	0.00	0.00	0.00	0.00	0.00
100-00-54510-111-000 HOUSING AUTHORITY PER DIEM	1,000.00	0.00	2,000.00	2,000.00	0.00
100-00-54510-151-000 HOUSING AUTHORITY FICA	76.44	0.00	153.00	153.00	0.00
HOUSING AUTHORITY	1,076.44	0.00	2,153.00	2,153.00	0.00
100-00-54910-000-000 CEMETERY	0.00	0.00	0.00	0.00	0.00
100-00-54910-110-000 CEMETERY SALARY	12,080.59	0.00	24,897.00	25,302.00	1.63
100-00-54910-113-000 CEMETERY LONGEVITY	119.25	0.00	125.00	125.00	0.00
100-00-54910-116-000 CEMETERY INTER DEPT. LABOR	0.00	0.00	0.00	0.00	0.00
100-00-54910-121-000 CEMETERY SEASONAL SALARY	451.50	0.00	3,600.00	3,600.00	0.00
100-00-54910-151-000 CEMETERY FICA	904.72	0.00	2,190.00	2,200.00	0.46
100-00-54910-152-000 CEMETERY RETIREMENT	765.68	0.00	1,689.00	1,689.00	0.00
100-00-54910-154-000 CEMETERY HEALTH INS	7,859.05	0.00	8,585.00	9,444.00	10.01
100-00-54910-155-000 CEMETERY LIFE INS	15.65	0.00	19.00	19.00	0.00
100-00-54910-158-000 CEMETERY WORKMENS COMP	0.00	0.00	0.00	0.00	0.00
100-00-54910-159-000 CEMETERY ICI	0.00	0.00	63.00	63.00	0.00
100-00-54910-160-000 CEMETERY LIABILITY INS.	0.00	0.00	0.00	0.00	0.00
100-00-54910-221-000 CEMETERY TELEPHONE	0.00	0.00	0.00	0.00	0.00
100-00-54910-222-000 CEMETERY ELECTRIC/HEAT	196.39	0.00	500.00	500.00	0.00
100-00-54910-223-000 CEMETARY FIRE PROTECTION	222.48	0.00	112.00	112.00	0.00
100-00-54910-331-000 CEMETERY GAS & OIL VEHICLES	243.28	0.00	450.00	450.00	0.00
100-00-54910-332-000 CEMETERY VEH. REPAIR & MAINT	0.00	0.00	0.00	0.00	0.00
100-00-54910-341-000 CEMETERY OPERATING SUPPLIES	1,289.25	0.00	1,250.00	1,250.00	0.00
100-00-54910-342-000 CEMETERY EQT. REPAIRS & MAINT	752.60	0.00	800.00	800.00	0.00
100-00-54910-390-000 CEMETERY DIGGING	0.00	0.00	0.00	0.00	0.00
100-00-54910-810-000 CEMETERY CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-54910-820-000 CEMETERY CAPITAL IMPROVMENT	0.00	0.00	0.00	0.00	0.00
CEMETERY	24,900.44	0.00	44,280.00	45,554.00	2.88
HEALTH AND HUMAN SERVICES	25,976.88	0.00	46,433.00	47,707.00	2.74
100-00-55110-000-000 LIBRARY	0.00	0.00	0.00	0.00	0.00
100-00-55110-110-000 LIBRARY DIRECTOR SALARY	44,911.78	0.00	45,342.00	45,342.00	0.00
100-00-55110-111-000 LIBRARY PER DIEM	0.00	0.00	240.00	240.00	0.00
100-00-55110-112-000 LIBRARY MILEAGE	0.00	0.00	250.00	250.00	0.00
100-00-55110-113-000 LIBRARY LONGEVITY	547.85	0.00	532.00	544.00	2.26
100-00-55110-116-000 LIBRARY INTER DEPT. LABOR	0.00	0.00	0.00	0.00	0.00
100-00-55110-120-000 LIBRARY ASSISTANT WAGES	41,200.76	0.00	42,483.00	42,483.00	0.00
100-00-55110-121-000 LIBRARY SEASONAL SUBS	0.00	0.00	0.00	0.00	0.00
100-00-55110-127-000 LIBRARY CUSTODIAL SERVICES	103.34	0.00	941.00	941.00	0.00
100-00-55110-132-000 LIBRARY LTE	8,173.27	0.00	8,236.00	8,236.00	0.00
100-00-55110-133-000 LIBRARY PAGES	0.00	0.00	1,599.00	1,599.00	0.00
100-00-55110-140-000 LIBRARY ADMIN. SERVICES	2,898.28	0.00	2,950.00	2,950.00	0.00
100-00-55110-151-000 LIBRARY FICA EXPENSE	7,127.58	0.00	7,809.00	7,848.00	0.50

