

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, April 8, 2024 City Hall 4:30PM

- Committee Review-Monthly Expenditures

NOTICE OF CITY COUNCIL MEETING

Monday, April 8, 2024 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/85361846306?pwd=Y0hSNjByaERBWGJXSFErOGU1Z0YxQT09> or by calling 1-888-788-0099 (Toll Free) and entering Webinar ID: **853 6184 6306** with passcode **040824** as opposed to being present for the meeting.

AGENDA

- Call to Order/Roll Call/Pledge of Allegiance
- Approval of Minutes – City Council – March 11, 2024
- Approval of Monthly Expenditures via Roll Call Vote
- Public Comment
- Mayoral Announcements, Proclamations, Appointments
 - Recognition of Council Member
- Discussion & Action on Resolution 24-006 Providing for the Issuance and Sale of General Obligation Promissory Notes, Series 2024A, of the City of Washburn **TAB 1**
- Discussion & Action on Direction of Thompson’s West End Campground Expansion Project (If Necessary)
- Discussion & Action on Certified Survey Map Approval for Tax IDs 37606 and 37607 in the 700 Block of W. 8th St. – Connie Wroblewski, Petitioner **TAB 2**
- Discussion & Action on Certified Survey Map Approval for Tax ID 32876 in the 1000 Block of West Pine Street/3rd St. – Amy Mattila, Petitioner **TAB 3**
- Discussion & Action on Zoning Ordinance 2024-02; Amending the City’s Zoning Code (Title 13), to Revise the Rear -yard Setback for Buildings in the C-2 District, and Amending the Buffer Requirement for Heavy Vehicle Sales and Service Uses. **TAB 4**
- Discussion & Recommendation on Zoning Ordinance 2024-03, Amending the City’s Zoning Code(Title 13), to Update the Regulation of Multi-Family Buildings of 3 or More Units Eliminating the Conditional Use Requirement in Some Districts. **TAB 5**
- Discussion & Action on Amending the City Fee Schedule to Exempt Qualifying Affordable Housing Projects from Zoning/Construction Permit Fees
- Discussion & Action on Ordinance 2024-04 Amending the Water Utility Cross-Connection Regulations **TAB 6**
- Discussion & Action on Ordinance 2024-05 Amending the Water Utility Private Well Regulations **TAB 7**
- Discussion & Action of 2024 Road Gravel Bid Results **TAB 8**
- Discussion & Action on Special Event Request to Temporarily Restrict Parking on S. 2nd Ave W. and Harbor View Drive for North Coast Car Show, Use of Omaha Property for Parking, and Relaxation of Open Container on July 27, 2024 – Tammy DeMars/Jeff Moberg, Petitioners **TAB 8**
- Discussion & Action on Recurring Special Event Request to Temporarily Close Central Avenue from Bayfield Street North to E. 3rd St on Wednesdays from 1:00PM until 7:00PM Starting June 5 until October 16 for the Washburn Farmers Market – Washburn Chamber, Petitioner **TAB 9**
- Discussion & Action on Special Event Request for Dandelion Days on June 22, 2024 to be Held at Jackies Field or Memorial Park as opposed to Legion Park. **TAB 10**
- Discussion & Action on Approval of Class “A” (Beer) and “Class A” (Liquor) licenses to Dolgencorp LLC, dba: Dollar General Store #25335 at 1047 W. Bayfield Street, Jessica Allen – Agent **TAB 11**
- Adjourn

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

March 11, 2024

CITY OF WASHBURN COMMON COUNCIL MEETING

5:30PM

Washburn City Hall & Remote Video Conferencing

City Council Members:

Present, in-person:

Tom Neimes, Jared Trimbo, John Hopkins, Mary McGrath,
Dave Anderson, Tracey Snyder

Present, remote:

Jennifer Maziasz

Municipal Personnel:

Present, in-person:

City Administrator Scott J. Kluver, Asst. City Administrator Tony Janisch,
City Attorney Max Lindsey, Police Chief Ken Johnson, Public Works
Director Gerry Schuette

Present, remote:

Mayor Mary D. Motiff

Absent:

none

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. Maziasz zooming in after roll call was taken.

Approval of Minutes – City Council of February 12, 2024 - A motion was made by Neimes to approve the February 12, 2024 minutes of the City Council, second by Trimbo. Motion carried unanimously.

Approval of Expenditures – A motion was made by Neimes to approve the monthly expenditures, second by Snyder. Motion carried unanimously via a roll-call vote.

Public Comment – Irene Blakely, 803 3rd Ave. E, mentioned that there were a lot of flags at Legion Park and asked if one of them could be replaced with a flag from the State of Wisconsin.

Cindi Orley, 418 W Pine St., commented about a problem with dogs being attached in Washburn, but other dogs. She had observed a dog get attacked outside her house that was on a leash. In another incident, her neighbor's dog was attacked by another dog on a leash, and a month later her own dog was attacked. Orley concluded that she would like to see these dog owners held accountable and ticketed, and these dogs need to be removed from the City.

Susan Hall, 209 W Pine St., stated that her dog had been attacked on the Walking Trail. The attacking dog was on a leash, but it had overpowered the owner and attacked her dog. She added that owners may not always be in control, even if their dog is on a leash. She believes that the ordinance for potentially dangerous dogs does not meet the requirements for dogs that have shown to be aggressive. If a dog has to have attached two other dogs to be determined if potentially dangerous, it is already dangerous. And any owner that knows their dog is dangerous should be held accountable for the protection of people and children.

Mayoral Announcements, Proclamations, Appointments - The Mayor mentioned that there are frequently asked question about the upcoming referendum and stated the importance for local residents to understand this referendum and encouraged folks to take a look at the language and the FAQ. She further mentioned the two upcoming meetings of the Beautification Committee Chair to go over the results of the survey. These meetings will occur on Thursday, March 14th, and Saturday, March 16th.

Public Hearing, Discussion & Action on Omaha Street Special Assessments for Water – Anderson moved to open Public Hearing, seconded by Neimes. Motion carried unanimously. No public comments were received. Neimes moved to close Public Hearing, seconded by Snyder. Motion carried unanimously. Anderson moved to approve the Special Assessments for Water on Omaha St., the Engineering Report and to Proceed with the Work, seconded by Neimes. Motion carried unanimously.

Hearing & Action on Determination of Potentially Dangerous Dog Residing at 934 W. Pine St – Chief Johnson stated that there were two incidents with this dog, but that they were reported at the same time, so it was treated as one; and a third incident occurred earlier this year. He added that the owner was given a warning. Don Benson, dog owner, began by stating that there are a lot of rumors going around. The newest incident occurred with his friend and neighbor, with seeing improvements in his dog, they tried to introduce with her dog. It was going well, until there was a noise his dog didn't expect, and she went for the neighbor's dog. Erica had stepped in between the separate the dogs and she got bit. His neighbor has given suggestions on working with his dog. Benson concluded by stating that his dog is a puppy, she'd just gone into her first heat and has recently gotten spayed, and asked Council to give his dog a chance to grow up. Tessa Wickus, dog owner, listed all the actions that they've taken since the occurrences, like not opening the windows wider than the dog can go through, replaced the screen door handle with a better closure, consultation with a professional trainer, and had her spayed with the anticipation of professional training. She concluded that her dog will continue to wear a muzzle when they go on walks. Discussion occurred. Trimbo moved to Determine the Dog at 934 W. Pine is Potentially Dangerous, seconded by Snyder. Motion carried unanimously.

Discussion & Action on Request for Dog Breed Exemption – Shannon Perry, Petitioner – Neimes moved to approve the Exemption Request of Breed for Shannon Perry for her Service Dog, seconded by McGrath. Discussion occurred, noting that the dog is a Pit Bull breed. Attorney Lindsey added that the owner has received a certificate of registration for her dog as a service animal. When asked, Linsey responded that the exemption would only be for this specific dog and not the pit bull breed in general. Motion carried unanimously.

Discussion & Action on Amendments to Police Mobile Videorecording Equipment Policy for Body Cameras – McGrath moved to approve amendments to the Police Mobile Videorecording Equipment Policy for Body Cameras, seconded by Neimes. Motion carried unanimously.

Discussion & Action on Certified Survey Map Approval for Tax ID 32756 on N. 3rd Ave. E. – Irene Blakely, Petitioner – McGrath moved to approve the certified survey map for Blakely at Tax ID 32756, seconded by Trimbo. Motion carried unanimously.

Presentation of 2023 Library Report – Darrell Pendergrass, Presenter – Library Director Pendergrass presented the 2023 annual report of the Library. He included that there were over 33,000 visitors and 23,601 checkouts in 2023. He added that this number of checkouts can be used to project funding from Bayfield County for 2025, estimating \$57,600. Pendergrass added that the roof is good, and the elevator is doing fine. He concluded noting the current challenges of library materials and that all policies are in place and has been shared with the staff and the Board.

Presentation, Discussion & Action on Renewal of Lease Agreement of Thompson's West End Park Boat Ramp Area for North Coast Community Sailing- Jacob Kaiser, Petitioner – Jacob Kaiser, Recreation & Fitness Resources, spoke about the sailing program the year before. He stated there were 150 youth participants and the 3/4 were from the local area. He continued that they are expecting an increase in enrollment because they will be conducting specific programing with area schools for a summer school option. Kaiser included that they received a grant to replace some of their boats, and that West End Park is a great location for the sailing program. Trimbo moved to approve the lease for the North Coast Community Sailing program at West End Park, seconded by Neimes. Janisch added that this would be a three-year lease, unlike past agreements. Motion carried unanimously.

Discussion & Action on Selection of Replacement Playground Equipment for Thompsons West End Park and Approval of Funding Plan – McGrath moved to approve the Fall Creek with Mound playsystem for West End Park and the Funding Plan, seconded by Snyder. Discussion occurred, including the use of Park Designated Funds to supplement the costs of the playground. Deb Terry with the playground friends group stated that they are still collecting donations and will be going after some grants to help with the costs. Motion carried six (6) to one (1), Maziasz.

Discussion & Action on Proposed Extension of Lease with Bayfield County for the Hillside Communications Tower on Woodland Ave. – McGrath moved to approve the extension of lease with Bayfield Co. for the Hillside Tower, seconded by Neimes. Motion carried unanimously.

Presentation & Discussion on Room Tax Collections and Expenditures for 2023 – Room Tax Commission, Presenter – McGrath gave a presentation of the 2023 room tax collection and expenditures. She stated \$110,076 was collected, a 3% increase from the year prior. With most of the amount coming in the 3rd quarter. McGrath continued that 51% was spent on marketing and increasing tourism and 49% spent of salaries, employment expenses and rent. Discussion occurred.

Discussion & Action on Sidewalk Between 3rd Avenue East and 8th Avenue East for Phase 2 Bayfield Street Project – McGrath moved not to extend the Sidewalk between 3rd Ave. E and 8th Ave. E, seconded by Trimbo. Discussion occurred. Kluver stated that the City would have to cover 20% of the cost, about \$200,000. Motion carried, six (6) voting in favor, Snyder abstaining.

Discussion & Action on Request for Purchase of UTV for Water and Sewer Utilities – McGrath moved to approve the purchase of a UTV for Utilities, seconded by Snyder. Motion carried unanimously.

Discussion & Action on Expenditure of Park Designated Fund for Archaeological Study for Thompsons West End Campground Expansion Project – Neimes moved to approve the use of Park Designated Funds for an Archaeological Study for the campground expansion project, seconded by McGrath. Motion carried unanimously.

Discussion & Action on Proposed ADA Grievance Policy – McGrath moved to approve the ADA Grievance Policy, seconded by Trimbo. Motion carried unanimously.

Discussion & Action on Authorization of Notice for Class “A” (Beer) and “Class A” (Liquor) licenses to Dolgencorp LLC, dba: Dollar General Store #25335 at 1047 W. Bayfield Street, Jessica Allen – Agent – Snyder moved to authorize city staff to issue public notification and to begin the administrative licensing process, second by Trimbo. Motion carried unanimously.

Adjourn – Mayor Motiff adjourned the meeting at 7:15pm.

Tony Janisch
Assistant City Administrator

FINANCE COMMITTEE MEETING 4:30pm

Committee Members Tom Neimes, Tracey Snyder, and Mary McGrath reviewed monthly expenditure vouchers.

1

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



715-373-6160
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To: Honorable Mayor and City Council Members
From: Scott J. Kluver, Administrator ^{SK}
Re: Resolution to Borrow \$4,435,000 in General Obligation Promissory Notes
Date: March 27, 2024

Enclosed you will find a resolution to borrow \$4,435,000 in General Obligation Promissory Notes. This resolution is based on the previously approved list of items to borrow for. You may have been expecting bonds; however, due to a very recent law change, municipalities are now able to borrow notes for up to 20 years. This eliminates the risk of an additional potential referendum to block the issuance. It also eliminates the need for two separate borrowings, so the cost of one issue will likely offset the potentially better interest rate with bonds. It is imperative that this resolution is approved so that the City has the funds available as soon as possible to pay its obligations for the Bayfield Street Project and fire truck which have been committed to.

You will also find a report that details this issue, including the timeline and impact to our debt levels and tax rate. The tax rate will remain relatively stable, but there will be a higher amount for debt service for the next two years. There are ways this can be remedied without a tax increase if everything, including the park project, is approved as planned. It will be a significant increase to our debt levels, but we will still have capacity for a borrowing in 2027 for Phase 2 of the Bayfield Street Project. Do not expect the capacity for any other large borrowings for projects for several years.

Should the direct legislation referendum be approved, this resolution will need to be adjusted to drop at least the "yurt portion" of the Thompson's West End Park Expansion Project, or the entire project. The Council would then have to decide if you want to pursue that project in the future as the "yurt portion" will require a separate referendum. This decision will impact our financing, plans, and workload. That agenda item is listed if needed.

Please let me know if you have any questions related to this.

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

RESOLUTION NO. 24-006

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2024A, OF
THE CITY OF WASHBURN, WISCONSIN**

BE IT RESOLVED, by the Common Council of the City of Washburn, Bayfield County, Wisconsin (the “City”), as follows:

Section 1. Under and pursuant to the provisions of Wisconsin Statutes, Section 67.12 (12), the Common Council of the City is authorized to issue and sell its general obligation promissory notes for any public purpose.

Section 2. The Common Council of the City does hereby direct the issuance and sale of General Obligation Promissory Notes, Series 2024A, in an amount not to exceed \$4,435,000 (the “Notes”), for the purpose of financing (i) Street Improvements, including Bayfield Street (STH 13) and stormwater improvement related thereto; (ii) acquisition of a fire engine; (iii) park improvements including, but not limited to, West End Park Expansion and improvements, park and playground equipment, and west end T-Dock replacement; (iv) tennis court improvements; (v) public works equipment including a tractor backhoe and a dump truck; (vi) update of City Code codification; and (vii) amounts necessary to pay for costs of issuance and underwriter’s discount.

Section 3. The City’s administrative staff is hereby authorized and directed to work with Ehlers & Associates, Inc., municipal advisor to the City, and Fryberger, Buchanan, Smith & Frederick, P.A., bond counsel, to solicit bids and arrange for the sale of the Notes in substantial compliance with the Pre-Sale Report for the Notes provided by the municipal advisor. Notice of sale of the Notes shall be published in the competitive bid sale calendar of the Bond Buyer once prior to the bid opening. The bids for the sale of the Notes shall be received by Ehlers & Associates, Inc. on May 13, 2024, as set forth in the Pre-Sale Report, and consideration for the award of the Notes will be by the Common Council of the City at 5:30 p.m. central time on the same date.

Section 4. The form, specifications and provisions for repayment of the Notes shall be set forth in a subsequent resolution of the Common Council.

Section 5. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of the Notes to be issued after the date of payment of such costs. This resolution constitutes a declaration of official intent under Treasury Regulations Section 1.150-2.

Adopted: April 8, 2024.

Mayor

City Clerk

April 8, 2024

PRE-SALE REPORT FOR

City of Washburn, Wisconsin

**\$4,435,000 General Obligation Promissory Notes,
Series 2024A**



Prepared by:

Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Advisors:

Sean Lentz, Senior Municipal Advisor
Brian Reilly, Senior Municipal Advisor
Josh Low, Associate Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

EXECUTIVE SUMMARY OF PROPOSED DEBT

Proposed Issue:

\$4,435,000 General Obligation Promissory Notes, Series 2024A

Purposes:

The proposed issue includes financing for the following purposes:

2024 Parks, Streets, Fire Truck, Public Works Equipment, and City Code Codification

- Parks (\$1,815,000). Debt service will be paid from ad valorem property taxes.
- Streets (\$950,000). Debt service will be paid from ad valorem property taxes.
- Fire Truck - City Share (\$465,000). Debt service will be paid from ad valorem property taxes.
- Fire - Towns Share (\$610,000). Debt service will be paid from contributions from the Towns.
- Storm (\$375,000). Debt service will be paid from Stormwater Utilities.
- Public Works (\$170,000). Debt service will be paid from ad valorem property taxes.
- City Hall (\$50,000). Debt service will be paid from ad valorem property taxes.

Authority:

The Notes are being issued pursuant to Wisconsin Statute:

- 67.12(12)

The Notes will be general obligations of the City for which its full faith, credit and taxing powers are pledged.

The Notes count against the City's General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Notes, the City's total General Obligation debt principal outstanding will be \$5,851,199, which is 68% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$2,813,000.

Term/Call Feature:

The Notes are being issued for a term of 20 years. Principal on the Notes will be due on June 1 in the years 2025 through 2044. Interest will be due every six months beginning June 1, 2025.

The Notes will be subject to prepayment at the discretion of the City on June 1, 2032 or any date thereafter.

Bank Qualification:

Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Notes as “bank qualified” obligations. Bank qualified status broadens the market for the Notes, which can result in lower interest rates.