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-55110-152-000	LIBRARY RETIREMENT	5,778.35	0.00	5,973.00	6,029.00	0.94
100-00-55110-154-000	LIBRARY HEALTH INS	6,094.23	0.00	6,738.00	7,411.00	9.99
100-00-55110-155-000	LIBRARY LIFE INS	44.56	0.00	42.00	42.00	0.00
100-00-55110-157-000	LIBRARY UNEMPLOYMENT COMP	0.00	0.00	0.00	0.00	0.00
100-00-55110-158-000	LIBRARY WORKMENS COMP.	500.00	0.00	500.00	500.00	0.00
100-00-55110-159-000	LIBRARY ICI	0.00	0.00	216.00	216.00	0.00
100-00-55110-191-000	LIBRARY PERSONNEL TRAINING	29.95	0.00	500.00	500.00	0.00
100-00-55110-194-000	LIBRARY EMPLOYEE INCENTIVES	0.00	0.00	200.00	200.00	0.00
100-00-55110-224-000	LIBRARY ALL UTILITIES	8,862.38	0.00	9,603.00	9,795.00	2.00
100-00-55110-225-000	LIBRARY STORM WATER	267.50	0.00	279.00	279.00	0.00
100-00-55110-295-000	LIBRARY COPY MACHINE MAINT	1,203.53	0.00	1,648.00	1,648.00	0.00
100-00-55110-310-000	LIBRARY PROGRAM SUPPLIES	224.27	0.00	800.00	800.00	0.00
100-00-55110-311-000	LIBRARY OFFICE SUPPLIES	3,418.68	0.00	2,050.00	2,050.00	0.00
100-00-55110-312-000	LIBRARY POSTAGE	0.00	0.00	900.00	900.00	0.00
100-00-55110-321-000	LIBRARY PRINTED MATERIALS	24,298.60	0.00	19,898.00	19,950.00	0.26
100-00-55110-323-000	LIBRARY INTERNET ACCESS	8,811.59	0.00	9,292.00	9,292.00	0.00
100-00-55110-324-000	INTER LIBRARY DELIVERY	600.00	0.00	600.00	600.00	0.00
100-00-55110-341-000	LIBRARY BLDG. MAIT. & SUPPLIES	2,548.53	0.00	2,050.00	2,050.00	0.00
100-00-55110-350-000	LIBRARY OFFICE EQUIPMENT	1,160.94	0.00	1,230.00	1,230.00	0.00
100-00-55110-351-000	LIBRARY REPAIRS & MAINT	2,133.76	0.00	2,050.00	2,050.00	0.00
100-00-55110-511-000	LIBRARY INSURANCE	3,400.00	0.00	2,000.00	2,000.00	0.00
100-00-55110-810-000	LIBRARY CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-55110-820-000	LIBRARY CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
LIBRARY BLDG. MAIT/REPAIR		174,339.73	0.00	176,951.00	177,975.00	0.58
100-00-55200-000-000	PARKS	0.00	0.00	0.00	0.00	0.00
100-00-55200-110-000	PARKS SALARY	30,389.88	0.00	23,755.00	23,755.00	0.00
100-00-55200-111-000	PARKS PER DIEM	0.00	0.00	0.00	0.00	0.00
100-00-55200-113-000	PARKS LONGEVITY	40.88	0.00	44.00	44.00	0.00
100-00-55200-114-000	PARKS AMDIN. SALARY	22,728.11	0.00	25,118.00	25,658.00	2.15
100-00-55200-115-000	PARKS OTHER PAY	0.00	0.00	0.00	0.00	0.00
100-00-55200-116-000	PARKS INTER DEPT LABOR	0.00	0.00	0.00	0.00	0.00
100-00-55200-117-000	PARKS SKATING RINK	874.35	0.00	3,000.00	3,000.00	0.00
100-00-55200-118-000	PARKS ATTENDANT	8,613.50	0.00	7,000.00	7,000.00	0.00
100-00-55200-119-000	PARKS BOAT LAUNCH ATTENDENT	0.00	0.00	2,000.00	2,000.00	0.00
100-00-55200-120-000	LAUNCH REPAIR/MAIT. LABOR	0.00	0.00	0.00	0.00	0.00
100-00-55200-121-000	PARKS SEASONAL SUBS	4,376.00	0.00	11,730.00	11,730.00	0.00
100-00-55200-151-000	PARKS FICA	4,944.01	0.00	5,557.00	5,558.00	0.02
100-00-55200-152-000	PARKS RETIREMENT	3,956.92	0.00	3,302.00	3,302.00	0.00
100-00-55200-154-000	PARKS HEALTH INSURANCE	10,403.86	0.00	11,740.00	12,913.00	9.99
100-00-55200-155-000	PARKS LIFE INSURANCE	14.06	0.00	20.00	20.00	0.00
100-00-55200-157-000	PARKS UNEMPLOYMENT COMP	0.00	0.00	0.00	0.00	0.00
100-00-55200-158-000	PARKS WORKMENS COMP.	0.00	0.00	1,000.00	1,000.00	0.00
100-00-55200-159-000	PARKS ICI	0.00	0.00	122.00	122.00	0.00
100-00-55200-160-000	PARKS LIABILITY INSURANCE	4,700.00	0.00	3,500.00	3,500.00	0.00
100-00-55200-210-000	PARKS CONTRACTED SERVICES	12,085.00	0.00	13,000.00	13,000.00	0.00
100-00-55200-221-000	PARKS TELEPHONE	610.02	0.00	500.00	500.00	0.00
100-00-55200-222-000	PARKS ELECTRIC/HEAT	21,609.47	0.00	23,000.00	23,000.00	0.00
100-00-55200-223-000	PARKS WATER & SEWER	5,611.10	0.00	9,000.00	9,000.00	0.00
100-00-55200-224-000	VFW/DOG POUND UTILITIES	0.00	0.00	0.00	0.00	0.00
100-00-55200-297-000	PARKS ENTERTAINMENT	0.00	0.00	0.00	0.00	0.00
100-00-55200-298-000	PARKS GARBAGE	6,484.62	0.00	10,000.00	10,000.00	0.00
100-00-55200-321-000	PARKS PUBLICATION DUES	1,098.00	0.00	1,500.00	1,500.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-55200-322-000	PARKS NEWSPAPER ADV.	0.00	0.00	200.00	200.00	0.00
100-00-55200-323-000	PARK CABLE TV	6,901.83	0.00	7,500.00	8,500.00	13.33
100-00-55200-331-000	PARKS GAS & OIL VEHICLES	1,761.17	0.00	2,000.00	2,000.00	0.00
100-00-55200-332-000	PARKS VEH. REPAIR & MAINT.	0.00	0.00	0.00	0.00	0.00
100-00-55200-341-000	PARKS OPERATING SUPPLIES	9,791.24	0.00	12,000.00	12,000.00	0.00
100-00-55200-342-000	PARKS EQT. REPAIRS & MAINT.	2,985.18	0.00	3,000.00	3,000.00	0.00
100-00-55200-343-000	LAUNCH MAIT/REPAIRS	172.50	0.00	1,000.00	1,000.00	0.00
100-00-55200-350-000	PARKS BLDG. REPAIR & MAINT.	9,518.41	0.00	5,000.00	5,000.00	0.00
100-00-55200-351-000	PARKS GROUND REPAIR & MAINT.	11,692.53	0.00	17,000.00	17,000.00	0.00
100-00-55200-352-000	SKATING RINK BLDG./GROUNDS	400.00	0.00	1,000.00	1,000.00	0.00
100-00-55200-353-000	LEGION PARK	0.00	0.00	500.00	500.00	0.00
100-00-55200-591-000	PARKS SALES TAX	11,190.18	0.00	12,000.00	12,000.00	0.00
100-00-55200-592-000	PARKS LICENSES	671.00	0.00	671.00	671.00	0.00
100-00-55200-593-000	PARKS CREDIT CARD FEES	0.00	0.00	100.00	0.00	-100.00
100-00-55200-810-000	PARKS CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-55200-820-000	MEMORIAL PARK BLDG RENOVATION	0.00	0.00	0.00	0.00	0.00
100-00-55200-830-000	PARKS ATHLETIC FIELD	0.00	0.00	0.00	0.00	0.00
100-00-55200-831-000	PARKS WALKING TRAIL EXPENSES	0.00	0.00	9,000.00	9,000.00	0.00
PARK		193,623.82	0.00	225,859.00	228,473.00	1.16
100-00-55201-000-000	RECREATION DEPARTMENT	0.00	0.00	0.00	0.00	0.00
100-00-55201-129-000	ICE RINK PART TIME AIDES	6,327.75	0.00	4,500.00	5,000.00	11.11
100-00-55201-151-000	RECREATION FICA	552.94	0.00	344.00	383.00	11.34
100-00-55201-152-000	RECREATION RETIREMENT	137.85	0.00	293.00	200.00	-31.74
100-00-55201-155-000	RECREATION LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
100-00-55201-157-000	RECREATION UNEMPLOYMENT COMP.	0.00	0.00	0.00	0.00	0.00
100-00-55201-158-000	RECREATION WORKMENS COMP.	0.00	0.00	0.00	0.00	0.00
100-00-55201-210-000	RECREATION PROFESIONAL SERVICE	0.00	0.00	0.00	0.00	0.00
100-00-55201-321-000	REC. DEPT. HOCKEY PROGRAM	0.00	0.00	1,000.00	1,000.00	0.00
100-00-55201-324-000	REC. DEPT. GOLF PROGRAM	0.00	0.00	400.00	400.00	0.00
100-00-55201-340-000	REC DEPT. TENNIS PROGRAM	900.00	0.00	2,000.00	2,000.00	0.00
100-00-55201-341-000	RECREATION OPERATING SUPPLIES	596.73	0.00	2,000.00	2,000.00	0.00
100-00-55201-342-000	REC. DEPT. REPAIRS/MAINTENANCE	0.00	0.00	4,000.00	4,000.00	0.00
RECREATION PROGRAMS		8,515.27	0.00	14,537.00	14,983.00	3.07
100-00-55300-000-000	CELEBRATIONS	3,128.97	0.00	5,000.00	5,000.00	0.00
100-00-55300-110-000	CELEBRATIONS BASE SALARIES	0.00	0.00	0.00	0.00	0.00
100-00-55300-113-000	CELEBRATIONS LONGEVITY	0.00	0.00	0.00	0.00	0.00
100-00-55300-121-000	CELEBRATIONS/SEASONAL STAFF	0.00	0.00	0.00	0.00	0.00
100-00-55300-151-000	CELEBRATIONS FICA	0.00	0.00	0.00	0.00	0.00
100-00-55300-152-000	CELEBRATIONS RETIREMENT	0.00	0.00	0.00	0.00	0.00
100-00-55300-154-000	CELEBRATIONS HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00
100-00-55300-155-000	CELEBRATIONS LIFE INSURANCE	0.00	0.00	0.00	0.00	0.00
100-00-55300-158-000	CELEBRATIONS WORKMENS COMP.	0.00	0.00	0.00	0.00	0.00
100-00-55300-159-000	CELEBRATIONS ICI	0.00	0.00	0.00	0.00	0.00
CELEBRATIONS		3,128.97	0.00	5,000.00	5,000.00	0.00
100-00-55301-000-000	HOMECOMING	0.00	0.00	5,000.00	5,000.00	0.00
100-00-55301-110-000	HOMECOMING/SALARY	0.00	0.00	0.00	0.00	0.00
100-00-55301-113-000	HOMECOMING/LONGEVITY	0.00	0.00	0.00	0.00	0.00
100-00-55301-121-000	HOMECOMING / SEASONAL STAFF	0.00	0.00	0.00	0.00	0.00
100-00-55301-151-000	HOMECOMING/FICA EXPENSE	0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change in Budget
100-00-55301-152-000	HOMECOMING/RETIREMENT	0.00	0.00	0.00	0.00	0.00
	HOMECOMING	0.00	0.00	5,000.00	5,000.00	0.00
	CULTURE, RECREATION & EDUCAT	379,607.79	0.00	427,347.00	431,431.00	0.96
100-00-56110-000-000	URBAN FORESTRY INITIATIVE	0.00	0.00	0.00	0.00	0.00
100-00-56110-110-000	URBAN FORESTRY/SALARY	0.00	0.00	0.00	0.00	0.00
100-00-56110-121-000	URBAN FORESTRY PT STAFF	0.00	0.00	0.00	0.00	0.00
100-00-56110-151-000	URBAN FORESTRY FICA	0.00	0.00	0.00	0.00	0.00
100-00-56110-152-000	URBAN FORESTRY/RETIREMENT	0.00	0.00	0.00	0.00	0.00
100-00-56110-341-000	URBAN FOREST SUPPLIES/EXPENSES	5,000.00	0.00	5,000.00	5,000.00	0.00
	URBAN FORESTRY INITIATIVE	5,000.00	0.00	5,000.00	5,000.00	0.00
100-00-56300-000-000	PUBLIC ACCESS TELEVISION	0.00	0.00	0.00	0.00	0.00
100-00-56300-321-000	PUBLIC ACCESS TV/MEMBERSHIPS	0.00	0.00	0.00	0.00	0.00
100-00-56300-810-000	PUBLIC ACCESS TV / WCAT	176.16	0.00	600.00	600.00	0.00
	PUBLIC ACCESS TELEVISION	176.16	0.00	600.00	600.00	0.00
100-00-56301-000-000	PLANNING COMMISSION	0.00	0.00	0.00	0.00	0.00
100-00-56301-110-000	PLANNING COMMISSION	0.00	0.00	0.00	0.00	0.00
100-00-56301-111-000	PLANNING PER DIEM	1,225.63	0.00	1,500.00	1,500.00	0.00
100-00-56301-151-000	PLANNING FICA	93.69	0.00	115.00	115.00	0.00
100-00-56301-152-000	PLANNING COMMISSION RETIREMENT	0.00	0.00	0.00	0.00	0.00
100-00-56301-158-000	PLANNING WORKMENS COMP.	0.00	0.00	0.00	0.00	0.00
	PLANNING COMMISSION	1,319.32	0.00	1,615.00	1,615.00	0.00
100-00-56302-000-000	PLANNING SERVICE	216.00	0.00	1,000.00	1,000.00	0.00
100-00-56302-810-000	COMP. PLAN OUTLAY	0.00	0.00	0.00	0.00	0.00
	COMPREHENSIVE PLAN	216.00	0.00	1,000.00	1,000.00	0.00
100-00-56303-000-000	ECONOMIC DEVELOPMENT	400.00	0.00	800.00	800.00	0.00
100-00-56303-110-000	ECON. DEV/MAIN ST FLOWER LABOR	0.00	0.00	0.00	2,250.00	999.99
100-00-56303-121-000	SEASONAL LABOR FLOWERS	0.00	0.00	0.00	0.00	0.00
100-00-56303-151-000	FICA EXPENSE	0.00	0.00	0.00	0.00	0.00
100-00-56303-152-000	DEVELOPMENT OF CITY PROPERTY	396.01	0.00	5,000.00	5,000.00	0.00
100-00-56303-153-000	VACANT LAND FIRE PROTECTION	444.96	0.00	1,500.00	750.00	-50.00
100-00-56303-154-000	ECO. DEV. CHEQ. INITIATIVE	0.00	0.00	0.00	0.00	0.00
100-00-56303-350-000	NEIGHBORHOOD FIX-UP PROJECT	0.00	0.00	0.00	0.00	0.00
100-00-56303-810-000	CAPITAL OUTLAY/WELCOME SIGN	0.00	0.00	0.00	0.00	0.00
	PROPERTY CONDEMNATION	1,240.97	0.00	7,300.00	8,800.00	20.55
100-00-56400-000-000	HISTORIC PRESERVATION	0.00	0.00	0.00	0.00	0.00
100-00-56400-151-000	HISTORIC PRES. / FICA EXPENSE	0.00	0.00	0.00	0.00	0.00
100-00-56400-293-000	HISTORIC PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00
100-00-56400-294-000	HISTORIC PRESERVATION SUPPLIES	0.00	0.00	1,000.00	1,000.00	0.00
100-00-56400-810-000	HISTORIC PRESERVATION OUTLAY	0.00	0.00	0.00	0.00	0.00
	HISTORIC PRESERVATION PROJECT	0.00	0.00	1,000.00	1,000.00	0.00
100-00-56401-000-000	ZONING BOARD OF APPEAL	140.00	0.00	500.00	500.00	0.00
100-00-56401-111-000	ZONING BOARD PER DIEM	75.00	0.00	500.00	500.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-56401-151-000	ZONING BOARD FICA	5.73	0.00	38.00	38.00	0.00
100-00-56401-158-000	ZONING BOARD WORKMENS COMP.	0.00	0.00	0.00	0.00	0.00
100-00-56401-810-000	CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
ZONING BOARD OF APPEAL		220.73	0.00	1,038.00	1,038.00	0.00
100-00-56402-000-000	ZONING ADMINISTRATOR	0.00	0.00	0.00	0.00	0.00
100-00-56402-210-000	ZONING ADMIN. PROF. SERVICE	0.00	0.00	0.00	0.00	0.00
100-00-56402-294-000	ZONING ADMIN COMPUTER SUPP/SER	0.00	0.00	0.00	0.00	0.00
100-00-56402-299-000	ZONING ADMIN. CONTINUING ED	120.00	0.00	350.00	350.00	0.00
100-00-56402-311-000	ZONING ADMIN OFFICE SUPPLIES	0.00	0.00	300.00	300.00	0.00
100-00-56402-810-000	CODE ENFORCEMENT OUTLAY	0.00	0.00	0.00	0.00	0.00
100-00-56402-820-000	CODE ENFORCEMENT REMEDIES	0.00	0.00	0.00	0.00	0.00
ZONING ADMINISTRATOR		120.00	0.00	650.00	650.00	0.00
CONSERVATION & DEVELOPMENT		8,293.18	0.00	18,203.00	19,703.00	8.24
100-00-57321-000-000	BART	12,850.00	0.00	13,850.00	13,850.00	0.00
100-00-57321-351-000	BART BUS STOP MAINTENANCE	0.00	0.00	1,000.00	1,000.00	0.00
100-00-57321-810-000	BART CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
BART		12,850.00	0.00	14,850.00	14,850.00	0.00
100-00-57520-000-000	SENIOR VAN	8,950.00	0.00	3,950.00	3,950.00	0.00
100-00-57520-810-000	SENIOR VAN CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
SENIOR VAN		8,950.00	0.00	3,950.00	3,950.00	0.00
100-00-57652-000-000	PURCHASE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
PURCHASE OF PROPERTY		0.00	0.00	0.00	0.00	0.00
PROJECTS		21,800.00	0.00	18,800.00	18,800.00	0.00
100-00-58100-000-000	PRINCIPAL ON DEBT	0.00	0.00	0.00	0.00	0.00
SHORT TERM DEBT		0.00	0.00	0.00	0.00	0.00
100-00-58200-000-000	INTEREST ON DEBT	0.00	0.00	0.00	0.00	0.00
INTEREST ON DEBT		0.00	0.00	0.00	0.00	0.00
100-00-58201-000-000	INTEREST ON SHORT TERM LOANS	0.00	0.00	0.00	0.00	0.00
INTEREST ON SHORT TERM LOANS		0.00	0.00	0.00	0.00	0.00
100-00-58202-000-000	PAYING AGENT CHARGES	3,600.00	0.00	3,550.00	3,600.00	1.41
PAYING AGENT CHARGES		3,600.00	0.00	3,550.00	3,600.00	1.41
LOAN/LEASE PAYMENT		3,600.00	0.00	3,550.00	3,600.00	1.41
100-00-59103-000-000	MAPS & PLATS	0.00	0.00	0.00	0.00	0.00
MAPS & PLATS		0.00	0.00	0.00	0.00	0.00

Fund: 100 - GENERAL FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
100-00-59104-000-000	SALE OF CITY PROPERTY EXPENSE	0.00	0.00	0.00	0.00	0.00
	SALE OF CITY PROPERTY EXPENSE	0.00	0.00	0.00	0.00	0.00
100-00-59105-000-000	BANK SERVICE CHARGES	10.14	0.00	100.00	100.00	0.00
	BANK SERVICE CHARGES	10.14	0.00	100.00	100.00	0.00
100-00-59109-000-000	ROOM TAX TO CHAMBER	47,664.53	0.00	40,500.00	40,500.00	0.00
	ROOM TAX TO CHAMBER	47,664.53	0.00	40,500.00	40,500.00	0.00
100-00-59110-000-000	AMBULANCE A/R WRITE OFF	21,460.79	0.00	0.00	0.00	0.00
	LOAN WRITE OFF	21,460.79	0.00	0.00	0.00	0.00
100-00-59119-000-000	UNCLASSIFIED	73.50	0.00	0.00	0.00	0.00
	MISC. EXPENSE	73.50	0.00	0.00	0.00	0.00
100-00-59235-000-000	TRANSFER TO ECONOMIC DEV.	0.00	0.00	0.00	0.00	0.00
	TRANSFER TO ECONOMIC DEV.	0.00	0.00	0.00	0.00	0.00
100-00-59264-000-000	TRANSFER TO CAPITAL EQUIP FUND	0.00	0.00	0.00	0.00	0.00
	TRANSFER TO CAPITAL EQUIP FUND	0.00	0.00	0.00	0.00	0.00
	GASB 75 EXPENSE	69,208.96	0.00	40,600.00	40,600.00	0.00
	Total Expenses	2,266,047.84	0.00	2,359,551.00	2,386,824.00	1.16
	Net Totals	95,560.73	0.00	0.00	0.00	