Rating:

We recommend selling this issue non-rated as the cost of the rating would not be expected to be offset by the potential lower interest rates resulting from obtaining a rating.

Basis for Recommendation:

Based on your objectives, financial situation and need, risk tolerance, liquidity needs, experience with the issuance of Notes and long-term financial capacity, as well as the tax status considerations related to the Notes and the structure, timing and other similar matters related to the Notes, we are recommending the issuance of Notes as a suitable option.

Premium Pricing:

In some cases, investors in municipal notes prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the notes. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the notes will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City. The amount of the premium varies, but it is not uncommon to see premiums for new issues in the range of 2.00% to 10.00% of the face amount of the issue. This means that an issuer with a \$2,000,000 offering may receive bids that result in proceeds of \$2,040,000 to \$2,200,000.

The amount of premium can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended impacts with respect to debt service payment. Ehlers will identify appropriate premium restrictions for the Notes intended to achieve the City’s objectives for this financing.

For this issue of Notes, any premium amount received that is in excess of the underwriting discount must be placed in the debt service fund and used to pay a portion of the interest payments due on the Notes.

Risk Factors:

G.O. with Planned Abatement: The City expects to abate a portion of the City debt service with storm water utility revenues, and contributions from the neighboring towns for the Fire Truck. In the event these revenues are not available, the City is obligated to levy property taxes in an amount sufficient to make all debt payments.

Method of Sale/Placement:

We are recommending the Notes be issued as municipal securities and offered through a competitive underwriting process. You will solicit competitive bids, which we will compile on your behalf, for the purchase of the Notes from underwriters and banks.

An allowance for discount bidding will be incorporated in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.

If the Notes are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.

Other Considerations:

The Notes will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to “term up” some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Notes. This makes your issue more marketable, which can result in lower borrowing costs. In the event that the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.

Review of Existing Debt:

We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.

We will continue to monitor the market and the call dates for the City’s outstanding debt and will alert you to any future refunding opportunities.

Continuing Disclosure:

Because the City has less than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide its Audited Financial Statements annually as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the “MSRB”), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.

Arbitrage Monitoring:

The City must ensure compliance with certain sections of the Internal Revenue Code and Treasury Regulations (“Arbitrage Rules”) throughout the life of the issue to maintain the tax-exempt status of the Notes. These Arbitrage Rules apply to amounts held in construction, escrow, reserve, debt service account(s), etc., along with related investment income on each fund/account.

IRS audits will verify compliance with rebate, yield restriction and records retention requirements within the Arbitrage Rules. The City’s specific arbitrage responsibilities will be

detailed in the Officers' Certificate (the "Tax Compliance Document") prepared by your Bond Attorney and provided at closing.

The Notes may qualify for one or more exception(s) to the Arbitrage Rules by meeting 1) small issuer exception, 2) spend down requirements, 3) bona fide debt service fund limits, 4) reasonable reserve requirements, 5) expenditure within an available period limitations, 6) investments yield restrictions, 7) de minimis rules, or; 8) borrower limited requirements.

An Ehlers arbitrage expert will contact the City within 30 days after the sale date to review the City's specific responsibilities for the Notes. The City is currently receiving arbitrage services from Ehlers in relation to the Notes.

Investment of Note Proceeds:

Ehlers can assist the City in developing a strategy to invest your Note proceeds until the funds are needed to pay project costs.

Other Service Providers:

This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale note sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.

Bond Counsel: Fryberger, Buchanan, Smith & Frederick, P.A.

Paying Agent: Bond Trust Services Corporation

Rating Agency: This issue will not be rated.

PROPOSED DEBT ISSUANCE SCHEDULE

Pre-Sale Review by City Council:	April 8, 2024
Due Diligence Call to Review Official Statement:	Week of April 29, 2024
Distribute Official Statement:	Week of May 2, 2024
City Council Meeting to Award Sale of the Notes:	May 13, 2024
Estimated Closing Date:	June 4, 2024

Attachments

Estimated Proposed Debt Service Schedule and Sources and Uses of Funds

Estimated General Obligation Borrowing Capacity (Chart)

Estimated General Fund Debt Levy (Chart)

EHLERS' CONTACTS

Sean Lentz, Senior Municipal Advisor	(651) 697-8509
Brian Reilly, Senior Municipal Advisor	(651) 697-8541
Josh Low, Associate Municipal Advisor	(651) 697-8596
Silvia Johnson, Lead Public Finance Analyst	(651) 697-8580
Beth Mueller, Senior Financial Analyst	(651) 697-8553

Exhibit 1

For Discussion Only

City of Washburn, WI

Estimated Debt Service and Capitalization Schedules

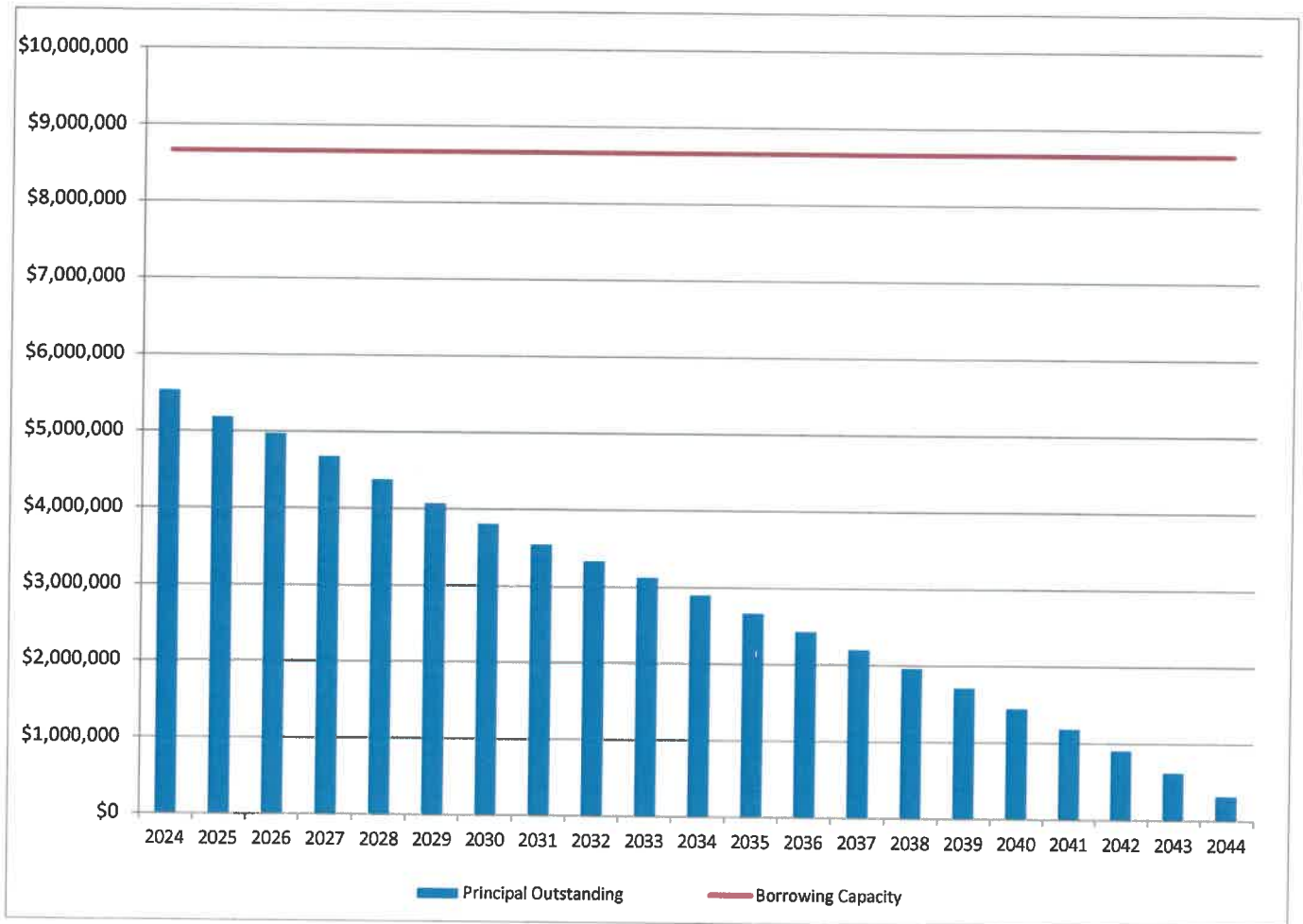
\$4,435,000 General Obligation Promissory Notes, Series 2024A

Year	Principal	Rate	Interest	Total P&I	Parks	Streets	Fire (City)	Fire (Others)	Streets/Stormwater	City Hall	Public Works
2024											
2025	75,000	4.25%	283,505	358,505	141,882	71,140	34,955	49,209	29,118	7,769	24,433
2026	170,000	4.00%	184,540	354,540	141,350	75,005	34,840	45,603	30,728	6,615	20,600
2027	170,000	3.80%	177,825	347,825	138,783	73,623	34,048	44,813	30,135	6,418	20,008
2028	175,000	3.80%	171,185	346,185	131,375	72,275	38,375	48,948	29,558	6,225	19,430
2029	190,000	3.75%	164,298	354,298	138,923	75,860	37,820	48,004	28,991	6,036	18,864
2030	200,000	3.75%	158,985	358,985	146,110	74,360	38,870	47,066	28,429	5,849	18,301
2031	200,000	3.75%	149,485	349,485	138,204	72,860	36,120	48,129	27,866	5,861	22,645
2032	205,000	3.75%	141,891	346,891	140,298	71,360	35,370	45,191	27,304	5,474	21,895
2033	215,000	3.80%	133,983	348,983	137,278	74,755	34,615	49,153	26,738	5,285	21,140
2034	225,000	3.80%	125,603	350,603	138,143	73,045	33,855	48,013	31,073	5,095	20,380
2035	220,000	4.05%	118,873	338,873	145,604	76,178	37,969	46,835	30,288		
2036	220,000	4.20%	107,798	327,798	141,885	74,115	38,938	45,598	29,463		
2037	230,000	4.30%	98,233	328,233	142,540	71,990	35,875	49,215	28,613		
2038	240,000	4.50%	87,888	327,888	143,028	74,678	34,775	47,875	27,733		
2039	250,000	4.60%	76,738	326,738	143,135	72,175	38,523	48,083	26,823		
2040	265,000	4.75%	64,694	329,694	137,983	74,485	37,120	49,328	30,789		
2041	275,000	4.85%	51,731	326,731	142,470	71,605	35,680	47,408	29,569		
2042	285,000	4.80%	38,080	323,080	141,498	73,558	34,218	45,458	28,350		
2043	305,000	4.95%	23,549	328,549	140,218	75,233	37,618	48,364	27,119		
2044	320,000	5.00%	8,000	328,000	143,500	71,750	35,875	46,125	30,750		
Totals	\$4,435,000		\$2,362,860	\$6,797,860	\$2,815,012	\$1,470,047	\$721,065	\$944,212	\$579,412	\$60,426	\$207,696

Issue Summary											
Key Dates											
Dated Date:							6/4/2024				
First Interest Payment:							6/1/2025				
First Principal Payment:							6/1/2025				
Projected Interest Rates											
Assuming Current G.O. BQ "Non-Rated" Market Rates + 50 Basis Points											
True Interest Cost (TIC):							4.61%				
All Inclusive Cost (AIC):							4.75%				
Sources and Uses											
	Total	Parks	Streets	Fire (City)	Fire (Others)	Streets/Stormwater	City Hall	Public Works			
Par Amount of Bonds	4,435,000	1,815,000	950,000	485,000	610,000	375,000	50,000	170,000			
Total Sources	\$4,435,000	\$1,815,000	\$950,000	\$485,000	\$610,000	\$375,000	\$50,000	\$170,000			
Underwriter's Discount (1.250%)	55,438	22,888	11,875	5,813	7,625	4,688	825	2,125			
Costs of Issuance	52,500	21,485	11,246	5,505	7,221	4,439	592	2,012			
Deposit to Project Fund	4,323,856	1,768,000	925,958	451,500	598,500	364,896	50,000	165,000			
Rounding Amount	3,207	2,827	921	2,183	(3,346)	275	(1,217)	863			
Total Uses	\$4,435,000	\$1,815,000	\$950,000	\$485,000	\$610,000	\$375,000	\$50,000	\$170,000			

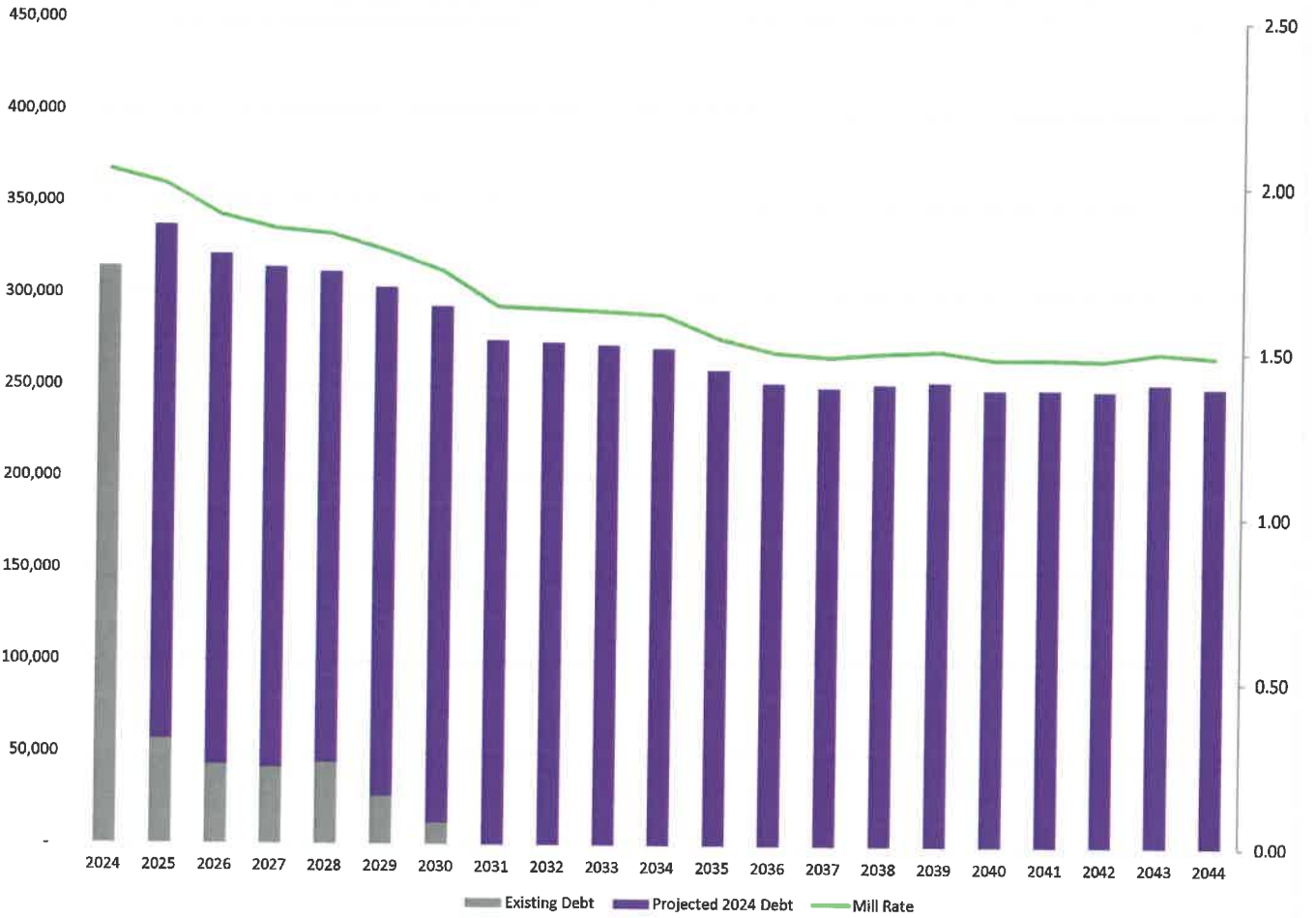
Exhibit 2
General Obligation Borrowing Capacity

For Discussion Only



**Exhibit 3
Projected General Fund Debt Levy**

For Discussion Only



2

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



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

To: Honorable Mayor and City Council Members
From: Scott J. Kluver, Administrator
Re: Proposed Certified Survey Map – Wroblewski
Date: March 4, 2024

Enclosed you will find a copy of a draft certified survey map that would reconfigure lots owned by Connie Wroblewski at 716 W. 8th Street. The proposed change expands the size of Lot 1 and decreases the size of Lot 2 of the proposed CSM. As such, Lot 1 would be a little larger to be able to better accommodate a primary structure to be built upon it.

In reviewing this, both lots would still conform with R-6 Residential zoning requirements. No nonconformities are created in relation to dimensional standards as all setbacks, frontages, and lot area requirements are met. This change is in compliance with the Comprehensive Plan Land Use Map.

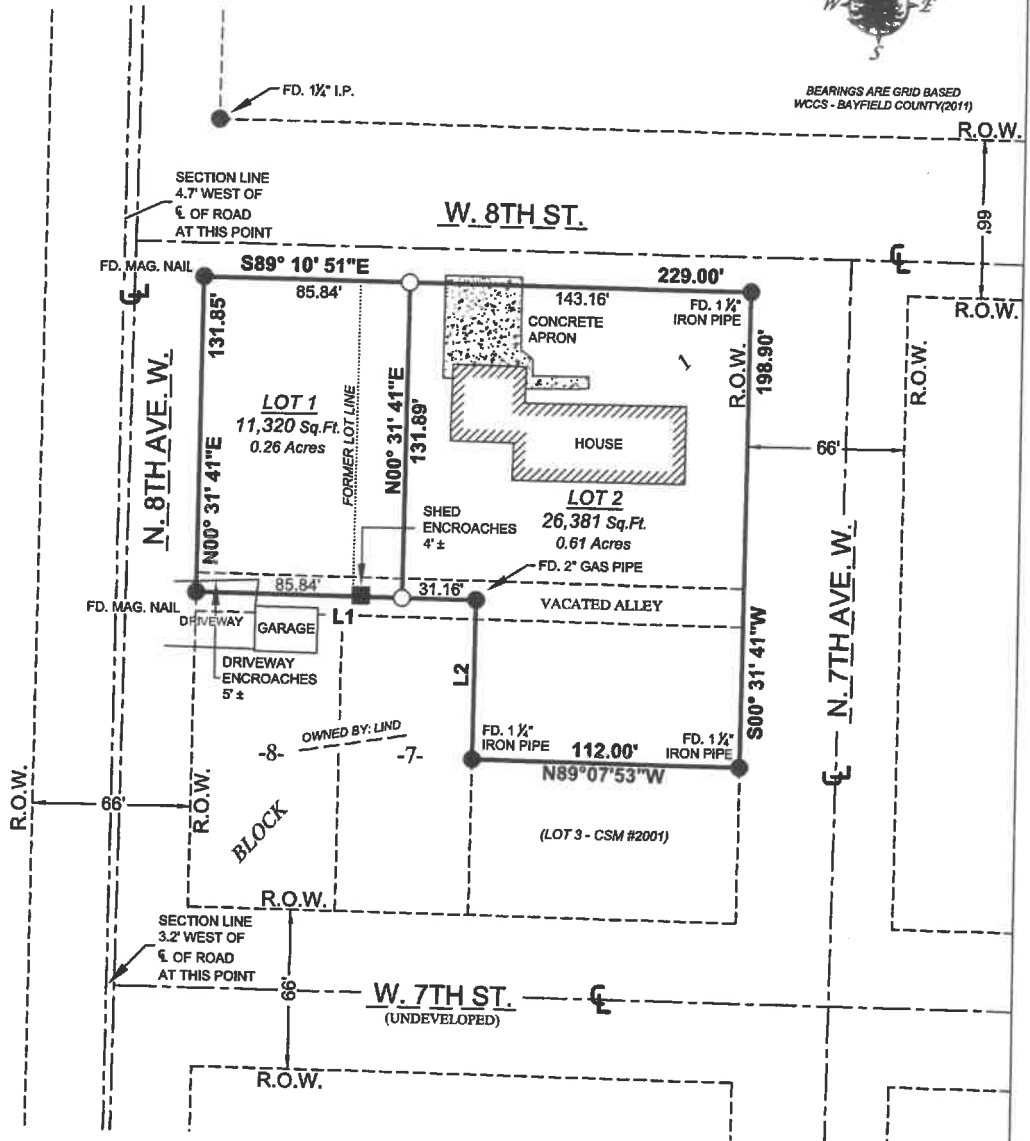
Property taxes are up to date, and utilities are also current. I recommend approval.

BAYFIELD COUNTY CERTIFIED SURVEY MAP NO. _____

A DIVISION OF LOTS 1 & 2 OF CERTIFIED SURVEY MAP NO. 2001
RECORDED AS DOCUMENT NO. 2017R-568293 WITHIN THE BAYFIELD
COUNTY REGISTRY IN VOL. 11 OF CSM'S ON PG'S 395 & 396,
LOCATED IN BLOCK 1 OF VAUGHN & AUSTRIANS ADDITION TO THE
CITY OF WASHBURN, SECTION 32, TOWNSHIP 49 NORTH,
RANGE 4 WEST, CITY OF WASHBURN, BAYFIELD COUNTY, WISCONSIN.



BEARINGS ARE GRID BASED
WCCS - BAYFIELD COUNTY(2011)

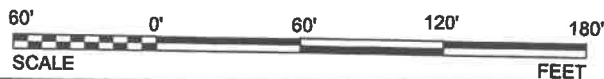


LEGEND

- -SET 1" O.D. IRON PIPE WEIGHING 1.13 LBS PER LIN. FOOT
- -FD. MONUMENT AS NOTED

LINE TABLE

LINE	BEARING	DISTANCE
L1	N89°09'22"W	117.00'
L2	N00°31'41"E	66.90'



Pine Ridge Land Surveying, LLC.

Professional Land Surveying Services
Value & Quality in a Timely Manner...
PATRICK A. MCKUEN, PLS
1424 1/2 Lake Shore Dr. W.
Ashland, Wisconsin
Phone (715) 682-2969
Cell (715) 292-5601
WWW.PINERIDGESURVEYING.COM
PROJECT NO. WRUBLEWSKI24-32-49-4
SHEET 1 OF 2 SHEETS

BAYFIELD COUNTY CERTIFIED SURVEY MAP NO. _____

A DIVISION OF LOTS 1 & 2 OF CERTIFIED SURVEY MAP NO. 2001
RECORDED AS DOCUMENT NO. 2017R-568293 WITHIN THE BAYFIELD
COUNTY REGISTRY IN VOL. 11 OF CSM'S ON PG'S 395 & 396,
LOCATED IN BLOCK 1 OF VAUGHN & AUSTRIANS ADDITION TO THE
CITY OF WASHBURN, SECTION 32, TOWNSHIP 49 NORTH,
RANGE 4 WEST, CITY OF WASHBURN, BAYFIELD COUNTY, WISCONSIN.

Surveyor's Certificate

I, Patrick A. McKuen, Professional Land Surveyor S-2992, hereby certify that I have surveyed, divided and mapped; A division of Lots 1 & 2 of Certified Survey Map NO. 2001 recorded as Document NO. 2017R-568293 within Bayfield County Registry in Vol. 11 of CSM's on Pg's 395 & 396, located in Block 1 of Vaughn & Austrians Addition to the City of Washburn, Section 32, Township 49 North, Range 4 West, City of Washburn, Bayfield County, WI more particularly described as follows:

That the above described parcel of land contains 37,701 square feet or 0.87 acres.

That I have made this map at the direction of Paul Wroblewski, Owner of said lands.

That said parcel is subject to any easements, restrictions and right-of-ways of record.

That I have fully complied with the provisions of Section 236.34 of Wisconsin Statutes and with the subdivision regulations of the City of Washburn in surveying, dividing and mapping said parcel.

That this map correctly and accurately depicts the exterior boundaries of said parcel and the division thereof made.

dated this _____ day of _____

Pine Ridge Land Surveying
Patrick A. McKuen
WI PLS S-2992

BAYFIELD COUNTY ZONING APPROVAL CERTIFICATE

I, SCOTT KLUVER, CITY OF WASHBURN ZONING DIRECTOR,
DO HEREBY APPROVE THIS BAYFIELD COUNTY CERTIFIED SURVEY MAP

SIGNED: _____
SCOTT KLUVER

DATED THIS _____ DAY OF _____, 2024.

Pine Ridge Land Surveying, LLC.

Professional Land Surveying Services

Value & Quality in a Timely Manner...

PATRICK A. MCKUEN, PLS

1424 1/2 Lake Shore Dr. W.

Ashland, Wisconsin

Phone (715) 682-2969

Cell (715) 292-5601

WWW.PINERIDGESURVEYING.COM

PROJECT NO. WROBLEWSKI24-32-49-4

SHEET 2 OF 2 SHEETS

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: Proposed Certified Survey Map – Mattila
Date: March 27, 2024

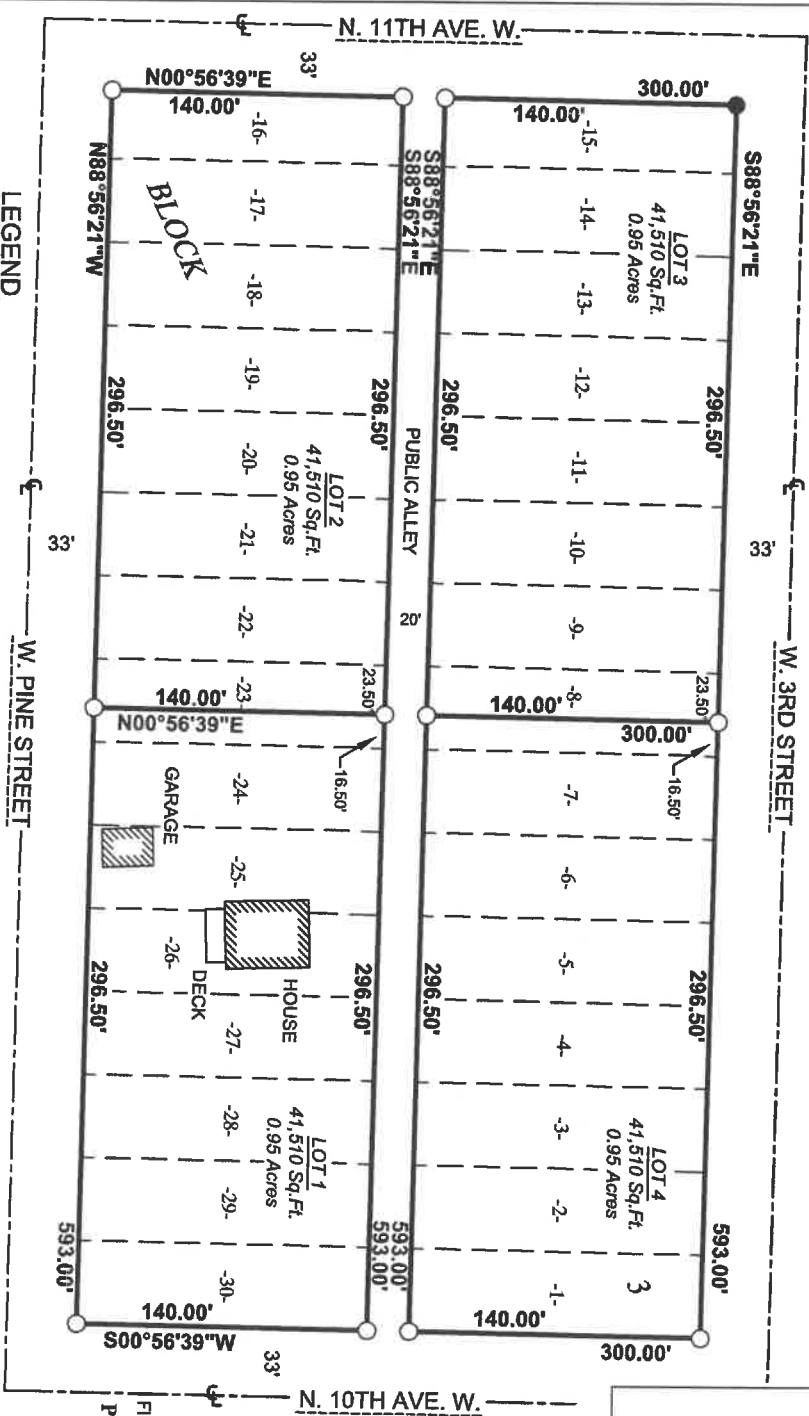
Enclosed you will find a copy of a draft certified survey map that would reconfigure a lot owned by Amy Mattila at 1015 W. Pine Street (Tax ID 32876). The proposed change splits her property which would create an additional buildable parcel.

In reviewing this, both lots would still conform with R-6 Residential zoning requirements. No new nonconformities are created in relation to dimensional standards as all setbacks, frontages, and lot area requirements are met. The only existing non-conformity is the garage forward of the house. This change is in compliance with the Comprehensive Plan Land Use Map.

Property taxes are up to date, and utilities are also current. I recommend approval.

BAYFIELD COUNTY CERTIFIED SURVEY MAP NO. _____

LOTS 1 - 30, BLOCK 3 OF NEILL & WING'S ADDITION, SECTION 6, TOWNSHIP 48 NORTH, RANGE 4 WEST,
CITY OF WASHBURN, BAYFIELD COUNTY, WISCONSIN.



- LEGEND**
- - SET 1" O.D. x 18" IRON PIPE WEIGHING 1.3 LBS PER LIN. FOOT
 - - FD. 1 1/2" CAPPED IRON PIPE



BEARINGS ARE GRID BASED
WCS - BAYFIELD COUNTY - MADRE (2011) WITH
THE N. LINE OF BLOCK 3 MEASURED TO BEAR
S88°56'21"E

LOTS 1-14 & 17-30 RECORDED
AS: 40' x 140'
LOTS 15 & 16 RECORDED AS
33' x 140'

FIELD WORK COMPLETED: 3/25/24
Pine Ridge Land Surveying, LLC.
Professional Land Surveying Services
Valve & Quill in a Tinsel Manner...
PATRICK A. MCKUEN, PLS
1424 1/2 Lake Shore Dr. W.
Ashland, Wisconsin
Phone (715) 882-2869
WWW.PINERIDGESURVEYING.COM
PROJECT NO. MATTLA24 - C.O.W.
SHEET 1 OF 2 SHEETS

**BAYFIELD COUNTY
CERTIFIED SURVEY MAP NO. _____**

LOTS 1 - 30, BLOCK 3 OF NEILL & WING'S ADDITION,
SECTION 6, TOWNSHIP 48 NORTH, RANGE 4 WEST,
CITY OF WASHBURN, BAYFIELD COUNTY, WISCONSIN.

Surveyor's Certificate

I, Patrick A. McKuen, Professional Land Surveyor S-2992, hereby certify that I have surveyed and mapped; Lots 1 - 30, Block 3 of Neill & Wing's Addition, Section 6, Township 48 North, Range 4 West, City of Washburn Bayfield County, WI

That the above described parcel of land contains 166,040 square feet or 3.81 acres.

That I have made this map at the direction of Amy Mattila, OWNER of said lands.

That said parcel is subject to any easements, restrictions and right-of-ways of record.

That I have fully complied with the provisions of Section 236.34 of Wisconsin Statutes and with the subdivision regulations of the City of Washburn and Bayfield County in surveying, dividing and mapping said parcel.

That this map correctly and accurately depicts the exterior boundaries of said parcel and the division thereof made.

dated this _____ day of _____

Pine Ridge Land Surveying
Patrick A. McKuen
WI PLS S-2992

CITY OF WASHBURN ZONING APPROVAL CERTIFICATE

I, SCOTT KLUVER, CITY OF WASHBURN PLANNING & ZONING DIRECTOR,
DO HEREBY APPROVE THIS BAYFIELD COUNTY CERTIFIED SURVEY MAP

SIGNED: _____
SCOTT KLUVER

DATED THIS _____ DAY OF _____, 2024.

Pine Ridge Land Surveying, LLC.

Professional Land Surveying Services

Value & Quality in a Timely Manner...

PATRICK A. MCKUEN, PLS

1424 1/2 Lake Shore Dr. W.

Ashland, Wisconsin

Phone (715) 682-2969

WWW.PINERIDGESURVEYING.COM

PROJECT NO. MATTILA24 - C.O.W.

SHEET 2 OF 2 SHEETS

4

March 21, 2024
MEETING

CITY OF WASHBURN PLAN COMMISSION

5:30PM Washburn City Hall

COMMISSION MEMBERS: Felix Kalinowski(late), Leo Ketchum- Fish, Mary Motiff, Michael Malcheski (via zoom), Matt Simoneau (via zoom)

ABSENT: David Anderson, Nicholas Suminski

MUNICIPAL PERSONNEL: Tammy DeMars-Treasurer

Meeting called to order at 5:30 pm by Motiff, attendance as recorded above. Motiff notes we do not have a quorum, but we can move on to the public hearing without a quorum.

Public Hearing Motion by Ketchum-Fish to open floor for public hearing, second by Malcheski. Motion carried 4-0. No public comment. Motion by Ketchum-Fish to close the public hearing, second by Malcheski. Motion carried 4-0.

Felix Kalinowski came in at 5:36pm, Motiff recognizes we now have a quorum.

Discussion & Recommendation on Zoning Code Amendment; Amending the City's Zoning Code (Title 13), to Revise the Rear-yard Setback for Buildings in the C-2 District, and Amending the Buffer Requirement for Heavy Vehicle Sales and Service Uses and Discussion & Recommendation on Zoning Code Amendment, Amending the City's Zoning Code (Title 13), to Update the Regulation of Multi-Family Buildings of 3 or More Units Eliminating the Conditional Use Requirement in Some District - Malcheski, moves to recommend approval of both Zoning Code Amendments Ordinance 24-002 and 24-003, seconded by Ketchum-Fish.