Fund: 300 - DEBT SERVICE FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
300-00-41110-000-000	GENERAL PROPERTY TAXES	346,058.00	0.00	315,986.00	311,886.00	-1.30
TAXES		346,058.00	0.00	315,986.00	311,886.00	-1.30
300-00-48100-000-000	INTEREST ON INVESTMENTS	5,713.39	0.00	0.00	0.00	0.00
300-00-48500-000-000	DONATIONS	0.00	0.00	0.00	0.00	0.00
300-00-48600-000-000	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		5,713.39	0.00	0.00	0.00	0.00
300-00-49100-000-000	PROCEEDS FROM LONG TERM DEBT	0.00	0.00	0.00	0.00	0.00
300-00-49131-000-000	TRANSFER FROM FUND 31	0.00	0.00	0.00	0.00	0.00
300-00-49210-000-000	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
300-00-49221-000-000	TRANSFER FROM MARINA OPERATION	0.00	0.00	0.00	0.00	0.00
300-00-49222-000-000	TRANSFER FROM UTILITY	0.00	0.00	0.00	0.00	0.00
300-00-49223-000-000	TRANSFER FROM STORM WATER	0.00	0.00	0.00	0.00	0.00
300-00-49410-000-000	TRANSFER FROM CAPITAL EQUIP.	0.00	0.00	0.00	0.00	0.00
300-00-49430-000-000	TRANSFER FROM TIF	0.00	0.00	0.00	0.00	0.00
300-00-49440-000-000	TRANSFER FROM 2003 GO BOND DEB	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM OTHER FUNDS		0.00	0.00	0.00	0.00	0.00
Total Revenues		351,771.39	0.00	315,986.00	311,886.00	-1.30