Ordinance No. 24-002 Amending the City's Zoning Code (Title 13), to Revise the Rear-yard Setback for Buildings in the C-2 District, and Amending the Buffer Requirement for Heavy Vehicle Sales and Service Uses Section 7-5 Basis of Decision; 1) Whether the amendment is consistent with the City's comprehensive plan. *This is consistent with the comprehensive plan.* 2) Whether the amendment is consistent with other planning documents adopted by the Common Council. *It is consistent with other planning documents* 3) Whether this chapter with the amendment is internally consistent. *This amendment will make it more consistent.* 4) Whether the amendment is the least restrictive approach to address issues of public health, safety, and welfare. *No effect* 5) The extent to which the text amendment will likely create new nonconforming uses and structures. *Will not create non-conforming structures.* 6) If the proposed amendment relates to floodplain regulations complies wis stats. *Does not relate.* 7) If the proposed amendment relates to shoreland-wetland regulations, complies with Wis. Stats. 8) Whether the proposed amendment is needed to comply with a new or revised state or federal law. *Does not relate* 9) any other factor not specifically or generally listed but deemed appropriate by the Plan Commission. *No other factors are known.*

Ordinance 24-003 Amending the City's Zoning Code (Title 13), to Update the Regulation of Multi-Family Buildings of 3 or More Units Eliminating the Conditional Use Requirement in Some District Section 7-5 Basis of Decision; 1) Whether the amendment is consistent with the City's comprehensive plan. *This change is consistent with the comprehensive plan.* 2) Whether the amendment is consistent with other planning documents adopted by the Common Council. *This is consistent with other planning documents.* 3) Whether this chapter with the amendment is internally consistent. *This is internally consistent.* 4) Whether the amendment is the least restrictive approach to address issues of public health, safety, and welfare. *There is no change to public health, safety, and welfare.* 5) The extent to which the text amendment will likely create

new nonconforming uses and structures. *Will not create any non-conforming uses and structures.*
6) If the proposed amendment relates to floodplain regulations complies wis stats. *Does not relate.*
7) If the proposed amendment relates to shoreland-wetland regulations, complies with Wis. Stats. *Does not relate*
8) Whether the proposed amendment is needed to comply with a new or revised state or federal law. *It will make it easier to comply with state law.*
9) any other factor not specifically or generally listed but deemed appropriate by the Plan Commission. *No other factors.*

Moved by Ketchum-Fish to amend original motion to approve drafted Ordinance 24-002 as written but change drafted Ordinance 24-003 to include changing all districts that currently are permitted with a conditional permit R-6, R-7,C-1, C-2, and MUW Malcheski accepts the amendment. Amended motion carried 5 to 0.

Approval of Minutes – December 21, 2023 Minutes – Motion by Kalinowski to approve the minutes of December 21, 2023, second by Malcheski. Motion carried 5-0.

Discussion & Action on Special Exception Request to Place Garage in Front Yard, 1461 County Hwy C – Tim and Anne McClaran, Petitioner- Tim and Anne McClaran present. The proposed project is to construct a 28' x 42' garage in the front yard. In accordance with section 8-75 plan commission can grant a special exception for an accessory structure be placed in front of the principal building. Ketchum-Fish moves to approve grant exception to place garage in the front yard at 1461 County Hwy C, second by Kalinowski. The Commission reviewed the following factors: 1) The size of the property in comparison to other properties in the area. *The Plan finds that the property in the R-1 District is of adequate size (40 acres) as to not be a hindrance.* 2) The extent to which the issuance of the special exception permit would be in keeping with the overall intent of this chapter. *The Plan Commission finds that the issuance of this exception is in the keeping of the overall intent of the chapter for properties in the R-1 District with adequate space. The lot is heavily wooded.* 3) Whether there are any unique circumstances and the nature of those circumstances that warrant the issuance of the special exception. *Except for existing seasonal streams, no other unique circumstances.* 4) The nature and extent of anticipated impacts to the natural environment that could potentially occur if the special exception was granted. *The Plan Commission finds that there would be no impact to the natural environment by granting this exception.* 5) The nature and extent of anticipated positive and negative effects on properties in the area. *The Plan Commission finds that there would be no negative impacts on other properties, and potentially a positive impact by enhancing the value of the existing property.* 6) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed special exception. *No negative effects anticipated.* 7) A factor specifically listed under a section of this chapter authorizing the issuance of a special exception. *No factors other than listed.* 8) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law. *N/A.* Motion carried 5 to 0.

Motiff adjourned the meeting at 6:00pm.

Respectfully Submitted,
Tammy L. DeMars
Treasurer

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



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

To: Plan Commission Members
From: Scott J. Kluver, Administrator
Re: Proposed Zoning Ordinances Amendments
Date: March 6, 2024

Enclosed you will find two proposed zoning ordinances that are scheduled for a public hearing and then you can make a recommendation. Know that I will not be in attendance at the meeting, so if you have questions, please let Tammy know in advance so there is time to get the answers.

Ordinance for Rear-Yard Setback in C-2 and Buffer Requirement for Heavy Vehicle Sales and Service Uses – This ordinance is drafted per your request as previously discussed. The C-2 rear yard setback currently does not have a logical distance based on what is required for the C-1 and C-3 districts. The buffer requirements are at your request. Per the criteria for the basis of decision, which is also included, the proposed ordinance is consistent with the Comprehensive Plan, the amendment makes the ordinance more internally consistent, and there would be no non-conforming structures created.

Ordinance to Change Multi-Family Housing from Conditional to Permitted in Certain Districts – This ordinance is at the request of Cinnaire, who is working to do the proposed affordable housing development near Superior Avenue and STH 13, as well as Bayfield County. The reason for this is the State has come out with funding possibilities that Cinnaire could apply for if this ordinance is approved. Information on that is enclosed. I recommended this change as it would be a logical one since conditional use permits, because of previous legislative action, are really outdated and an unnecessary bureaucratic process at this point. In order to deny a project based on a Conditional Use process is really a high threshold that practically can not be met in advance of a project. In the draft ordinance, I only changed some of the districts. If you care to make this change to all the districts, that is your choice.

For the basis of decision, this change is consistent with the comprehensive plan and other planning documents, it is internally consistent, and it will not create any new non-conforming structures or uses. It also makes it easier for the City to comply with state law.

CITY OF WASHBURN
Ordinance No. 24-002

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of April 8, 2024, for the purpose of amending the City’s Zoning Code to revise the rear-yard setback for buildings in the C-2 District, and amending the buffer requirement for heavy vehicle sales and service. Additions are in *red italics*, deletions are in ~~strikeout~~.

1. Amend Chapter 13, Appendix B as follows:

Appendix B:

Zoning District	***	Minimum rear-yard setback
General Commercial (C-2)	***	Principal: 25 ft. <i>10 ft.</i> Detached accessory: 3 ft without alley; 8 ft. with alley

2. Amend Chapter 13, Article 8, Section 8-311 as follows:

8-311 Heavy vehicle sales and service

Outdoor display areas and other activity areas shall be located at least ~~50~~ *30* feet from a property in a residential zoning district or a planned development district that allows residential uses and 25 feet from a property in a commercial or mixed-use zoning district.

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

Attest:

Mary D. Motiff
Mayor

Scott J. Kluver
City Clerk

Adopted: _____

Published: _____

5

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



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

To: Honorable Mayor and City Council Members

From: Scott J. Kluver, Administrator *SK*

Re: Zoning Ordinance on Multi-Family Buildings and Exemption on Qualifying Affordable Housing Projects from Building/Zoning Fees

Date: March 27, 2024

This ordinance change is at the request of Cinnaire, who is working to do the proposed affordable housing development near Superior Avenue and STH 13, as well as Bayfield County. The reason for this is the State has come out with funding possibilities that Cinnaire could potentially apply for if this ordinance is approved. Information on that is enclosed.

I recommended this change as it would be a logical one since conditional use permits, because of previous legislative action, are really outdated and an unnecessary bureaucratic process at this point. In order to deny a project based on a Conditional Use process is really a high threshold that practically can not be met in advance of a project.

Originally, I recommended that only a few of the districts where multi-family is allowed be changed from conditional to permitted; however, the Plan Commission is recommending that it is permitted in all of the districts where it was previously conditional. As such, I have adjusted the draft ordinance to reflect that.

On a separate matter, but also as part of the Cinnaire request for potential eligibility for funding, I am recommending that all eligible Wisconsin Housing and Economic Development Authority (WHEDA) housing projects be exempt from all building and zoning fees.

March 21, 2024
MEETING

CITY OF WASHBURN PLAN COMMISSION

5:30PM Washburn City Hall

COMMISSION MEMBERS: Felix Kalinowski(late), Leo Ketchum- Fish, Mary Motiff, Michael Malcheski (via zoom), Matt Simoneau (via zoom)

ABSENT: David Anderson, Nicholas Suminski

MUNICIPAL PERSONNEL: Tammy DeMars-Treasurer

Meeting called to order at 5:30 pm by Motiff, attendance as recorded above. Motiff notes we do not have a quorum, but we can move on to the public hearing without a quorum.

Public Hearing Motion by Ketchum-Fish to open floor for public hearing, second by Malcheski. Motion carried 4-0. No public comment. Motion by Ketchum-Fish to close the public hearing, second by Malcheski. Motion carried 4-0.

Felix Kalinowski came in at 5:36pm, Motiff recognizes we now have a quorum.

Discussion & Recommendation on Zoning Code Amendment; Amending the City's Zoning Code (Title 13), to Revise the Rear-yard Setback for Buildings in the C-2 District, and Amending the Buffer Requirement for Heavy Vehicle Sales and Service Uses and Discussion & Recommendation on Zoning Code Amendment, Amending the City's Zoning Code (Title 13), to Update the Regulation of Multi-Family Buildings of 3 or More Units Eliminating the Conditional Use Requirement in Some District - Malcheski, moves to recommend approval of both Zoning Code Amendments Ordinance 24-002 and 24-003, seconded by Ketchum-Fish.

Ordinance No. 24-002 Amending the City's Zoning Code (Title 13), to Revise the Rear-yard Setback for Buildings in the C-2 District, and Amending the Buffer Requirement for Heavy Vehicle Sales and Service Uses Section 7-5 Basis of Decision; 1) Whether the amendment is consistent with the City's comprehensive plan. *This is consistent with the comprehensive plan.* 2) Whether the amendment is consistent with other planning documents adopted by the Common Council. *It is consistent with other planning documents* 3) Whether this chapter with the amendment is internally consistent. *This amendment will make it more consistent.* 4) Whether the amendment is the least restrictive approach to address issues of public health, safety, and welfare. *No effect* 5) The extent to which the text amendment will likely create new nonconforming uses and structures. *Will not create non-conforming structures.* 6) If the proposed amendment relates to floodplain regulations complies wis stats. *Does not relate.* 7) If the proposed amendment relates to shoreland-wetland regulations, complies with Wis. Stats. 8) Whether the proposed amendment is needed to comply with a new or revised state or federal law. *Does not relate* 9) any other factor not specifically or generally listed but deemed appropriate by the Plan Commission. *No other factors are known.*

Ordinance 24-003 Amending the City's Zoning Code (Title 13), to Update the Regulation of Multi-Family Buildings of 3 or More Units Eliminating the Conditional Use Requirement in Some District Section 7-5 Basis of Decision; 1) Whether the amendment is consistent with the City's comprehensive plan. *This change is consistent with the comprehensive plan.* 2) Whether the amendment is consistent with other planning documents adopted by the Common Council. *This is consistent with other planning documents.* 3) Whether this chapter with the amendment is internally consistent. *This is internally consistent.* 4) Whether the amendment is the least restrictive approach to address issues of public health, safety, and welfare. *There is no change to public health, safety, and welfare.* 5) The extent to which the text amendment will likely create

new nonconforming uses and structures. *Will not create any non-conforming uses and structures.*
6) If the proposed amendment relates to floodplain regulations complies wis stats. *Does not relate.*
7) If the proposed amendment relates to shoreland-wetland regulations, complies with Wis. Stats. *Does not relate*
8) Whether the proposed amendment is needed to comply with a new or revised state or federal law. *It will make it easier to comply with state law.*
9) any other factor not specifically or generally listed but deemed appropriate by the Plan Commission. *No other factors.*

Moved by Ketchum-Fish to amend original motion to approve drafted Ordinance 24-002 as written but change drafted Ordinance 24-003 to include changing all districts that currently are permitted with a conditional permit R-6, R-7,C-1, C-2, and MUW Malcheski accepts the amendment. Amended motion carried 5 to 0.

Approval of Minutes – December 21, 2023 Minutes – Motion by Kalinowski to approve the minutes of December 21, 2023, second by Malcheski. Motion carried 5-0.

Discussion & Action on Special Exception Request to Place Garage in Front Yard, 1461 County Hwy C – Tim and Anne McClaran, Petitioner- Tim and Anne McClaran present. The proposed project is to construct a 28' x 42' garage in the front yard. In accordance with section 8-75 plan commission can grant a special exception for an accessory structure be placed in front of the principal building. Ketchum-Fish moves to approve grant exception to place garage in the front yard at 1461 County Hwy C, second by Kalinowski. The Commission reviewed the following factors: 1) The size of the property in comparison to other properties in the area. *The Plan finds that the property in the R-1 District is of adequate size (40 acres) as to not be a hindrance.* 2) The extent to which the issuance of the special exception permit would be in keeping with the overall intent of this chapter. *The Plan Commission finds that the issuance of this exception is in the keeping of the overall intent of the chapter for properties in the R-1 District with adequate space. The lot is heavily wooded.* 3) Whether there are any unique circumstances and the nature of those circumstances that warrant the issuance of the special exception. *Except for existing seasonal streams, no other unique circumstances.* 4) The nature and extent of anticipated impacts to the natural environment that could potentially occur if the special exception was granted. *The Plan Commission finds that there would be no impact to the natural environment by granting this exception.* 5) The nature and extent of anticipated positive and negative effects on properties in the area. *The Plan Commission finds that there would be no negative impacts on other properties, and potentially a positive impact by enhancing the value of the existing property.* 6) Actions the applicant will undertake to mitigate the negative effects, if any, of the proposed special exception. *No negative effects anticipated.* 7) A factor specifically listed under a section of this chapter authorizing the issuance of a special exception. *No factors other than listed.* 8) Any other factor that relates to the purposes of this chapter set forth in s. 1-5 or as allowed by state law. *N/A.* Motion carried 5 to 0.

Motiff adjourned the meeting at 6:00pm.

Respectfully Submitted,
Tammy L. DeMars
Treasurer

CITY OF WASHBURN
Ordinance No. 24-003

An ordinance adopted by the Common Council for the City of Washburn at its regular meeting of April 8, 2024, for the purpose of amending the City’s Zoning Code to update the City’s regulation of Multi-Family buildings of 3 or more units. Additions are in red, deletions are in ~~strikeout~~.

1. Amend Chapter 13, Articles 8 as follows:

Article 8, Exhibit 8-1 Land Use Matrix:

	Special Standards	Secondary Review	R-1	R-2	R-6	R-7	C-1	C-2	C-3	I-1	L-1	M	MUW
3.03	Multi-family, 3 or more units	8-253	AR, SP, ZP	-	-	€ P	€ P	€ P	€ P	-	-	-	€ P

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

Attest:

 Mary D. Motiff
 Mayor

 Scott J. Kluver
 City Clerk

Adopted: _____

Published: _____



DATE: March 6, 2024
TO: Scott Kluver, City of Washburn
FROM: Nicole Solheim, Cinnaire Solutions

RE: Washburn Housing Development – Zoning / new WHEDA Program Funding

Introduction

Cinnaire Solutions was selected via a competitive RFP process to develop an approximately 9-acre site in the City of Washburn that is currently owned by Bayfield County. The development will feature a variety of rental housing options for both seniors and families ranging from one to three bedrooms and income levels from 30%-80% County Median Income. The proposal includes five buildings in total; four 10-unit townhouse-style residential buildings and a clubhouse with community room, management office, and fitness room. The development is located in close proximity to nearby amenities in downtown Washburn.

Cinnaire Solutions was unsuccessful in the first attempt in 2023 to secure competitive WHEDA tax credits to finance the development; the team re-applied in January 2024 and the application is currently pending with WHEDA. Announcements are expected in May 2024.

WHEDA Funding – Infrastructure Access Program

As part of the Housing Legislation package passed by the State in June 2023, WHEDA is unveiling a new Infrastructure Access Loan Program that would support infrastructure costs related to affordable and senior housing via a low-interest loan to the development. Eligible infrastructure costs include water and sewer systems, roads, curb/gutter/sidewalk, and utility lines. The loan would be made directly to the developer, for up to 20% of the total cost of the project. The Washburn Housing development is projected to cost just over \$13 million and therefore could be eligible for up to \$2.7 million of loan proceeds, subject to WHEDA review and guidelines. This program is brand new and there are still many outstanding questions, but the first application round will be due at the end of April.

Zoning/Ordinance Implications

To be eligible for this loan program and the other programs associated with the legislation (Restore Main Street, Vacancy to Vitality), the local municipality must have made changes to ordinances or regulations that will decrease costs and/or permitting timelines for workforce/senior housing. This may include things like fee waivers, allowing multifamily housing as a permitted use instead of conditional use, etc.

Washburn Housing Development – Timeline:

- January 26, 2024: WHEDA Application Submitted
- April 2024: Infrastructure Loan Application Due
- May 2024: WHEDA Award Announcements; if awarded:
- June – Dec 2024: Finalize plans, secure remain funding sources
- Dec – Jan 2025: Construction bidding
- April 2025: Close and start construction
- Summer 2026: Completion and lease up



**INFRASTRUCTURE
ACCESS**

WHEDA Infrastructure Access Loan Program

Program Overview

In June 2023, the Legislature passed a package of bills intended to support new housing development across Wisconsin. The bipartisan package included an historic investment of \$525M in four revolving loan funds administered by WHEDA, including the Infrastructure Access Loan program.

To be eligible for this program, the development project must be located in a jurisdiction where the local unit of government has:

- Updated the housing element of their comprehensive plan within the last 5 years.
- Made changes to ordinances or regulations to decrease the costs and permitting timelines for new workforce housing developments since January 1, 2023.

This competitive loan program allows a residential housing developer to apply for a **low-interest loan to cover the costs of installing, replacing, upgrading, or improving public infrastructure related to workforce housing or senior housing**. Loan amounts to developers may be up to 20% of the total cost of the project and related infrastructure, as long as the development provides affordable rental rates for at least 10 years.

Local units of government may also borrow up to 10% of the total project cost for related public infrastructure improvements.

What does this mean for the Washburn housing development project?

If the City of Washburn makes the required changes to meet the eligibility threshold, Cinnaire Solutions will be able to apply for the first-available round of Infrastructure Access Loan funding in April 2024.

Cinnaire Solutions estimates that they could apply for an Infrastructure Access Loan of up to **\$2.7M, which would support all utility, road, and sidewalk infrastructure serving the new 40-unit development** and cover a significant portion of the overall project cost.

6

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



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

To: Honorable Mayor and City Council Members
From: Scott J. Kluver, Administrator *SK*
Re: Water Utility Ordinances
Date: March 27, 2024

Recently, our Water Utility was inspected by the DNR. I am happy to report that no significant issues were found. There were a few minor issues that need to be address, most already have, and two of them involve updating our ordinances. As such you will find enclosed, for your approval, updates to our cross-connection regulations, and to our private well abandonment regulations. Attorney Posewitz has drafted the changes with the summary e-mail enclosed. I have also enclosed a copy of the final DNR report for your reference.

Scott Kluver

From: Katie Posewitz <kposewitz@ashlandlawyers.com>
Sent: Wednesday, March 13, 2024 4:10 PM
To: Scott Kluver
Cc: Max Lindsey
Subject: RE: Survey Follow-up Email
Attachments: City of Washburn--amended ordinance sec. 9-1-49 cross connection control.docx; City of Washburn--amended ordinance sec. 9-1-50 private well abandonment.docx

Scott-

Max forwarded me your email below. I have reviewed the model ordinances, the city's current ordinances, and state statutes and administrative codes. Attached are my proposed changes to City Ordinance 9-1-49 Cross Connection Control and City Ordinance 9-1-50 Private Well Abandonment. Proposed additions are in red and proposed deletions are crossed out. Below is a summary of the changes:

Ord 9-1-49 Cross Connection Control

- 1) Paragraph (b): I changed the added to the title "unprotected" as the model ordinance, statutes and admin code seem to all refer to "unprotected" cross connections. I also added language from the model ordinance referring to the current SPS 382 code. I deleted language related to NR 11.25(3) as that code is no longer in effect.
- 2) Paragraph (c): I added language from the model ordinance regarding inspections. I deleted the language that it must be approved by the DNR as that is not in the model ordinance.
- 3) Paragraph (d): I added language that refusing entry is cause for immediate disconnect and that refusing to provide requested information is cause for immediate disconnect, both of which are in the model ordinance.
- 4) Paragraph (e): I added "unprotected"
- 5) Paragraph (f): I added that water service is not restored until the unprotected cross connection is eliminated. This is language from the model ordinance.
- 6) Paragraph (g): I deleted the old code reference as it is not in effect and added the new code reference (SPS 382)
- 7) Paragraph (h): I corrected a grammar error

Ord 9-1-50 Private Well Abandonment

- 1) Paragraph (c): I changed the definitions of "pump installation" and "well" to match the definitions in NR 812.07 Wis Adm. Code. I also added additional Wis. Adm. Code references to the definition of "unsafe" as in the model ordinance.
- 2) Paragraph (d): I added language to match the model ordinance.
- 3) Paragraph (e): subsection 1 I added the language that the DNR said had to be in the private well abandonment ordinance. I also added subsections 5 and 6 which were in the model ordinance (if the City does not want the new subsections 5 and 6 in its ordinance it does not need to be in there.)
- 4) Paragraph (f): I added language to subsection 3 to accurately list the DNR form in accordance with the model ordinance. I added subsection 4 to match the model ordinance.

Let me know if you have any questions or want to discuss further.

Katie M. Posewitz
Anich, Wickman & Lindsey, S.C.

City of Washburn

From: Joel Weber <utilities@cityofwashburnwi.gov>
Sent: Monday, March 4, 2024 9:02 AM
To: Scott Kluver <administrator@cityofwashburnwi.gov>
Subject: FW: Survey Follow-up Email

From: Joel Weber
Sent: Friday, March 1, 2024 12:06 PM
To: washburnadmin@cityofwashburn.gov
Cc: Gerry Schuette <dpw@cityofwashburnwi.gov>; Arianna Austin <aaustin@cityofwashburnwi.gov>; Tony Janisch <asstadmin@cityofwashburnwi.gov>
Subject: FW: Survey Follow-up Email

Scott and all,

On Thursday Feb. 29 we had our 3 year water sanitary survey done by the DNR. We were informed we need to update our Cross Connection and private well ordinances because our current ones are out of date. Attached are 2 examples that we can use for this but will need to go through council for approval. I am sure we are too late for the March meeting but we have 3 months to correct this so April will work.

Also, we should have a Cross Connection Plan that Hydro Corp provided that we will need to verify we have (see below). If we don't have this, I will need to contact Hydro Corp to see if we can get one. Also note (Arianna) that they recently updated the materials inventory form and took off the internal plumbing requirement (would be nice if they let us know this before).

Other than these few things and some minor deficiencies we can fix easily, We are looking pretty good.
Joel

From: Webster, Aryn T - DNR <Aryn.Webster@wisconsin.gov>
Sent: Friday, March 1, 2024 9:45 AM
To: Joel Weber <utilities@cityofwashburnwi.gov>
Subject: Survey Follow-up Email

Joel,

This email is follow-up to the survey completed yesterday. Below and attached should be any reminders and examples requested.

- The first and second attachment is the example materials inventory form and the completeness form. As discussed internal plumbing is no longer required but "how do you know" columns were added. The spreadsheet also has a tab for frequent questions and instructions. If you do have any additional question let me know. The completeness form is required but is basically just a checklist to make sure you went through all the options to gather information and to verify that it is correct to the best of your knowledge. Basically, just paperwork so we have it all in writing.
- The third attachment is the example cross connection ordinance. Feel free to use it directly or just grab the new code references to update you own. Also, reminder to get the cross connection plan that Hydro should have given you from City Hall. If you do find it as discussed please send over a quick photo of the binder so I know

you have it. If I do not get anything from you by the time I send out the report it will have to be listed as a deficiency.

- The fourth attachment is the example private well ordinance. Again feel free to use it directly or just grab the few sentences that need to be added to the permit section. Specifically the language needed is the last two sentences of Sec. 5, Part 1.
- If you want to update you Wellhead Protection Plan Andrews contact info is below:
 - Andrew Aslesen
 - Cell: 715-321-3451
 - aaslesen@wrwa.org
- Quick list of information I need from you for the new sample site at the treatment plant: Site ID, Address, tap description (“Wastewater sample tap” for example), usage (ex. Bacti).
- Final reminder to find and send over the reservoir inspection information from 2021. I need the DNR inspection form and any photos. Photos are supposed to be in color. If they gave you a formal report you can that over if you wish but not required. I would definitely take it if you have one. If you have it electronically an email with attachments would be fine. In general I would send it over in whichever way is easier for you.

Thanks again for your time and cooperation during the survey. If I missed anything you requested or you have any additional question please let me know.

Aryn Webster

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Aryn Webster

Water Supply Engineer – Bureau of Drinking Water and Groundwater

Wisconsin Department of Natural Resources

Cell: (715) 499-1160

aryn.webster@wisconsin.gov



City of Washburn
Ordinance No. 24-004

Sec. 9-1-49 Cross Connection Control *is amended as follows: (Additions in red and deletions crossed out)*

- (a) **Definition.** A cross connection shall be defined as any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the City of Washburn water system, and the other, water from a private source, water of unknown or questionable safety, or steam, gases or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.
- (b) **Unprotected Cross Connections Prohibited.** No person, firm or corporation shall establish or permit to be established or maintain or permit to be maintained any **unprotected** cross connection. **Cross connections shall be protected as required in ch. SPS 382, Wisconsin Administrative Code.** ~~No interconnection shall be established whereby potable water from a private, auxillary or emergency water supply other than the regular public water supply of the City of Washburn may enter the supply or distribution system of said municipality, unless such private, auxiliary or emergency water supply and the method of connection and use of such supply shall have been approved by the Utility and by the Wisconsin Department of Natural Resources in accordance with NR 111.25(3), Wis. Adm. Code.~~
- (c) **Inspections.** It shall be the duty of the Water Utility to cause inspections to be made of all properties served by the public water system where cross connections with the public water system is deemed possible. The frequency of inspections and re-inspections based on potential health hazards involved shall be established by the Water Utility **in accordance with Wisconsin Administrative Code** ~~and as approved by the Wisconsin Department of Natural Resources.~~ **Any unprotected cross connections identified by the inspection shall be promptly corrected. Failure to promptly correct an unprotected cross connection shall be sufficient cause for the Water Utility to discontinue water service to the property, as provided under Subsection (e) of this ordinance.**
- (d) **Right to Inspect.** Upon presentation of credentials, the representative of the Water Utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the City for cross connections. **Refusing entry to such utility representative shall be sufficient cause for the Water Utility to discontinue water service to the property, as provided under Subsection (e) of this ordinance.** If entry is refused, such representative shall obtain a special inspection warrant under Sec. 66.0119, Wis. Stats. On request the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping system or systems on such property. **Refusing to provide requested information shall be sufficient cause for the Water Utility to discontinue water service to the property, as provided under Subsection (e) of this ordinance.**

- (e) **Discontinuation of Service.** The Water Utility is hereby authorized and directed to discontinue water service to any property wherein any **unprotected** cross connection in violation of this Section exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing under Chapter 68, Wis. Stats., except as provided in Subsection (f) **of this ordinance**. Water service to such property shall not be restored until the **unprotected** cross connection has been eliminated. ~~in compliance with the provisions of this Section.~~
- (f) **Immediate Discontinuation.** If it is determined by the Water Utility that a cross connection or an emergency endangers the public health, safety or welfare and requires immediate action, and a written finding to that effect is filed with the City Clerk – Treasurer and delivered to the customer’s premises, service may be immediately discontinued. The customer shall have an opportunity for hearing under Chapter 68, Wis. Stats., within ten (10) days of such emergency discontinuance. **Water service to such property shall not be restored until the unprotected cross connection has been eliminated.**
- (g) **State Code Adopted.** The City of Washburn adopts by reference the State Plumbing Code of Wisconsin being Chapter ~~H-82~~ **SPS 382**, Wis. Admin. Code.
- (h) **Section Not to Supersede Other Ordinances.** This Section does not supersede the State Plumbing Code and any City plumbing ordinances but it **is** supplementary to them.

City of Washburn
Ordinance No. 24-005

Sec. 9-1-50 Private Well Abandonment *is amended as follows: (Additions in red and deletions crossed out)*

- (a) **Purpose.** The purpose of this Section is to prevent contamination of groundwater and to protect public health, safety and welfare by assuring that unused, unsafe or noncomplying wells, or wells which may serve as conduits for contamination, or wells which may be illegally cross-connected to the municipal water system, are properly abandoned.
- (b) **Applicability.** This Section applies to all wells located on premises served by the City of Washburn municipal water system.
- (c) **Definitions.**
 - (1) **Municipal Water System.** A community water system owned by a city, village, county, town, town sanitary district, utility district, or a federal, state, county or municipal owned institution for congregate care or correction, or a privately owned water utility serving the foregoing.
 - (2) **Non-Complying.** A well or pump installation which does not comply with NR 812.42, Wis. Adm. Code, *Standards for Existing Installations* and which has not been granted a variance pursuant to NR 812.43, Wis. Adm. Code.
 - (3) **Pump Installation.** ~~The pump and related equipment used for withdrawing water from a well including the discharge piping, the underground connections, pitless adapters, pressure tanks, pits, sampling faucets, and well seals or caps.~~ **The pump and its associated pressure system including any equipment and material needed to withdraw, obtain, discharge and store water from a well or spring. The pump installation includes the spring box, reservoir, pump, pump drop pipe, check valves, well cap or seal, pitless adapter, pitless receiver tank, pitless unit, above-ground discharge unit, associated discharge piping and associated connections, valves and appurtenances, pressure tank, sampling faucet, water storage or pressure vessel or structure, the electrical wiring and controls needed to operate the pump or pressure system, and any chemical addition, water treatment device or yard hydrant upstream of the water storage or pressure vessel or building control valve.**
 - (4) **Unsafe.** A well or pump installation which produces water which is bacteriologically contaminated or exceeds the drinking water standards of NR 140, 812.06 or 809, Wis. Adm. Code, or for which a Health Advisory has been issued by the Wisconsin Department of Natural Resources.

- (5) **Unused.** A well or pump installation which is not in use or does not have a functional pumping system.
 - (6) **Well.** ~~An excavation or opening into the ground made by digging, boring, drilling, driving or other methods for the purpose of obtaining groundwater for consumption or other use.~~ Any drillhole or other excavation or opening deeper than it is wide that extends more than 10 feet below the ground surface and is constructed for the purpose of obtaining groundwater.
 - (7) **Well Abandonment.** The filling and sealing of a well according to the provisions of NR 812.26, Wis. Adm. Code.
- (d) **Abandonment Required.** All wells located on premises served by the municipal water system shall be abandoned in accordance with the terms of this Section and Ch. NR 812, Wis. Adm. Code, by _____(date)_____ or no later than one (1) year from the date of connection to the municipal water system, **or discovery or construction of a well, whichever occurs last,** unless a well operation permit has been obtained by the well owner from the City of Washburn Sewer and Water Committee or Common Council **under the terms of paragraph (e) below.**
- (e) **Well Operation Permit.** The City of Washburn Sewer and Water Committee or Common Council may grant a permit to a private well owner to operate a well for a period not to exceed five (5) years providing the conditions of this Section are met. An owner may request renewal or a well operation permit by submitting information verifying that the conditions of this Section are met. The City of Washburn Sewer and Water Committee or Common Council or its agent may conduct inspections or have water quality tests conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit application or renewal. Permit applications and renewals shall be made on forms provided by the Plumbing Inspector. The following conditions must be met for issuance or renewal of a well operation permit:
- (1) The well and pump installation meet or are upgraded to meet the requirements of Ch. NR 812.42, Wis. Adm. Code. **Compliance shall be verified by inspection for initial issuance of a permit and every ten (10) years thereafter. Inspections shall be conducted by a Wisconsin licensed well driller or pump installer and documented on inspection report form DNR #3300-221, to be submitted to the Clerk-Treasurer.**
 - (2) The well construction and pump installation have a history of producing bacteriologically safe water as evidenced by at least two (2) samplings taken a minimum of two (2) weeks apart. No exception to this condition may be made for unsafe wells, unless the Wisconsin Department of Natural Resources approves, in writing, the continued use of the well.
 - (3) There are no cross-connections between the well and pump installation and the municipal water system.

- (4) The proposed use of the well and pump installation can be justified as being necessary in addition to water provided by the municipal water system.
- (5) The water from the private well shall not discharge into a drain leading directly to a public sewer utility unless properly metered and authorized by the sewer utility.
- (6) The private well shall have a functional pumping system or other complying means of withdrawing water.

(f) **Abandonment Procedures.**

- (1) All wells under the jurisdiction of this Section or rule shall be abandoned according to the procedures and method of NR 812.26, Wis. Adm. Code. All debris, pump, piping, unsealed liners and any other obstructions which may interfere with sealing operations shall be removed prior to abandonment.
- (2) The owner of the well, or the owner's agent, shall notify the Clerk-Treasurer or Plumbing Inspector at least forty-eight (48) hours prior to commencement of any well abandonment activities. The abandonment of the well shall be observed by a Sewer and Water Committee representative.
- (3) An abandonment ~~report~~/ well filling-and-sealing report form, DNR #3300-005, supplied by the Wisconsin Department of Natural Resources, shall be submitted by the well owner to the Clerk-Treasurer and the Department of Natural Resources within ten (10) days of the completion of the well abandonment.
- (4) All well abandonment activities under the jurisdiction of this ordinance shall be performed by, or under the supervision of, a Certified Water System Operator employed by the City of Washburn, or be a Wisconsin licensed Well Driller or Pump Installer, per s. 280.30 Wisconsin Statutes.

- (g) **Penalties.** In addition to any forfeiture imposed by Section 1-1-7, if any person fails to comply with this Section for more than thirty (30) days after receiving written notice of the violation, the municipality may impose a penalty and cause the well abandonment to be performed and the expense to be assessed as a special tax against the property.

Scott Kluver

From: Joel Weber
Sent: Wednesday, March 27, 2024 9:55 AM
To: Scott Kluver; Tony Janisch; Gerry Schuette
Subject: FW: Washburn Survey Report Final
Attachments: Washburn Waterworks_80401321_SSR_2024.03.26.pdf

All,

See attachment for our recent water sanitary survey report. (Every 3 years)

Overall we have zero “significant deficiencies”.

Of note on the 9 deficiencies:

1. Completed
2. In process
3. On April agenda
4. On April agenda
5. In process (as weather allows)
6. Completed
7. Completed
8. Completed
9. Our generators are operated weekly and documented on the daily reports that our SCADA produces. However, we need to operate them quarterly under load and will be doing that with documentation moving forward.

Let us know if anyone has any questions.

Thanks, (FYI Joel is out until April 2nd)

Ross Lightner

City of Washburn Utilities

(715)373-6055

utilities@cityofwashburnwi.gov

From: Webster, Aryn T - DNR <Aryn.Webster@wisconsin.gov>
Sent: Tuesday, March 26, 2024 3:52 PM
To: Joel Weber <utilities@cityofwashburnwi.gov>
Cc: Pauli, Mark D - DNR <Mark.Pauli@wisconsin.gov>
Subject: Washburn Survey Report Final

Joel,

The final copy of the survey report for Washburn went into the mail today. Attached is an electronic copy for your convenience. Once received please read through the report, specifically the deficiencies and associated due dates, and let me know if you have any questions or comments. Even if you have none do respond letting me know the report was received.

NOTE: The cross connection deficiency is corrected at this time. The appropriate documentation was received via email. The report reflects the snapshot of the system during the survey.