Fund: 300 - DEBT SERVICE FUND

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
300-00-57621-000-000	CAPITAL OUTLAY - IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
PROJECTS		0.00	0.00	0.00	0.00	0.00
300-00-58100-000-000	PRINCIPAL	343,490.94	0.00	254,481.00	277,474.00	9.04
300-00-58200-000-000	INTEREST AND FISCAL CHARGES	74,729.93	0.00	61,505.00	34,412.00	-44.05
LOAN/LEASE PAYMENT		418,220.87	0.00	315,986.00	311,886.00	-1.30
300-00-59119-000-000	MISC.	0.00	0.00	0.00	0.00	0.00
300-00-59210-000-000	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
300-00-59410-000-000	TRANSFERE TO CAPITAL EQUIP.	0.00	0.00	0.00	0.00	0.00
300-00-59620-000-000	TRANSFER TO WATER & SEWER	0.00	0.00	0.00	0.00	0.00
GASB 75 EXPENSE		0.00	0.00	0.00	0.00	0.00
300-00-99999-999-999	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
NOT DEFINED BY WIS. DOR		0.00	0.00	0.00	0.00	0.00
Total Expenses		418,220.87	0.00	315,986.00	311,886.00	-1.30
Net Totals		-66,449.48	0.00	0.00	0.00	-44.05

Fund: 410 - CAPITAL IMPROVEMENT

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
410-00-41110-000-000	GENERAL PROPERTY TAXES	256,378.00	0.00	259,779.00	293,000.00	12.79
TAXES		256,378.00	0.00	259,779.00	293,000.00	12.79
410-00-43536-000-000	LRIP MONEY	0.00	0.00	0.00	0.00	0.00
410-00-43537-000-000	GRANT	0.00	0.00	0.00	0.00	0.00
410-00-43538-000-000	VOTING EQUIPMENT REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
410-00-43539-000-000	GREAT LAKES RESTORATION GRANT	0.00	0.00	0.00	0.00	0.00
410-00-43540-000-000	LIBRARY COUNTY GRANT	4,875.00	0.00	0.00	0.00	0.00
410-00-43541-000-000	LIBRARY BREMER GRANT	0.00	0.00	0.00	0.00	0.00
410-00-43542-000-000	GRANT FUNDS	0.00	0.00	0.00	76,880.00	999.99
INTERGOVERNMENTAL REVENUES		4,875.00	0.00	0.00	76,880.00	999.99
410-00-46371-000-000	FEES	0.00	0.00	0.00	0.00	0.00
PUBLIC CHARGES FOR SERVICES		0.00	0.00	0.00	0.00	0.00
410-00-48100-000-000	INTEREST ON INVESTMENTS	4,895.32	0.00	0.00	0.00	0.00
410-00-48200-000-000	RENT	0.00	0.00	0.00	0.00	0.00
410-00-48303-000-000	SALE OF CITY EQUIPMENT	0.00	0.00	0.00	0.00	0.00
410-00-48500-000-000	DONATIONS	6,537.00	0.00	0.00	0.00	0.00
410-00-48600-000-000	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES		11,432.32	0.00	0.00	0.00	0.00
410-00-49100-000-000	PROCEEDS FROM LONG TERM DEBT	0.00	0.00	0.00	0.00	0.00
410-00-49101-000-000	2003 CAPITAL PROJECT PROCEEDS	0.00	0.00	0.00	0.00	0.00
410-00-49102-000-000	PROCEEDS FROM CITY	0.00	0.00	0.00	0.00	0.00
410-00-49210-000-000	TRANSFER FROM GENERAL FUND	0.00	0.00	120,621.00	0.00	-100.00
410-00-49223-000-000	TRANSFER FROM TAX INCREMENT	0.00	0.00	0.00	0.00	0.00
410-00-49224-000-000	TRANSFER FROM CEM DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
410-00-49225-000-000	TRANSFER FROM PARK OUTLAY	0.00	0.00	0.00	0.00	0.00
410-00-49242-000-000	TRANSFER FROM PUBLIC FAC. FUND	0.00	0.00	0.00	0.00	0.00
410-00-49243-000-000	TRANSFER FROM SKATE PARK	0.00	0.00	0.00	0.00	0.00
410-00-49244-000-000	TRANSFER FROM PD CRIME PREV.	0.00	0.00	0.00	0.00	0.00
410-00-49245-000-000	TRANSFER FROM SMART GROWTH	0.00	0.00	0.00	0.00	0.00
410-00-49246-000-000	TRANSFER FROM LIBRARY ACCT	0.00	0.00	0.00	250,000.00	999.99
410-00-49300-000-000	TRANSFER FROM DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
410-00-49301-000-000	FUND/CASH BAL. APPLIED	0.00	0.00	0.00	0.00	0.00
410-00-49510-000-000	TRANSFER FROM CEM DEVELOPMENT	0.00	0.00	0.00	0.00	0.00
TRANSFER FROM OTHER FUNDS		0.00	0.00	120,621.00	250,000.00	107.26
Total Revenues		272,685.32	0.00	380,400.00	619,880.00	62.95