Thanks

Aryn Webster

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Aryn Webster

Water Supply Engineer – Bureau of Drinking Water and Groundwater
Wisconsin Department of Natural Resources

Cell: (715) 499-1160

aryn.webster@wisconsin.gov



dnr.wi.gov



State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
Rhinelander Service Center
107 Suttliff Ave
Rhinelander WI 54501

Tony Evers, Governor

Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



March 26, 2024

JOEL WEBER
DIRECTOR OF PUBLIC WORKS
PO BOX 638
WASHBURN, WI 54891

PWS ID#: 80401321
Washburn Waterworks-MC
Washburn, WI
Bayfield County

Subject: 2024 Sanitary Survey Report and Notice of Noncompliance

Dear Mr. Weber:

The purpose of a sanitary survey is to evaluate the water system's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. This Sanitary Survey Report also serves as a Notice of Noncompliance for those deficiencies outlined below.

On 02/29/2024, I conducted a sanitary survey of your water system, Washburn Waterwork (Waterworks). During the sanitary survey Joel Weber, Ross Lightner, and Aryn Webster were present. At the completion of the survey, Joel and Ross were briefed on the preliminary findings. This report outlines the final findings, discusses problems that need to be addressed, and sets timelines for corrective action where appropriate.

Please make this report available to the City Council or Waterworks Commission so that the deficiencies and recommendations can be fully discussed. I would also be available to attend a council or commission meeting to discuss this report at our mutual convenience.

A plan for corrective action, including a work schedule must be completed by 05/01/2024. Please provide a letter by 05/01/2024 indicating that you agree to the timelines listed below or with justification for adjusting these timelines. Depending on the type of corrective action you employ, you may need to obtain prior approval and submit additional plans to the department.

Significant Deficiencies

During the course of the sanitary survey, zero significant deficiencies were identified. Significant deficiencies indicate noncompliance with one or more Wisconsin Administrative Codes and/or represent an immediate health risk to consumers.

Significant Deficiency	Compliance Due Date	Code Citation
1) None		

Deficiencies

During the course of the sanitary survey, nine deficiencies were identified. Deficiencies are problems in the drinking water system that have the potential to cause serious health risks or represent long-term health risks to consumers. These deficiencies may indicate noncompliance with one or more Wisconsin Administrative Codes. Corrective action should be completed for these deficiencies as soon as possible.

Deficiency	Compliance Due Date	Code Citation
1) The Waterworks has not provided the department with the most recent copy of their distribution map.	June 1, 2024	810.26(2)
2) The Sanitary District has not yet created a comprehensive materials inventory.	October 16, 2024	809.119
3) The Waterworks does not have an up-to-date private well ordinance.	July 1, 2024	810.16
4) The Waterworks does not have an up-to-date cross connection ordinance.	July 1, 2024	810.15
5) The Waterworks has not properly exercised all distribution systems valves every two to five years as required.	September 1, 2024	810.13(2)
6) The air-vacuum relief valve for well 2 is not properly screened.	May 1, 2024	811.37(5)
7) The air vacuum relief valve at the booster station is not properly screened.	May 1, 2024	811.37(5)
8) The drain for well 1's pumphouse is not properly screened.	May 1, 2024	811.25
9) Auxiliary power generators are not being operated under load as required.	July 1, 2024	810.13(1)

Discussion and Schedule for Correction of Deficiencies:

1. The department does not have a copy of the Waterworks current water system map with all proper components. As stated in chapter (ch.) NR 810.26(2), Wisconsin Administrative Code, each municipal and other than municipal (OTM) subdivision water supplier shall supply a current map of the public water system which shows the size and location of all facilities and appurtenances, such as water mains, valves, hydrants, wells or sources, pumping stations, treatment plants, and storage facilities. Overflow elevations of the water system storage units shall be shown. Any pressure zones shall be delineated. **The Waterworks shall provide two hard copies or an electronic copy of their water system map to the department by June 1, 2024.**
2. The Waterworks does not have a materials inventory completed. As stated in ch. NR 809.119, Wisconsin Administrative Code, suppliers of water for community water systems shall identify which construction materials are present in their distribution system and served buildings and report their findings to the department. **The Waterworks shall complete a materials inventory and submit a copy to the department by October 16, 2024.**
3. The Waterworks private well ordinance is out of date and does not contain all required language. As stated in ch. NR 810.16, Wisconsin Administrative Code, water suppliers for municipal water systems and communities served by a municipal water system, shall implement a program for the regulation of wells which are not part of the municipal water system and are located on premises served by the municipal water system. Regulation is required to prevent unused, unsafe, and noncomplying wells from acting as vertical conduits for aquifer contamination or as sources of unsafe water that could enter the public water system through cross connections. Implementation shall be by local ordinance or utility rule.

The Waterworks shall update their private well ordinance and provide a copy to the department by July 1, 2024.

4. The Waterworks is implementing a cross connection control program but does not have an up-to-date ordinance in place. As stated in ch. NR 810.15, Wisconsin Administrative Code, in order to protect the public water supply system, the water supplier for every municipal water system shall develop and implement a comprehensive cross connection control program for the elimination of all existing unprotected cross connections and prevention of all future unprotected cross connections to the last flowing tap or end-use device. The program may include providing public education materials in lieu of inspections of low hazard portions of residential or commercial facilities. Low hazard areas consist of normal kitchen and bathroom fixtures. The water supplier shall keep a current record of the cross connection control program available for annual review by the department. The written program acts as an instruction manual for implementing the cross connection control program. It is important for maintaining consistency, training new employees, and providing instruction in the absence of training. **The Waterworks shall create a written cross connection control program and provide a copy to the department by July 1, 2024.**
5. The Waterworks has not exercised their distribution valves every two to five years as required. As stated in ch. NR 810.13(2), Wisconsin Administrative Code, All distribution system valves shall be exercised a minimum of every two to five years. The department recommends five to seven years for hydrant lead auxiliary valves. **The Waterworks shall exercise all distribution system valves and provide a copy of the written maintenance logs and a schedule for proper maintenance to the department by September 1, 2024.**
6. The air relief valve discharge pipe for Well 2 is not screened properly. As stated in ch. NR 811.37(5), Wisconsin Administrative Code, the discharge line from the air vacuum relief valve shall face downward and terminate with a 24-mesh corrosion resistant screen, at least 24 inches above the floor. It is important to protect the water supply by eliminating any possible path into the water supply from the outside. Screening this valve prevents insects from crawling into the well. **The Waterworks shall install a new 24-mesh corrosion resistant screen on the air relief discharge piping for Well 2 by May 1, 2024.**
7. The air relief valve discharge pipe at the booster station is not screened properly. As stated in ch. NR 811.37(5), Wisconsin Administrative Code, the discharge line from the air vacuum relief valve shall face downward and terminate with a 24-mesh corrosion resistant screen, at least 24 inches above the floor. It is important to protect the water supply by eliminating any possible path into the water supply from the outside. Screening this valve prevents insects from crawling into the well. **The Waterworks shall install a new 24-mesh corrosion resistant screen on the air relief discharge piping at the booster station by May 1, 2024**
8. The pumphouse for Well 1 has a floor drain but the outlet is not screened. As stated in ch. NR 811.25, Wisconsin Administrative Code, floor drains and hub drains may discharge to the ground surface if the building drain and building sewer piping will only carry water from the floor or hub drain, the discharge location shall be at least 25 feet from the pumphouse, the exterior invert of the building sewer pipe shall be at least 6 inches below the building floor elevation and the exterior pipe opening shall be covered with a corrosion resistant rodent screen. **The Waterworks shall screen the floor drain for Well 1's pumphouse by May 1, 2024.**
9. The Waterworks is not exercising their auxiliary power generator as required. As stated in ch. NR 810.13(1), Wisconsin Administrative Code, emergency generators and auxiliary engines shall be exercised a minimum of once per month and quarterly under full load. A log shall be kept that documents when the unit was operated and maintenance that was performed on the unit. **The Waterworks shall**

exercise their generators at least monthly and under load quarterly and keep records of each operation. The Waterworks shall provide the exercise logs to the department by July 1, 2024.

Recommendations

During the course of the sanitary survey, two recommendations were identified. Recommendations are problems in the water system that hinder your public water system from consistently providing safe drinking water to consumers.

Recommendations
1) Water loss was reported as greater than 10 percent.
2) It is recommended that the Waterworks consider continuously disinfecting the water supply.

Discussion of Recommendations:

1. The Waterworks reported water loss above 10 percent on previous Wisconsin Public Service Commission (PSC) reports. Water loss represents water that is being paid for to be pumped and treated but is not being sold. It can represent a significant loss of revenue for the system. Also, water loss can indicate leaks within the system. If a leak is present and water can leave the system, then the potential for contamination to enter the system is possible. Being diligent in finding and repairing water leak sources is important for the protection of the water supply as well as a way to reduce operational costs. **It is recommended that the Waterworks continues to identify water loss issues and repair them promptly.**
2. The Waterworks does not currently chlorinate their water supply. Continuous chlorination is a safeguard against bacterial contamination of the water supply and the protection of the health of the consumers that it supplies. Chlorination is a simple and easy way to disinfect a system following maintenance, during water main breaks, and normal operation. Also, when done properly it does not cause any smell or taste issues. **It is recommended that the Waterworks begin to continuously disinfect their water supply.**

Non-conforming Features

During the course of the sanitary survey, three features that met code requirements at the time of your public water system's construction, but would not be allowed in the current code, were discovered. These are referred to as "non-conforming features." Though you are not required to correct these non-conforming features at this time, they will need to be corrected when any major work is done in the future.

Non-Conforming Features
1) Well 1 has old small sample taps.
2) Well 1 does not have an air-vacuum relief valve installed with the vertical turbine style pump.
3) The City has less than 6-inch water main.

Discussion of Non-Conforming Features:

1. Well 1 does currently have a raw water sample tap but it is a small older tap. As stated in ch. NR 811.37(5)b, Wisconsin Administrative Code, all sampling faucets shall be installed to terminate a minimum of 12 inches above the floor, have a down-turned smooth-end spout, be constructed of metal,

have a minimum spout diameter of 0.25 inches, be installed directly on the piping conveying the water whenever possible, and be located in an area accessible for sampling. This is to ensure that the faucet is constructed and installed in such a way that proper sampling techniques can be used while sampling from the faucet. **If the Waterworks ever replaces the sample faucet at Well 1 or upgrades its discharge piping a new compliant sample faucet shall be installed. The above construction requires department approval.**

2. Well 1 does not have an installed air-vacuum relief valve. As stated in ch NR 811.37(5), Wisconsin Administrative Code, that all pump discharge lines must have an installed air-vacuum or air relief valve. This is to prevent any vacuum or air exchange issues that could result in damage to well directly or the pumping equipment being used. **If the Waterworks ever upgrades the discharge piping for Well 1 an air-vacuum or air relief valve shall be installed. The above construction requires department approval.**
3. The Waterworks has 15,409 feet of undersized water main less than 6-inches in diameter. As stated in ch. NR 811.70(5), Wisconsin Administrative Code, the minimum diameter of water mains to provide water for fire protection and to serve fire hydrants is 6 inches. Larger mains are required, if necessary, to allow the required fire flow while maintaining a minimum residual pressure of 20 pounds per square inch (psi) at ground level at all points in the distribution system. **If the Waterworks ever completes distribution water main upgrades or additions minimum 6-inch diameter water main shall be installed. The above construction requires department plan approval.**

System Summary

Washburn is located in eastern Bayfield County on Highway 13. The water system is owned by the City of Washburn with ownership associated with the city clerk. The system consists of two wells, one water storage reservoir, one booster station, chemical injection equipment, and the distribution system. The water supply serves approximately 1978 individuals.

Wells: Well 1 (Wisconsin Unique Well Number [WUWN]: BF168) is screened and draws from a sandstone aquifer. The well was constructed in 1970. The well has 100 feet of 10-inch casing. The well is grouted to 100 feet below ground surface (bgs) and has an overall depth of 605 feet bgs. The well has a 50 horsepower (hp) vertical turbine well pump with a current operational capacity of 400 gallons per minute (gpm). The well last had maintenance and rehabilitation work completed in 2018. The well is an artesian well with a static water level of zero.

Well 2 (WUWN: BF169) is screened and draws from a sandstone aquifer. The well was constructed in 1973. The well has 91 feet of 12-inch casing. The well is grouted to 91 feet bgs and has an overall depth of 700 feet bgs. The well has a 75 hp vertical turbine well pump with a current operational capacity of 400 gpm. The well last had maintenance and rehabilitation work completed in 2022. The well is an artesian well with a static water level of zero.

Chemical Addition: The Waterworks does not feed any chemicals into the water supply. Emergency chlorination equipment is maintained and kept on site if required.

Storage: The Waterworks has a single storage reservoir which is mostly buried and was constructed in 1962. The reservoir is layered concrete construction with a concrete roof. The reservoir has a capacity of 250,000 gallons. The reservoir was last inspected in 2021 as a partial drain down inspection. The reservoir is enclosed within a security fence.

Annual inspection of the reservoir is being completed and records are kept electronically.

Reservoirs are required to be inspected by a professional engineer or professional tank inspection firm every five years. The next inspection for the reservoir will be due in 2026 and must be a complete drain down inspection. A reservoir inspection form 3300-248 and copies of any inspection report, video or photos are required to be submitted to the department after the tank inspection is completed in accordance with ch. NR 810.14(4) Wis. Adm. Code.

Booster Station: The booster station is located adjacent to the ground storage reservoir. The station creates an addition pressure zone. Three horizontal centrifugal booster pumps with capacities of 8, 10, and 70 gpm provide pressure the high-pressure zone. Secondary horizontal centrifugal booster pumps, with installed variable frequency drives (VFD), with a capacity of 620 gpm provide secondary pressure control and fire protection. Each system has a 185 gallons pressure tank for pressure control. Two pressure relief valves allow any excess pressure in the boosted zone back into the main zone. If the pumps fail or the booster pumps are down for maintenance two distribution check valves will open and provide pressure from the main zone to the boosted zone. A bypass line and check valve in the booster station also provide this function. The pressure in the boosted zone is set at 35 – 100 psi of pressure.

Auxiliary Power: Auxiliary power is provided to both pumphouses and the booster station by stationary 85 kilowatt (kW) natural gas generators. Each generator is capable of operating each building at full capacity. The generators are operated once per week and under load once per year.

System Security: The Waterworks keeps all pumphouses, hatches, and water tower access points locked. Adequate security measures are in place. The Waterworks has not reported any issues with vandalism at any of its facilities. The nearest statewide emergency sampling kits are located at the Washburn Waterworks.

Distribution System: According to PSC data, the Waterworks distribution system consists of 132,712 feet of metal and plastic water mains ranging in size from 6 - 10-inch diameter.

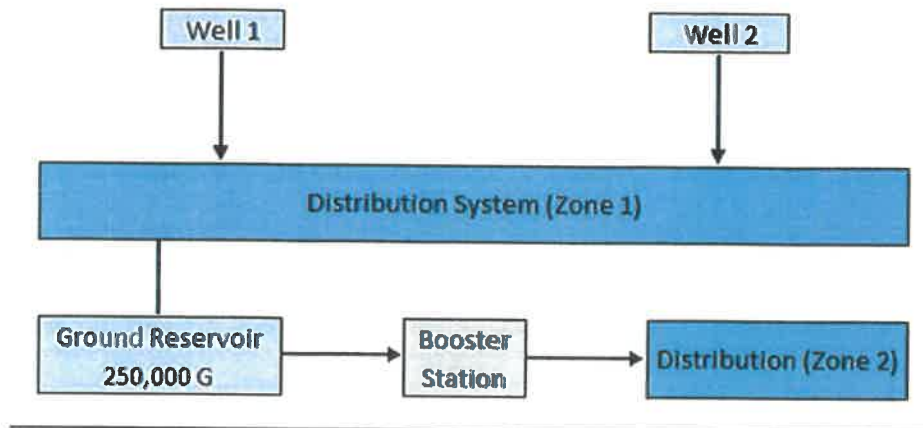
All dead-end mains are provided with appropriate flushing devices at their termination. The entire distribution system is unidirectionally flushed once per year. The department understands that all fire hydrants can meet minimum fire flows and residual pressures. If a fire hydrant does not produce sufficient flow, it should be properly identified, and the fire chief should be notified in writing.

In 2022, 34 distribution valves out of 376 total distribution valves were exercised. Valves are required to be exercised every 2-5 years. The Waterworks is not within the minimum required 2 to 5-year exercising requirement based on the past five years of reported valve exercising.

The normal distribution system water pressure range is 35 - 110 psi.

The total annual water loss for the past three years was reported to be between 17% -22% (22% in 2022). The average day pumpage for 2022 was about 134,000 gallons with a maximum day pumpage of 223,000 gallons. The last water rate increase was applied in the summer of 2023.

A water system summary, based on the information available in our data system, is attached. Please review this information for accuracy. If there are changes that need to be made, contact Aryn Webster at (715) 499-1160.



Water Quality Monitoring and Reporting

The Waterworks has a good overall monitoring and reporting record. Bacteriological samples have been submitted on a timely basis and all Safe Drinking Water Act samples have been submitted as required. Bacteriological samples are required to be evenly distributed throughout the month. The monthly reports are completed and submitted on a timely basis using the required Electronic Monthly Operating Report format.

Whenever the Waterworks uses chemical injection, the daily amount of chemical used must be reported on the monthly report. In addition, for chlorine, the free chlorine residual must be tested in the distribution system at least twice each week and recorded on the monthly report in the columns provided.

Updated sampling site plans for Bacteriological sampling, Disinfection By-products sampling and Lead and Copper sampling are not on file with the department as required. The list of current sites needs to be sent to the department for entry. All compliance sampling must be done at the approved sites and the monitoring identification (ID) assigned to the sampling point must be recorded on the sampling forms. If monitoring sites are added or dropped from the list, the department must be notified to keep our records up to date.

Joel stated that he has not received any complaints since he started a few years ago.

Required Reports, Records, and Utility Programs

The Waterworks has a cross connection control program and ordinance in place, but the ordinance is outdated. The Waterworks currently sends out information pamphlets every three years for low hazard residential fixtures. The Waterworks sells bulk water from a monitored hydrant at the treatment plant and cross connection control is monitored. All cross connection inspections are kept on record with residential inspections being completed with the 20-year meter replacement.

The Waterworks does have a private well ordinance, but it is outdated. The Waterworks is not aware of any private wells within the water supply area. All private wells are required to be permitted or abandoned within the Waterworks and the permits be kept up-to-date.

The Emergency Operation Plan (EOP) is current as of 2021. The Waterworks does also have an emergency chlorination plan. The Waterworks is encouraged to test their EOP every two years. This could be done in conjunction with the fire department or police practice scenarios. The revised total coliform rule has changed the way positive bacteriological check samples are dealt with. A new system using assessments are now used in which a Level 1 Assessment is completed for a bacteriological confirmation by the operator.

The Waterworks is currently unidirectionally flushing the fire hydrants once per year. Dead ends are flushed more frequently in response to issues or calls. Records are kept of maintenance electronically within a mapping program.

Valves are operated separately each year. The valve records for maintenance are being logged and recorded within their electronic mapping program. It is important to maintain accurate records on the location of each valve along with the maintenance record and specification. Record keeping for valves and hydrants is required to insure routine scheduling and performance in accordance with ch. NR 810.13 Wis. Adm. Code.

The Waterworks currently has a wellhead protection plan for both wells. The municipality is required to have protection plans for all wells prior to their use. The Waterworks has a wellhead protection ordinance in place to supplement the Wellhead program. The ordinance gives the utility additional authority to enforce its protection plan.

Certified Operator

Joel Weber is the current operator in charge (OIC) for the Waterworks. Joel's certification is set to expire on 11/01/2025. Joel is certified grade 1 in distribution and groundwater. The Waterworks also employs Ross Lightner. He is certified grade 1 in distribution and groundwater as well. Continuing education credits are maintained, and certification renewal paperwork submitted on time.

Lead and Copper Monitoring

Homeowners should be advised to remove and clean aerators on a regular basis, but not prior to the collection of the lead and copper samples. Flushing of the lines six hours or less prior to collection of the sample is also not allowed by the Lead and Copper Rule. Samples should be collected under normal conditions, after the water sits for at least 6 hours. Please advise your owners of samples location of these recommendations and requirements.

Homes with lead service lines are Tier 1 sites and should be included in the water systems monitoring plan if any part of the service is lead. This includes the gooseneck, the Utility portion, or the customer's portion. Homeowners with lead service lines should be strongly encouraged to replace their portion of the line at the same time the Utility replaces their portion. If lead is detected within the home at levels of 15 micrograms per liter ($\mu\text{g/L}$) or greater, we ask that the homeowners be notified within 24 hours, even if the code requirement is 30 days.

The United States Environmental Protection Agency (US EPA) has informed the department that it will be revising the Lead and Copper Rule. Our recommendations are based on discussions with the US EPA. The department is also increasing efforts to reduce the consumer's exposure to any amount of lead within their drinking water. The department is asking that all water systems review their lead and copper sites to ensure that all locations (kitchen or bathroom sinks) are appropriate and that sites meet the tier criteria.

Water System Security

The Waterworks is encouraged to continue improving the security of their water system and also conduct daily security checks of the entire drinking water system to ensure doors are locked, windows are secured, and nothing has been tampered with. The hatches on the well houses need to be kept locked at all times. Vigilance is important to ensure any occurrence out of the ordinary related to the water system is followed up on immediately.

Cyber-attacks have been striking critical infrastructure across the United States with increased frequency, including attacks to public water systems. In the near future, the department will be reviewing cybersecurity

practices as part of the sanitary survey inspection process. In the interim, the department recommends the Village/City/Sanitary District evaluate the existing cybersecurity practices and make improvements to reduce vulnerability to cyber-attacks. Consider using the following resources to determine if improvements can be made to the Village's/City's/Sanitary District's existing system.

- The U.S. EPA [Water Cybersecurity Assessment Tool and Risk Mitigation Plan](#) can be used to assess your existing cybersecurity practices and provides a risk mitigation plan.
- The U.S. EPA offers [cybersecurity technical assistance for water utilities](#) to help water systems improve their cybersecurity practices.
- Additional information and resources on water system cybersecurity can be found at the U.S. EPA [Cybersecurity Webpage](#).

Capacity Development Evaluation

This sanitary survey serves as an evaluation of the capabilities of your water system. This system has been determined to have adequate technical, managerial and financial capacity to provide safe drinking water. The ability to plan for, achieve, and maintain compliance with applicable drinking water standards has been demonstrated.

The next sanitary survey of your system is scheduled to take place in 2027. The designated operator in charge will be contacted prior to the survey to schedule a date that is convenient.

Required Action

Please respond by 05/01/2024 with notification that all deficiencies have been corrected, or that you agree to correct the deficiencies identified in this letter by the due dates, or with alternative dates for correcting these deficiencies. Failure to respond to this letter by 05/01/2024 may result in enforcement activities.

I would like to thank Joel and Ross for their time and cooperation during the inspection as well as the work and commitment to operating the water supply at a high level. If there are any questions concerning this report, please feel free to contact me at (715) 499-1160. I would also be available to attend a City Council or Water Commission meeting at our mutual convenience to discuss this report.

Sincerely,



Aryn Webster
Water Supply Engineer

Enclosure

cc: Bureau of Drinking Water/Groundwater - DG/5
Mark Pauli, Rhinelander
Regional File, Rhinelander

San Survey Pre-Survey Report - WASHBURN WATERWORKS (80401321) MC

Water System Summary Information

PWS ID	PWS Name	County	PWS Type	Popn (Non-Trans/Trans)	Svc Connects	Owner Name	Owner Address	Owner Phone	ERP Complete Date	ERP Last Updated	Emerg Phone
80401321	WASHBURN WATERWORKS	Bayfield	MC	2280	0	SCOTT KLUVER	WASHBURN, WI 54891	(715) 373-6160			

Certified Operators

Operator Name	License #	License Expire Date	Email Address	Phone #	Fax #	Address	Subclasses	OIC Role
Ross J Lightner	36730	11/1/2024	utilities@cityofwashburn.org	(715)373-6055		32660 OAK RD WASHBURN, WI 54891	D1 - DISTRIBUTION GRADE 1, G1 - GROUNDWATER GRADE 1	N
Joel E Weber	31842	12/1/2025	utilities@cityofwashburn.org	(715)292-4372		85330 GOTCHLING RD BAYFIELD, WI 54814	D1 - DISTRIBUTION GRADE 1, G1 - GROUNDWATER GRADE 1	Y
Joel E Weber	31842	12/1/2025	utilities@cityofwashburn.org	(715)292-4372		85330 GOTCHLING RD BAYFIELD, WI 54814	ST - SURFACE WATER GRADE T	N

Affiliations

Name	Affiliation	Address	Email	Primary?
Aryn Webster	DNR_REP	107 SUTLIFF AVE. RHINELANDER WI 54501	Aryn.Webster@wisconsin.gov	Y
Bayfield County Sheriff Dept	EMERGENCY	615 2ND AVENUE E BOX 808 WASHBURN WI 54891	dpwwashburn@cityofwashburn.org	Y
Gerald Schuette	LEGAL_OWN	502 W BAYFIELD ST WASHBURN WI 54891	DPW@CITYOFWASHBURN.ORG	Y
Scott Kluver	OWNER	CITY HALL 119 WASHINGTON ST. WASHBURN WI 54891	WASHBURNADMIN@CITYOFWASHBURN.ORG	Y
Scott Kluver	PLAN_CON	CITY HALL 119 WASHINGTON ST. WASHBURN WI 54891	WASHBURNADMIN@CITYOFWASHBURN.ORG	Y
Joel E Weber	SAMPLER	502 BAYFIELD ST. P.O. BOX 638 WASHBURN WI 54891	utilities@cityofwashburn.org	Y

Name	Affiliation	Address	Email	Primary?
Ciara Lotzer	SS_INSPECTOR	875 S 4TH AVE PARK FALLS WI 54552	ciara.lotzer@wisconsin.gov	Y

Affiliation Phone

Name	Phone	Phone Type	Primary Phone?
Aryn Webster	(715) 499-1160	CELLULAR	Y
Bayfield County Sheriff Dept	(715) 373-6120	EMERGENCY	Y
Ciara Lotzer	(715) 661-8062	CELLULAR	Y
Ciara Lotzer	(715) 762-2223	BUSINESS	N
Gerald Schuette	(715) 373-6171	BUSINESS	Y
Gerald Schuette	(715) 292-1205	CELLULAR	N
Gerald Schuette	(715) 373-6148	FAX	N
Joel E Weber	(715) 373-6055	BUSINESS	Y
Joel E Weber	(715) 292-4372	CELLULAR	N
Scott Kløver	(715) 373-6160 x:4	BUSINESS	Y

Entry Points and Sources

Source ID	Source Name	WUWN	Status	Available Desc	Type	Water Source	Depth (ft)	Cased (ft)	Grouted (ft)
1	Well 1	BF168	Active	Permanent	ENTRY PT/SOURCE	Groundwater	605	100	100
2	Well 2	BF169	Active	Permanent	ENTRY PT/SOURCE	Groundwater	700	91	91

Entry Points and Sources - Additional Information

Source ID	Well Constr Date	Aquifer	Casing Height (in)	Casing Size (in)	Cap Seal Type	Variance?	Variance Reason	Abn Approval Agreement Date	Original Constr Yr	Prev WUWN
1	1/1/1970									
2	10/12/1973									

Entry Points and Sources - Pump Information

Source ID	Pump Type	Pump Make	Pump HP	Capacity (gpm)	Discharge Type	Pump Last Pulled Date	Aux Power?
1	VERTICAL_TURBINE		50	400			Y
2	VERTICAL_TURBINE		75	400			Y

Storage

ID	Status	Desc	Sub Type	Volume (gal)	Firm Pump Cap (gpm)	Overflow to Ground (ft)	MSL Overflow Elevation (ft)	Aux Power?	Manufacturer	Model	Chem Inject Capable?	Active Date
C2	Active	N Washington & 12th Street - ground storage reservoir	GROUND STORAGE	250000				Unknown				1/1/1960

Storage - Additional Information

ID	Interior Last Painted	Exterior Last Painted	Interior Last Inspected	Inspect Type
C2			10/17/2016	

Booster Stations

ID	Component Description	Component Sub Type	Status	Firm Pump Capacity (gpm)	Aux Power?	Storage?	Chemical Addition?	Active Date
C1	Adjacent to ground storage reservoir - booster station	ABOVE GROUND	Active	620	Yes			1/1/1960

System Interconnects

Component ID	Component Description	Component Sub Type	Status	Capacity (gal)	Chemical Injection Metered?	Chemical Injection Capable?	Active Date
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Treatment

ID	Treatment	Objective	Begin Date	Pump Model	Capacity (gpm)	Stroke %	Speed %	Solution Tank Cap (gal)	Dilution Ratio
1	None	N - No Treatment at Source	5/31/2007	LMI	38			60	
2	None	N - No Treatment at Source	5/31/2007	LMI	38			60	

System Evaluation Summary

Inspector/Reviewer	Date	Report Date	Type	Agency	Response Due	Response Rec'd
LOTZER, CIARA	2/16/2021	7/26/2021	SURVEY	DNR	9/6/2021	
SCHERER, KEN	9/21/2017	10/4/2017	SURVEY	DNR	11/18/2017	11/18/2017

Bacteriological Sampling History

Year	Distribution Safe	Distribution Unsafe	Confirmed Unsafe	Triggered Unsafe	Missed Samples	Raw Water Safe	Raw Water Unsafe	Fecal Positive?
2024	9							N

Year	Distribution Safe	Distribution Unsafe	Confirmed Unsafe	Triggered Unsafe	Missed Samples	Raw Water Safe	Raw Water Unsafe	Fecal Positive?
2023	36							N
2022	35	1						N
2021	36							N
2020	36							N
2019	36							N

Chemical Sampling History

Year	Sample Group Code	Source ID	Samples Taken	Missed Samples	MCL Violations
2024	NITRATE	1	1		
2024	NITRATE	2	1		
2023	IOC	1	1		
2023	IOC	2	1		
2023	PBCU		10		
2023	SOC	1	1		
2023	SOC	2	1		
2023	VOC	1	1		
2023	VOC	2	1		
2022	NITRATE	1	1		
2022	NITRATE	2	1		
2021	NITRATE	1	1		
2021	NITRATE	2	1		
2020	IOC	1	1		
2020	IOC	2	1		
2020	PBCU		10		
2020	RAD	1	1		
2020	RAD	2	1		
2020	VOC	1	1		
2020	VOC	2	1		
2019	NITRATE	1	1		
2019	NITRATE	2	1		

Sample Group	Last Sampled
BACTI	2024
FLUORIDE	2007
IOC	2023
NITRATE	2024

Sample Group	Last Sampled
PBCU	2023
PFAS	2023
RAD	2020
SOC	2023
VOC	2023

7

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



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

To: Honorable Mayor and City Council Members

From: Scott J. Kluver, ^{SK} Administrator

Re: Road Gravel Bid

Date: March 28, 2024

I am asking the Council to approve the lowest responsible bidder for road gravel for this year for an estimated 2,400 tons. This road gravel is for the approved budget expense for alley/street/park improvements throughout the City. This is a very simple bid process, and the results were opened on March 28th. The lowest responsible bidder this year is Mika Construction of Ashland at \$18.30 per ton for an estimated total of \$43,935. You will see that the results were very competitive. Please let me know if you have any questions.

BID TABULATION

Project: Road Gravel 2024

Date of Bid Opening: March 28, 2024 Time of Bid Opening: 2:00 PM

Contractor	Unit Price/Ton	Bid Total	Bid Form
Sipsas Excavating	\$ 19.49	\$46,776.00	Y
Mika Construction	\$ 18.30	\$43,935.00	N
South Shore Sand & Gravel - Iron River WI	\$ 20.27	\$48,648.00	Y
Bob Olson – Washburn WI	\$ 19.83	\$47,592.00	Y
Trusty Trucking – Iron River	\$ 19.95	\$47,880.00	Y
Angelo Luppino – Iron Belt	\$ 18.50	\$44,400.00	Y

Attendees at Bid Opening: City Admin Scott Kluver; DPW Director Gerry Schuette, Mike – Angelo Luppino, Inc.

8

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



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

To: Honorable Mayor and City Council Members
From: Scott J. Kluver, Administrator
Re: Special Event Request – North Coast Car Show
Date: March 27, 2024

Enclosed you will find various requests to restrict parking on certain streets for the North Coast Car Show to be held at the Harbor Table. This request has been reviewed by Chief Johnson, and there is no objection. This request also includes the use of the Omaha Property as a temporary parking lot. People could park on the property across from Stage North and walk on the ATV trail down to the car show.

In addition, you will find the request for open container during the North Coast Car Show on the Harbor Table and surrounding City property.

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

Subject: Request for Open Container Permit during North Coast Car Show

Date: March 12, 2024

To: City of Washburn

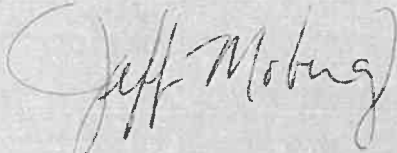
From: Jeff Moberg / Harbor Table

Dear City of Washburn,

I am writing to formally request permission for an open container during the North Coast Car Show, which will take place at Harbor Table as part of Brownstone Days. The event is scheduled for Saturday, July 27, 2024.

Thank you for considering our request.

Sincerely,

A handwritten signature in cursive script that reads "Jeff Moberg". The signature is written in dark ink and is positioned above the printed name.

Jeff Moberg

March 10, 2024

To: Mayor Motiff, City Council, and Administrator Kluver

RE: Parking

The 14th Annual North Coast Car Show will be held, Saturday, July 27, 2024 from 9:00am to 3:00pm. As in the past we are asking the city to place no parking signs along the west side of S. Second Avenue to Harbor View Drive and the South side of Harbor View Drive, from second Avenue to Central Avenue. With parking only allowed on one side of the street it will help alleviate any congestion and ensure that all emergency vehicles can get through and pedestrians are able to walk safely.

We would also like to request the use of the city's Omaha Street property for spectator parking, this would allow people to park and then walk down the ATV/Snowmobile trail to the car show.

Thank you for your consideration of our request, and hope you have a chance to come down to the show.

Sincerely,



Tammy L. DeMars

For

North Coast Car Show

9

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



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

To: Honorable Mayor and City Council Members

From: Scott J. Kluver, Administrator *SK*

Re: Request to Close Central Avenue for Farmers Market

Date: March 27, 2024

Enclosed you will find a request to close Central Avenue from Bayfield Street north to 3rd Steet to accommodate the Washburn Farmers Market activities during the summer. Previously it was only to the alley. The neighboring homeowner has been contacted, as well as the lumber yard concerning deliveries, and there are no concerns. The request will be every Wednesday from June 5 until October 16 from 1:00 pm until 7:00 pm. Both the Police Chief and DPW Director have reviewed this. It is the same arrangement as last year.



March 18, 2024

Washburn City Council
Attn: Scott Kluver
PO Box 638
Washburn, WI 54891

To Washburn City Council,

I am requesting on behalf of the vendors and myself, hereafter referred to as the "Washburn Farmers Market," the temporary closure of Central Avenue, from Bayfield Street to E 3rd St. We have spoken with the resident that lives on the corner of Central and 3rd and they are happy about the expansion. The dates and times I'm requesting are June 5th, 2024 to October 16th, 2024, every Wednesday from 2-7 P.M. I am also requesting a similar arrangement to past years, having city public works set up barricades at approximately 1 P.M. each Wednesday. The Washburn Farmers Market will be responsible for removing the barricades after each market. As with previous years, the barricades can be stored behind the Club (WCC).