Fund: 410 - CAPITAL IMPROVEMENT

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
410-00-51440-810-000	ELECTIONS OUTLAY	0.00	0.00	0.00	7,500.00	999.99
410-00-51450-810-000	OFFICE CAPITAL OUTLAY	10,625.00	0.00	0.00	0.00	0.00
410-00-51450-820-000	OFFICE DEP. CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00
410-00-51601-000-000	CITY HALL	0.00	0.00	0.00	0.00	0.00
410-00-51601-810-000	CITY HALL	0.00	0.00	35,000.00	0.00	-100.00
410-00-51601-820-000	CITY HALL CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00
GENERAL GOVERNMENT		10,625.00	0.00	35,000.00	7,500.00	-78.57
410-00-52101-810-000	POLICE DEP. CAPITAL OUTLAY	0.00	0.00	0.00	40,000.00	999.99
410-00-52201-810-000	FIRE DEP. CAPITAL OUTLAY	46,537.00	0.00	0.00	0.00	0.00
410-00-52201-820-000	FIRE DEP. CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00
410-00-52301-351-000	AMBULANCE RESCUE EQUIPMENT	0.00	0.00	0.00	0.00	0.00
410-00-52301-810-000	AMBULANCE CAPITAL OUTLAY	0.00	0.00	226,400.00	0.00	-100.00
PUBLIC SAFETY		46,537.00	0.00	226,400.00	40,000.00	-82.33
410-00-53202-810-000	STREET & ALLEYS CAPITAL OUTLAY	0.00	0.00	69,000.00	134,500.00	94.93
410-00-53202-820-000	STREET & ALLEYS CRACK FILLING	93,344.97	0.00	0.00	0.00	0.00
410-00-53203-810-000	BAYFIELD STREET PROJECT	0.00	0.00	0.00	80,000.00	999.99
410-00-53230-810-000	GARAGE/MACHINE SHED CAPITAL	0.00	0.00	0.00	0.00	0.00
410-00-53271-810-000	TREE CONTROL CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
410-00-53307-810-000	STREET SIGNS & MARKINGS	0.00	0.00	0.00	0.00	0.00
410-00-53308-810-000	ST. MACHINERY CAPITAL OUTLAY	0.00	0.00	0.00	6,000.00	999.99
410-00-53440-820-000	PW GARAGE CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
410-00-53610-810-000	TREATMENT PLANT UPGRADE	0.00	0.00	0.00	0.00	0.00
PUBLIC WORKS		93,344.97	0.00	69,000.00	220,500.00	219.57
410-00-54910-820-000	CEMETERY CAPITAL PROJECT	0.00	0.00	0.00	0.00	0.00
HEALTH AND HUMAN SERVICES		0.00	0.00	0.00	0.00	0.00
410-00-55110-810-000	LIBRARY	8,826.92	0.00	0.00	300,000.00	999.99
410-00-55110-820-000	LIBRARY ROOF PROJECT	0.00	0.00	0.00	0.00	0.00
410-00-55200-810-000	PARKS CAPITAL OUTLAY	9,207.46	0.00	50,000.00	0.00	-100.00
410-00-55200-820-000	BEACH RESTORATION	0.00	0.00	0.00	0.00	0.00
CULTURE, RECREATION & EDUCAT		18,034.38	0.00	50,000.00	300,000.00	500.00
410-00-56300-810-000	PUBLIC ACCESS TELEVISION	0.00	0.00	0.00	0.00	0.00
410-00-56302-810-000	COMPREHENSIVE PLAN	0.00	0.00	0.00	36,880.00	999.99
410-00-56303-810-000	CAPITAL OUTLAY WELCOME SIGN	0.00	0.00	0.00	0.00	0.00
410-00-56400-810-000	HISTORIC PRESERVATION	0.00	0.00	0.00	0.00	0.00
410-00-56401-810-000	CONSER/DEV. CAPITAL OUTLAY	0.00	0.00	0.00	15,000.00	999.99
CONSERVATION & DEVELOPMENT		0.00	0.00	0.00	51,880.00	999.99
410-00-57321-810-000	BART	0.00	0.00	0.00	0.00	0.00
410-00-57520-810-000	SENIOR VAN	0.00	0.00	0.00	0.00	0.00
410-00-57630-810-000	ATHLETIC FIELD CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00
410-00-57650-000-000	CAPITAL IMPROV. EQUIP. LEASE	0.00	0.00	0.00	0.00	0.00
410-00-57651-000-000	CAPITAL OUTLAY/FRONTEND LOADER	0.00	0.00	0.00	0.00	0.00
410-00-57651-820-000	CAPITAL OUTLAY WASHINGTON AVE.	0.00	0.00	0.00	0.00	0.00
PROJECTS		0.00	0.00	0.00	0.00	0.00

Fund: 410 - CAPITAL IMPROVEMENT

Account Number		2019 Actual Year-End	2020 Projected Year-End	2020 Budget	2021 Proposed Budget	% Change In Budget
410-00-59119-000-000	UNCLASSIFIED	0.00	0.00	0.00	0.00	0.00
410-00-59210-000-000	TRANSFER TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00
410-00-59211-000-000	TRANSFER TO STORM WATER UTILIT	0.00	0.00	0.00	0.00	0.00
410-00-59220-000-000	TRANSFER TO WATER & SEWER FUND	0.00	0.00	0.00	0.00	0.00
410-00-59221-000-000	TRANSFER TO HARBOR COMMISSION	40,500.00	0.00	0.00	0.00	0.00
410-00-59230-000-000	TRANSFER TO DEBT SERVICE	0.00	0.00	0.00	0.00	0.00
410-00-59291-000-000	TRANSFER TO LIBRARY ACCOUNT	85,000.00	0.00	0.00	0.00	0.00
410-00-59410-000-000	TRANSFERE TO PARK OUTLAY	0.00	0.00	0.00	0.00	0.00
GASB 75 EXPENSE		125,500.00	0.00	0.00	0.00	0.00
Total Expenses		294,041.35	0.00	380,400.00	619,880.00	62.95
Net Totals		-21,356.03	0.00	0.00	0.00	999.99

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



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

To: City of Washburn Department Heads

Cc: Mayor Motiff
Common Council
Harbor Commission
Plan Commission
Park Committee

From: Scott J. Kluver, Administrator

Re: 2021 Budget Preparation Timeline

Date: May 19, 2020

It's that time of year again for plan for the activities and projects for the next year, but who thought a year ago we would be in this situation. With so many unknowns, planning for 2021 will be a challenge, and unfortunately, we need to be prepared for additional reductions in revenue. Many of these issues are yet to be dealt with in 2020, and I suggest that everyone assume zero increases in budgets and zero increase in any wages this next year. Let's plan for the worse, and hope for the best. Below is the timeline for budget submittals and process for preparing the next budget.

- General Fund operating budget and capital expense requests to Administrator by 8:00 a.m. on **July 20, 2020**. If I do not have your budget by then, you will have missed your opportunity to provide your recommendation and decisions will be made without your input.
- Administrator reviews budget proposals, prepares drafts, consults with Mayor and department heads July 20 through August 31.
- Mayor presents proposed 2021 General Fund, Capital and Debt Service budgets to Council on September 14, budget referred to Finance Committee
- Finance Committee meetings between September 15 and October 9, report to Council with recommendations for October 12 Council Meeting. [Harbor Commission, Stormwater, Water, and Sewer budgets presented to Council in October and November (two each month).]

- 15-day public hearing notice submitted by October 19 for October 24 printing for public hearing on tax levy during November 9 Council meeting. Approval of tax levy at November 9, 2020 Council meeting following Public Hearing.
- List any special assessments and submit to County by November 15
- Statement of Tax to the County in December
- December 14, 2020 Council adopts final “department level” budget with proper notice, if there are changes as outlined in Wis. Statutes 65.90 (5); and TIF District Budgets are presented for approval
- Taxpayers should receive tax bills during third week of December

It is essential that the timeline be followed. Any deviation will affect meeting and publications dates. The schedule has been met and the process has been relatively smooth for the past 13 years thanks to your help. I am confident that it will happen again this year. Please note that this schedule does not call for any special meetings of the Council, but that may change. As expected, and as usual, it will be a tight fiscal year because the growth rate for new development has been abysmal. New development is essential to the City's finances given the “box” the State of Wisconsin has put local governments in. Lost revenues from the pandemic and expected further hits on state aid will only compound the problem.

When preparing your budget, please give consideration to what your department can do to make Washburn a better place to live. What can be done to positively impact the community? What changes might increase revenue for the City? How can processes change to be more efficient and save money? Besides stagnant growth, we have to contend with levy limits and expenditure restraint penalties. We need to really think about the essential services we provide and what we can do without at this point.

Please provide an explanation for any significant deviations from your prior year's budget and for capital requests. Also, please provide any justification and supporting documents you feel are important to convey. This will save time through the process.

If at any time you have any questions, please do not hesitate to contact me. As information such as employee benefit costs, changes from the State, or Council directives come through, I will keep you informed.

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: ^{SK} Scott J. Kluver, Administrator
Re: Assessor Contract 2021-2022
Date: September 2, 2020

Enclosed you will find a copy of the assessor contract with Bowmar Appraisal, Inc. for the next two years. This contract has a modest increase of \$200 for each year.

I recommend approval of the enclosed contract. Please let me know if you have any questions.



PO Box 170 Minocqua, WI 54548

Kitt Koski 715-577-1875

CITY OF WASHBURN – BAYFIELD COUNTY

Maintenance Contract

For the years 2021 and 2022

CITY OF WASHBURN

ASSESSMENT MAINTENANCE CONTRACT FOR THE YEARS 2021 AND 2022

THIS AGREEMENT by and between BOWMAR APPRAISAL, INC., a company hereinafter called the *Appraiser* and the City of Washburn, Bayfield County, hereinafter called the *City*.

WITNESSETH: The Appraiser and City for the consideration stated herein agree as follows:

ARTICLE I

SCOPE OF WORK: The Appraiser shall act as the Assessor for the City for the years 2021-2022. The appraiser hereby agrees to perform everything to be performed under this contract, and to complete in a professional manner all the work required under this agreement. All work shall be performed in accordance with applicable Wisconsin Statutes, court cases, and Department of Revenue administrative rules.

The following numbered paragraphs describe the work covered by this agreement:

1. The Appraiser shall answer all correspondence concerning the assessed values and related inquiries;
2. The appraiser will obtain building permits in order to observe and value new construction, remodeling, and other alterations. Partially completed improvements, properties in which buildings have been destroyed or moved, and properties in which the original parcel has been split into two or more parcels will be reviewed. All property record cards will be updated and property record cards created for new parcels;
3. The Appraiser will field check properties in which there appears to be a question concerning the assessed value of the property;
4. The Appraiser will send out self-reporting Personal Property Forms to all personal property accounts in the City and analyze all returns. Doomage Assessments (estimated) will be made on any personal property account that has not sent in a return;
5. All forms to be completed for the Department of Revenue or County by the Assessor, including TIF reports, will be completed by the Appraiser for the City in a timely manner on or before the specified due dates;
6. Prior to the scheduled Board of Review, the Appraiser will send change of value notices to property owners in which any valuation change to their assessment has been made;
7. The Appraiser will aid the County Real Property Lister in completing Real Estate and Personal

Property Assessment Rolls in a timely manner;

8. The Appraiser shall arrange for scheduling of the Open Book and Board of Review with the Municipal Clerk;
9. The Appraiser and/or his staff will be present for at least two (2) hours in the municipal building while the Assessment Roll is open for inspection, commonly referred to as "Open Book" to explain the assessed values;
10. The Appraiser and/or his staff will attend all meetings of the Board of Review to explain and defend the assessed values and be prepared to testify under oath concerning such values. In the event of appeal to the Department of Revenue or to the courts, the Appraiser and/or his staff shall be available to furnish testimony in defense of the assessed values.
 - a. If the Department of Revenue or City should place additional requirements on the Appraiser after the initial date of the signing of this document, which requirements are not set forth in this contract, the Appraiser and the City shall negotiate and determine if additional fees are required to complete each additional requirement. Any such additional fees are to be paid at the final installment of this contract.
11. All office supplies, stamps, and telephone calls made by the Appraiser or his staff shall be paid by the Appraiser;
12. The Appraiser shall maintain Worker's Compensation and Public Liability Insurance on himself and his staff;
13. The City shall furnish adequate office space as necessary at no cost to the Appraiser;
14. Additional components are set forth in addenda;

ARTICLE II

COMPENSATION: The City shall pay to the Appraiser for the performance of this contract \$26,200 as outlined in Addenda. The method of payment shall be monthly invoices for services and expenses incurred during the previous month. The City shall make these payments no later than 30 days after receiving an invoice.

IN WITNESS WHEREOF

The parties hereto have set their hands this _____ day of _____, _____

APPROVED BY:

City of Washburn

By: _____ date: _____

Bowmar Appraisal Inc.

By: _____ date: _____

Witness

By: _____ date: _____

ADDENDUM #1

1. All building permit and sales information will be posted to appropriate assessment records;
2. Sales information will be posted on appropriate assessment record(s) and reviewed as necessary;
 - a. Sale information will be supplied to the Department of Revenue;
3. This contract provides for three (3) hours of Open Book hearings¹;
4. Assessments will be maintained utilizing appropriate computer programs;
 - a. Computer Programs are detailed in addenda #2;
5. Digital pictures of new and altered improvements will be taken as necessary;
6. Sketches of dwellings will be updated as necessary;
7. Sale book(s) or file(s) will be maintained using photographs and appropriate information;
8. Compensation:
 - a. The method of payment shall be monthly invoices for services and expenses incurred during the previous month. The City shall make these payments no later than 30 days after receiving an invoice.
 - i. For the year 2021 - \$13,000
 - ii. For the year 2022 - \$13,200

¹ These hearings give a property owner a chance to discuss the assessment informally with the Appraiser before going to the Board of Review.

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: Tony Janisch, Assistant City Administrator

DATE: September 4, 2020

RE: Recommendation for Approval of Contract with Northwest Regional Planning Commission for Comprehensive Plan Consulting Services

Earlier this year, the City of Washburn applied and was approved for a Wisconsin Coastal Management Program Grant to update the City's Comprehensive Plan and to include Comprehensive Outdoor Recreation Planning. The awarded amount of \$26,880 will be used to hire a planning consultant, with the City providing an in-kind match of the time and effort of Council, Committee Members and Staff as the planning process progresses.

It is my recommendation that the City of Washburn enter into an agreement with the Northwest Regional Planning Commission for the services of comprehensive planning. Please find the following document which will describe the Scope of Services.