Sincerely,

Elizabeth Yost

Market Manager
Washburn Area Chamber of Commerce

WASHBURN AREA CHAMBER OF COMMERCE

P.O. Box 74 - 100 W. Bayfield St Washburn, WI 54891 715-373-5017 info@washburnchamber.com
www.washburnchamber.com


10

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



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

To: Honorable Mayor and City Council Members

From:  Scott J. Kluver, Administrator

Re: Request to Have Dandelion Days at Memorial Park or Jackies Field

Date: March 28, 2024

Enclosed you will find a request to have Dandelion Day (June 22nd) at either Memorial Park or Jackies Field. With construction making Wikdal impossible, and detour traffic making the Omaha property less than ideal, and Thompson's West End being used for the Superior Vista's Bike Tour, we recommended the use of Legion Park. The organizers prefer either Memorial Park or Jackies Field instead because of the layout of Legion Park. Our concerns with Memorial Park are limited parking/congestion, and increased activity/disturbance of campers. At Jackies Field, that park is not set up with adequate power at this time and would require the use of a neighbor's power or a generator. The final decision is up to you.

Hello Washburn City Council,

I am writing to request permission of use of either Jackie's Field or Memorial Park and Pavilion for 2024 Dandelion Days.

Dandelion Day is an annual festival in Washburn that usually takes place at Wikdal Park, organized by community members. The event is a celebration of local ecology, community and creativity, with efforts to educate and encourage practices of sustainability and local commerce among attendees. The event hosts local vendors and artists, educational booths, food by Stone Soup and a stage of musical entertainment. All features of this event are wholesome and family friendly.

Because of the layout of Legion Park (many trees and flag poles) the Dandelion Days planning committee feels that it is not our 1st choice for the event's location this year. Either Jackie's field or the Memorial Park Pavilion and green space would be preferred to Legion Park if permissible by the Council.

We will need power for the musical sound system, and I have been told a standard 110 volt will support our setup. In the case of using Jackie's Field where there is no public power, we are hopeful that a local homeowner would be willing to provide power for the event and if not we can explore the possibility of using a generator.

In the case that the event can be held at Memorial Park, we would give clear parking instructions on site so that the park did not become congested with cars.

If either of these options are approved by the Council, our planning committee would be happy to talk more about contingencies necessary to make it work smoothly for the City of Washburn and 2024 Dandelion Days, alike.

We greatly appreciate your consideration. Thank you!

Ava Kay

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



Application must be submitted a minimum of 30 days prior to date of use.
 Special Event Permits may need approval by the Common Council in some instances.

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

Pickup _____ Destroy X

Did you remember to mark Pickup or Destroy? The City Will Not Mail Security Deposits.

Special Event Application / Permit

■ **Copy of Permit Must Be In Possession During Use** ■

Name of Event: Washburn Dandelion Days

Event Sponsor/Promoter: _____

Nature of applicant: (i.e. charitable organization, corporation, association, individual, etc.) Ava Kay

If charitable organization, tax exempt number: _____ Is the public invited to this event? yes

Description of Event: Annual Community event celebrating local ecology and creativity. Event hosts vendors, artists and entertainment for the community + supports local commerce.

Facility Use Requested: (Check all that apply)

Memorial Park			Thompson's West End Park			
<input type="checkbox"/>	Waterfront	<input type="checkbox"/>	<input type="checkbox"/>	Beach	<input type="checkbox"/>	Boat Landing
<input type="checkbox"/>	East Campground *	<input type="checkbox"/>	<input type="checkbox"/>	Campground *	<input type="checkbox"/>	Fishing Pier
<input type="checkbox"/>	West campground *	<input type="checkbox"/>	<input type="checkbox"/>	Open area south of campground	<input type="checkbox"/>	Overflow area behind boat landing
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Fishing Pier	<input type="checkbox"/>	Pavilion
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

* Campground use will not include seasonal sites

Athletic Fields			Jackie's Field		
<input type="checkbox"/>	Baseball Field	<input type="checkbox"/>	Ice Rinks/Warming Shed	<input type="checkbox"/>	
<input type="checkbox"/>	Softball Field	<input type="checkbox"/>	* Contact City Hall *	<input type="checkbox"/>	Hillside Park
<input type="checkbox"/>	Little League Field	<input type="checkbox"/>	Different FEES apply	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	Wikdahl Park
<input checked="" type="checkbox"/>	(Prefer Memorial Park or Jackie's Field) (Other) Legion Park	<input type="checkbox"/>		<input type="checkbox"/>	Event Lawn of Marina
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

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

Dates of Use:

Date(s) of Use: June 22, 2024

Time of Use: From: 10 AM/PM To: 5 AM/PM

Set Up Date: June ~~11~~ 21, 2024 Clean Up-Date: June 22, 2024

Will there be an admission charge, sale, solicitation, donation, or collection involved with your use? No admission charge,
 What will the money raised be used for? Paying musicians / performers, seed money for next years event donations accepted

Will there be vendors and/or concession booths at event provided by individuals not associated with sponsor?
 Yes No Will there be a charge to vendors/concession booths? If yes, amount of charge: \$ 60
 Will paid performers, speakers, etc., be used during the event? yes
 Will there be a separate charge to attend the speaker's program? NO If yes, the amount of the charge \$ _____

Planned Activities: Stage w/ music, local artists/vendors **Estimated Attendance:** 300+

Yes	No	Check all Planned Activities	Yes	No	Check All Planned Activities
		Is food to be served by applicant?	<input checked="" type="checkbox"/>		Will a caterer be used? <u>Stone Soup</u>
	<input checked="" type="checkbox"/>	Will alcohol be served? Sold? _____			Alcohol Beverage License: _____
	<input checked="" type="checkbox"/>	Will Fireworks be displayed?			Fireworks Display Permit: _____
<input checked="" type="checkbox"/>		Will Porta-Toilets be provided?			Number of Porta-Toilets Planned: <u>2</u>
<input checked="" type="checkbox"/>		Will a dance be held?		<input checked="" type="checkbox"/>	Bonfire (Special Permit Only)
<input checked="" type="checkbox"/>		Tents, canopies to be placed?	<input checked="" type="checkbox"/>		Amplified sound equipment to be used?
<input checked="" type="checkbox"/>		Stages to be placed?	<input type="checkbox"/>		Generators to be used?
<input checked="" type="checkbox"/>		Electricity to be used?			
<input checked="" type="checkbox"/>		On-site signs/banners to be placed?	<input checked="" type="checkbox"/>		Off site signs/banners to be placed?

If off site signs/banners are to be placed, note types and dimensions: 5x8 banner with event name on-site

Provide locations for off-site signs & banners: event signs along roadside (Hwy B detour)

Applicant's Certificate of Insurance Must Be Received by the City at Least 10 Days Prior to the Event

Who is providing Insurance Coverage? Applicant? <input checked="" type="checkbox"/> Chamber? _____ Other: _____			
Type of Insurance	Name of Insurance Co.	Per Occurrence Limit	Aggregate Limit
General Liability		\$	\$
Alcohol Liability		\$	\$
Spectator Liability		\$	\$

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

Name: Ava Kay

Cell Phone: 608 886 7936 Home Phone: _____

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

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

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

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

Pickup _____ Destroy X

Print Name Ava Kay

WI Driver's License: _____

Title or Position: Lead Organizer

Home Phone: 608 886 7936

Address: 31890 friendly Valley Rd

Work Phone: _____

City & Zip: 54891 Washburn

Fax: _____

Signature: Ava Kay

e-mail: avakay@sbcglobal.net

Date: march 22, 2024

Did you remember to mark Pickup or Destroy? The City Will Not Mail Security Deposits.

FOR OFFICIAL USE ONLY

PERMIT NO: _____

Application Reviewed by Common Council (Date): _____ Approved _____ Denied _____

Authorized Signature: _____ Date: _____

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

PO BOX 638
WASHBURN, WI 54891

Date: 3/22/2024
Check

RECEIVED FROM AVA KAY

\$25.00

<u>Type of Payment</u>	<u>Description</u>	<u>Amount</u>
Accounting	MISCELLANEOUS REVENUES DANELION DAYS LEGION PARK 6/22/2024	25.00
<hr/> TOTAL RECEIVED		25.00

1 1

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 *Tony*
Re: Alcohol Licensing
Date: March 26, 2024

At the March Council meeting, Council approved staff to issue public notification and begin the administrative process for the application of an alcohol beverage retail license of Class “A” Fermented Malt Beverage (beer) and “Class A” Intoxicating Liquor to be sold on premise at 1047 W. Bayfield St.; with licensing being issued to Dolgencorp, LLC (dba: Dollar General Store #25335). Public notice of this application has been published in the Ashland Daily Press on March 15, 19 & 22, 2024.

Chief Johnson has not had the opportunity to inspect the Dollar General but will do so after license has been approved and alcohol is being sold.

I recommend that Council approve the Alcohol Beverage Retail License of Class “A” Fermented Malt Beverage (beer) and “Class A” Intoxicating Liquor for Dolgencorp, LLC (dba: Dollar General Store #25335).

Form
AT-106

Original Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	
License Period	

License(s) Requested

- | | |
|---|--|
| <input checked="" type="checkbox"/> Class "A" Beer \$ _____
<input type="checkbox"/> Class "B" Beer \$ _____
<input type="checkbox"/> "Class C" Wine \$ _____
<input type="checkbox"/> Reserve "Class B" Liquor \$ _____ | <input checked="" type="checkbox"/> "Class A" Liquor \$ _____
<input type="checkbox"/> "Class B" Liquor \$ _____
<input type="checkbox"/> "Class A" Liquor (Cider Only) \$ 0
<input type="checkbox"/> "Class B" (Wine Only) Winery \$ _____ |
|---|--|

License Fees	\$
Publication Fee	\$
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship) Dolgencorp, LLC		
2. Trade Name or DBA Dollar General Store #25335		
3. Premises Address 1047 W Bayfield Street		
4. County Bayfield	5. Municipality Washburn	6. Aldermanic District Washburn
7. Mailing Address (if different from premises address) 100 Mission Ridge, Attn Tax Licensing, Goodlettsville TN 37072		
8. FEIN 61-0852764	9. Wisconsin Seller's Permit Number 456-0000208845-	
10. Premises Phone (205) 924-8336	11. Premises Email tax-beerandwinelicense@dollargeneral.com	
12. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary. 10,566 square foot premises with 8,522 sq ft of sales floor space where alcohol will be stored. Building contains restrooms, staff break room, office, and stockroom.		

Part B: Questions

- | | |
|--|---|
| 1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)?
If yes, please explain using the space below. Attach additional sheets if necessary. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

Part C: For Corporate/LLC Applicants Only

1. State of Registration Kentucky		2. Date of Registration 10/08/08
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Name of Parent Company	FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name Allen	Agent's First Name Jessica	Phone 615- 613-6634

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.


List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
Sunderland	Steven	CMO	615-855-4000
Taylor	Emily	CMO	615-855-4000
Allen	Jessica	Registered Agent	615-613-6634

Part E: Attestation

Who must sign this application?
 sole proprietor one general partner of a partnership one corporate officer one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 2/2/2024	
Name (Last, First, M.I.) Taylor, Emily		
Title CMO	Email tax-beerandwine@dollargeneral.com	Phone 615-855-4000

Part F: For Clerk Use Only

Date application was filed with clerk 2/2/24	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Sunderland</u>		(first name) <u>Steven</u>		(middle name)	
Home Address (street/route) <u>3600 Hilldale Drive</u>		Post Office	City <u>Nashville</u>	State <u>TN</u>	Zip Code <u>37215</u>
Home Phone Number <u>615 855 4000</u>		Age <u>59</u>	Date of Birth <u>2-4-1964</u>	Place of Birth <u>Elmhurst IL</u>	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.

Manager of Dalgencorp LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? N/A
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. Manager of - See Attached List
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)
6. Named individual must list in chronological order last two employers.

Employer's Name <u>Dollar General Corp</u>	Employer's Address <u>100 Mission Ridge, Goodlettsville TN 37072</u>	Employed From <u>9/2014</u>	To <u>Present</u>

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Taylor		Emily			
Home Address (street/route)		Post Office	City	State	Zip Code
1805 Otter Creek Road			Nashville	TN	37215
Home Phone Number		Age	Date of Birth	Place of Birth	
615 855 4000		47	3-19-1976	Nashville, TN	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Manager of Dolencorp LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

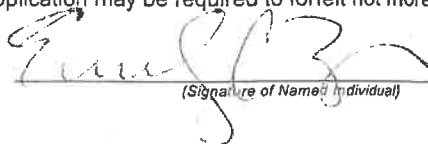
which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? N/A
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. Manager of A - See Attached List
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify.
(Name of Wholesale Licensee or Permittee) (Address By City and County)
- Named individual must list in chronological order last two employers.

Employer's Name <u>Dollar General Corp</u>	Employer's Address <u>100 Mission Ridge</u>	Employed From <u>04/1998</u>	To <u>Present</u>
Employer's Name <u>N/A</u>	Employer's Address <u>Goodlettsville, TN 37072</u>	Employed From	To

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Name of Individual)

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

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

To the governing body of: Town Village City of Washburn County of Bayfield

The undersigned duly authorized officer/member/manager of DOLGENCORP, LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as DOLLAR GENERAL STORE # 25335
(Trade Name)

located at 1047 W Bayfield Street, Washburn, WI 54891

appoints JESSICA ALLEN
(Name of Appointed Agent)
3995N POPKO CIR E MERCER WI 54547
(Home Address of Appointed Agent)

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

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

AGENT OF SEE ATTACHED LIST

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 16 YEARS

Place of residence last year MERCER WI

For: DOLGENCORP, LLC
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, JESSICA ALLEN, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

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

[Signature] 1/12/2024 Agent's age 47
(Signature of Agent) (Date)
3995N POPKO CIR E MERCER WI 54547 Date of birth 03/09/1976
(Home Address of Agent)

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

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

Approved on _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Stores Jessica Allen is Agent of

Store	Address 1	City	State	Zip Code	MGR	County
	12512 709 W HOKAH ST	MINONG	WI	54859-931	JESSICA ALLEN	WASHBURN
	12858 9040 N BOUNDARY RD	SOLOM SPRINGS	WI	54873-810	JESSICA ALLEN	DOUGLAS
	13173 24199 STATE RD 35 70	SIREN	WI	54872	JESSICA ALLEN	BURNETT
	13563 102 E MAPLE ST	SPOONER	WI	54801-168	JESSICA ALLEN	WASHBURN
	14302 216 BELKNAP ST	SUPERIOR	WI	54880-296	JESSICA ALLEN	DOUGLAS
	17495 215 E STATE RD 70	GRANTSBURG	WI	54840	JESSICA ALLEN	BURNETT
	17794 307 HWY 63	SHELL LAKE	WI	54871	JESSICA ALLEN	WASHBURN
	18451 9991 E CENTENNIAL RD	POPLAR	WI	54864	JESSICA ALLEN	DOUGLAS
	18814 10127 N COUNTY HIGHWAY K	HAYWARD	WI	54843-226	JESSICA ALLEN	SAWYER
	18984 16894 W 3RD ST N	STONE LAKE	WI	54876	JESSICA ALLEN	SAWYER
	19533 7447 MAIN ST	DANBURY	WI	54830-841	JESSICA ALLEN	BURNETT
	20333 3715 N CLARK ST	RADISSON	WI	54867	JESSICA ALLEN	SAWYER
	20767 68300 COUNTY HIGHWAY A	IRON RIVER	WI	54847-487	JESSICA ALLEN	BAYFIELD
	23731 305 N ALGOMA ST	BIRCHWOOD	WI	54817-888	JESSICA ALLEN	WASHBURN
	24300 2432 COUNTY ROAD A	WEBSTER	WI	54893	JESSICA ALLEN	BURNETT
	25335 1047 W BAYFIELD ST	WASHBURN	WI	54891	JESSICA ALLEN	BAYFIELD
	25718 26632 LAKELAND AVE N	WEBSTER	WI	54893	JESSICA ALLEN	BURNETT

**DOLGENCORP, LLC – a manager-managed Kentucky limited liability company
(formerly known as Dolgencorp, Inc. – converted from corporation to LLC)**

The sole member of the LLC is Dollar General Corporation. Notwithstanding that and the managers, the following individuals have been appointed to offices of the company:

Steven G. Sunderland	Chief Executive Officer
Kelly M. Dilts	Chief Financial Officer and Secretary
Roderick J. West	Senior Vice President, Distribution
Barbara L. Springer	Vice President and Treasurer
Hiren Mehta	Assistant Treasurer

Managers

Emily C. Taylor
Steven G Sunderland



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-224-5761
 email: DORBusinessTax@wisconsin.gov
 website: revenue.wi.gov

000004

Letter ID L0866637872

ATTN: TAX DEPARTMENT
 DOLGENCORP, LLC
 100 MISSION RDG
 GOODLETTSVILLE TN 37072-2171

Wisconsin Department of Revenue Seller's Permit

Legal/real name: DOLGENCORP, LLC
Business name: DOLLAR GENERAL STORE # 25335
 1047 W BAYFIELD ST
 WASHBURN WI 54891-9514

- This certificate confirms you are registered with the Wisconsin Department of Revenue and authorized in the business of selling tangible personal property and taxable services.
- You may not transfer this permit.
- This permit must be displayed at the place of business and is not valid at any other location.
- If your business is not operated from a fixed location, you must carry or display this permit at all events.

Tax Type

Account Type

Account Number

Sales & Use Tax

Seller's Permit

456-0000208845-05