Northwest Regional Planning Commission

NWRPC

keeping your future as our focus

*Serving communities within and counties of
ASHLAND, BAYFIELD, BURNETT,
DOUGLAS, IRON, PRICE, RUSK, SAWYER,
TAYLOR, & WASHBURN*

*And the Tribal Nations of
BAD RIVER, LAC COURTE ORIELLES, LAC DU
FLAMBEAU, RED CLIFF, & ST. CROIX*

**AGREEMENT
BETWEEN THE
NORTHWEST REGIONAL PLANNING COMMISSION
AND THE CITY OF WASHBURN**

WHEREAS, The Northwest Regional Planning Commission is a legally constituted regional planning agency created pursuant to the statutes of the State of Wisconsin and its own adopted by-laws; and

WHEREAS, Further pursuant to the statutes of the State of Wisconsin and the Commission's by-laws, the Commission has been granted the power to enter into contracts with any local unit of government within the region for the purpose of providing technical assistance on planning and development matters; and

WHEREAS, During the performance of this agreement, no person shall on the grounds of race, color, religion, national origin, sex, age, disability, low income or Limited English Proficiency (LEP), as provided by the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (P.L. 100.259), and the U.S. Department of Transportation implementing regulations be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in the execution of this agreement. The Commission's services will also be performed in accordance with the Northwest Regional Planning Commission Title VI Plan adopted on September 27, 2017; and

WHEREAS, the City of Washburn is a local unit of government within the region; and

WHEREAS, the City of Washburn has requested technical assistance from the Commission as outlined in the Scope of Services.

NOW, THEREFORE BE IT RESOLVED, that the Northwest Regional Planning Commission and the City of Washburn agree as follows:

This Agreement entered into on the _____ day of _____, 2020, by the Northwest Regional Planning Commission, party of the first part, hereinafter referred to as the "Commission", and the City of Washburn, Wisconsin, party of the second part, hereinafter referred to as the "City."

In consideration of mutual covenants and agreements hereinafter set forth, the parties hereto, legally intending to be bound hereby, do covenant and agree for themselves and their respective successors and assigns, as follows:

SCOPE OF SERVICES:

COMPREHENSIVE PLAN UPDATE

This comprehensive plan update process will involve updating, modernizing and reformatting of plan narrative, and the creation of new maps and GIS databases. The comprehensive plan update would represent an ongoing, thorough effort to produce an amended plan that would guide growth and development in the City of Washburn over the next 20 years. The update process will be informed by two streams of input: public participation and data review. Public input will be gathered through multiple channels, including meetings and online platforms, throughout all phases of the update process. Additional input will be gathered via focused conversations with key constituencies and stakeholders within the City. Insights gathered via public input will be supplemented by data and document analyses.

Key Work Elements

- Identify a new vision framework (goals, objectives) to guide future growth and development in the City
- Policy and implementation strategy review
- Develop supplemental planning element for outdoor recreation. This City's long range outdoor recreation plan is currently included under the umbrella of the Bayfield County Local Comprehensive Outdoor Recreation Plan (LCORP). This proposal would create a separate subsection of the comprehensive plan which would serve as the City's Comprehensive Outdoor Recreation Plan (CORP).
- Develop new mapping and database products
- Identify new strategies, initiatives, policies and programs and implementation framework for achieving the City's long-range vision
- Redraft plan narrative, as needed to reflect current conditions and visioning framework
- Prepare a cohesive and integrated land use strategy which embraces the key design elements of the transportation, utilities & community facilities, housing, natural resource and economic development plans
- Identify existing development regulations that need to be revised or updated to be consistent with the Comprehensive Plan update. Work with City staff to revise, as necessary, existing development regulations that support implementation of the updated Comprehensive Plan policies.
- Coordinate and support a public participation process for this update. Prepare and produce high quality public outreach materials graphically and in writing describing facts, findings, analysis, and alternatives for community engagement activities, webpage, and public hearings.
- Conduct a community development survey

Key Tasks

Update process model

Chapter 2: Issues and Opportunities

Revise statistical data, include relevant statistical information to support each of the plan elements.

Chapter 3: Land Use

Revise land use inventory

Conduct visioning exercises

Rewrite land use plan to reflect vision and current conditions

Rewrite narrative and update statistical data

Develop land demand projections in 5-year increments for residential, commercial, industrial and agricultural land uses.

Chapter 4: Waterfront and Coastal Resources

Rewrite narrative and update statistical data

Redraft generalized waterfront plan, if necessary

Conduct visioning exercises, if necessary

Chapter 5: Transportation

Rewrite narrative and update statistical data

Redraft generalized transportation plan

Conduct visioning exercises, if necessary

Chapter 6: Utilities & Community Facilities

Rewrite narrative and update statistical data

Redraft generalized utilities & community facilities plan

Conduct visioning exercises, if necessary

Chapter 7: Natural, Cultural and Agricultural Resources

Rewrite narrative and update statistical data as needed

Conduct visioning exercises, if necessary

Chapter 8: Outdoor Recreation

This subsection of the comprehensive plan will investigate the City's existing outdoor recreation resources, anticipate future demands and to identify recommendations for city administered outdoor recreation facilities. Submission of this report to the Wisconsin Department of Natural Resources (WDNR) maintain eligibility for a variety of Federal and State Aids to purchase land and to add facilities to existing outdoor recreation lands. Preparation of this subsection will be conducted in accordance with guidance found in Wisconsin Statutes 23.30, Outdoor Recreation Program, and the Wisconsin Statewide Comprehensive Outdoor Recreation Plan (SCORP).

Key Components

Introduction

Vision for parks and outdoor recreation

Parks, recreation and open space profile

Recreational trails

Recreation programs, special use & school facilities

Analysis of demand and need

Park metrics

Capital improvement projects

Chapter 9: Housing

Rewrite narrative as needed and update statistical data

Redraft generalized housing plan

Conduct visioning exercises, if necessary

Chapter 10: Economic Development

Rewrite narrative and update statistical data

Conduct visioning exercises, if necessary

Incorporate current economic and market data to support economic growth, vitality and a high quality of life in the City.

Chapter 11: Intergovernmental Cooperation

Rewrite narrative as needed

Identify opportunities for improving cross-jurisdictional coordination and enhancing opportunities for plan implementation.

Chapter 12: Implementation

Redraft implementation element to reflect policy and regulatory changes needed in order to achieve the plan's vision and promote concepts which allow reasonable flexibility in plan implementation.

Coordinate strategies and implementation mechanisms among all plan elements and ensure consistency.

Timeline: July 1, 2020 through December 31, 2021, including five facilitated meetings with the project steering committee and two facilitated meetings with the comprehensive outdoor recreation planning subcommittee or Parks Commission.

COST:

The City will pay the Commission \$26,880 and an additional \$4,000 for the survey (optional). The Commission will invoice the City quarterly.

IN WITNESS THEREOF, we the undersigned agree to the terms of this Agreement.



Thomas Mackie, Chairman
Northwest Regional Planning Commission



Witness

8/26/20
Date

Mary Motiff, Mayor
City of Washburn

Witness

Date