

ASHLAND CITY COUNCIL MEETING MINUTES

Tuesday, August 13, 2019 – 5:30 PM

Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, August 13, 2019 Ashland City Council meeting was called to order by Mayor Debra Lewis, in the Ashland City Hall Council Chambers at 5:30 p.m.

A. Roll Call

Roll call was taken, a Moment of Silence was held, and the Pledge of Allegiance was recited.

PRESENT: Matthew MacKenzie, Sarah Jackson, Kate Ullman (arrived at 5:35), Ana Tochtermann, Wahsayah Whitebird, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: Holly George (excused)

ALSO PRESENT: Mayor Deb Lewis, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Police Chief James Gregoire, Finance Director Julie Vaillancourt, Public Works Director John Butler, and other concerned citizens.

B. Moment of Silence

C. Pledge of Allegiance

2. APPROVAL OF AGENDA

Haas moved, seconded by Whitebird to approve the agenda as presented. The motion carried unanimously by voice vote.

3. APPROVAL OF MINUTES of the July 30, 2019 Council and Committee of the Whole meetings

Franek moved, seconded by Whitebird to approve the minutes of the July 30, 2019 Council and Committee of the Whole meetings. The motion passed unanimously by voice vote.

A. July 30, 2019 City Council and Committee of the Whole minutes

4. CITIZEN PARTICIPATION PERIOD

David Siegler, 700 Chapple Avenue, spoke in favor of the construction of a new facility for the Police Department, and his concern of Council's support of funding for it.

5. MAYOR'S REPORT

A. Announcements

Lewis attended a meeting last week with Senator Tammy Baldwin regarding post-storm infrastructure and FEMA needs in the area. She also recently attended a ribbon cutting for the new Xcel Solar Garden. Crew from Duluth's PBS television station will be in town in a week to recognize Ashland for an upcoming episode of *Around the Corner with John McGivern*. Ashland County is hosting a Clean Sweep hazardous materials collection on August 22, 2019 at WITC-Ashland. The remains of former Ashland resident Edward "Buster" Morrison, who was the first Wisconsin resident killed in action during the Korean War, will be returning to Ashland on August 14. The procession is expected to be routed through the City beginning at approximately 6:30 p.m.

B. Appointments

The Mayor recommended approval of the appointments as follows:

B.A.R.T. Board

Nathan Lawver, replacing Mary Hambuch Expires: July 13, 2021

Harbor Commission

Tom Yankee, reappointed Expires: July 31, 2022

Moore moved, seconded by Pufall to approve the Mayor's appointments. The motion passed unanimously by roll call vote.

6. CONSENT AGENDA

Tochterman moved, seconded by Haas to approve the Consent Agenda. The motion passed unanimously by voice vote.

A. Miscellaneous Minutes

B. Operator's Licenses

The following individuals applied for an operator's license:

Carol L. Bond
Cheryl L. Cook
Anissa M. Cram
Joshua S. Emery
Debora L. Milanowski

C. Planning & Development Monthly Permit and Violation Reports

7. NEW BUSINESS

A. Approve to Waive the Advertisement Requirements as Required by Section 194.04 of Chapter 194, Ashland City Ordinances, and Proceed with Solicitation of Proposals for the City's 2020 Health Insurance Contract (*Human Resources*) Voice

Summary Statement: The intent of this request was to facilitate negotiation with potential providers to acquire the most cost-effective, quality health insurance benefit for City employees. A recommendation and contract for health insurance benefits will be provided to Council during the budget presentations.

Tochterman moved, seconded by Moore to approve to waive the advertising requirements as required by Section 194.04 of Chapter 194, Ashland City Ordinances and proceed with solicitation of proposals for the City's 2020 Health Insurance Contract. The motion passed unanimously by voice vote.

B. Approve to Reverse Emergency Declaration for Replacing Two Failing Wastewater Utility HVAC Systems at the Wastewater Treatment Plant per Wisconsin State Statute 62.15(1b) (Public Works) Voice

Summary Statement: At the December 11, 2018 City Council meeting, Council approved a resolution to declare replacing two failing wastewater utility HVAC systems an emergency per Wisconsin State Statute 62.15(1b), and approve to award a contract to the lowest solicited bid.

The two HVAC units were replaced and the work was completed at the end of January 2019, and final payment was made to the contractor, A to Z Plumbing and Heating, Inc. on February 22, 2019.

There were two change orders on the project. Change Order No. 1 for \$661.00 was to replace the existing thermostats that were not compatible with the new HVAC units. This was not discovered until the units were put in operation. Change Order No. 2 in the amount of \$3,062.82 was the result of the electrical specifications on the Makeup Air Unit on the UV Building that were mislabeled and the replacement unit was ordered to meet these specifications. When the new unit on the UV Building was installed and power applied there was an electrical malfunction; it then blew out the contactor and transformer. The manufacturer confirmed that replacing the contactor and transformer would not affect the warranty of the unit. Public Works was in agreement with the Change Orders.

Franek moved, seconded by Whitebird to approve to reverse the emergency declaration to replacing two failing Wastewater Utility HVAC systems at the Wastewater Treatment Plant per Wisconsin State Statute 62.15(1b). The motion passed unanimously by voice vote.

C. Approve a Resolution to Amend the 2018 General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Internal Service Funds Budgets Per Wis. State Statute 65.90(5)(a) (Finance) Roll

Summary Statement: The annual budgets are formulated based on the best information at the time of preparation, which is usually around four months before the budget year begins. For 2018, the preliminary actual results varied from the budgets formulated and some departments were over budget while other departments were under budget. This resulted in the need for the Council to re-appropriate the 2018 budget for expenditures. The budget amendment brought the expenditures and transfers into compliance with Wis. Stats. 65.90(5)(a) Municipal Budgets. The following was the proposed budget amendment:

**Original Budget General Fund revenue and fund balance available
for Expenditures and Transfers:**

\$10,551,455

General Fund Transfers to Other Funds

Original General Fund Transfers to Other Funds:	\$713,650
Fund 260 Recycling – Increase transfer - recycling costs more than anticipated	3,502
Fund 750 Post-Retirement Benefits Reserve – Increase transfer – reserve additional funds for future employee retirements	<u>75,000</u>
 Proposed General Fund Transfers to Other Funds	 <u>\$792,152</u>

General Fund Expenditures for Operations

Original General Fund expenditures for operations	\$9,837,805
Decrease Technology and Buildings/Facilities budgets and transfer to Fund 750 Post-Retirement Benefits Reserve	-75,000
Reduce public works budget and transfer to Fund 260 recycling	-3,502
Transfer of under-expended department budgets to over-expended department budgets with -0- net affect.	<u>0.00</u>
Proposed General Fund Expenses for Operations	<u>\$9,759,303</u>

**Proposed General Fund Transfers to Other Funds & Expenditures for
Operations (no change overall from original budget)**

\$10,551,455

The Finance Director requested an increase for the transfer to Fund 750 Post-Retirement Benefits Reserve. Employees who retire from the City have benefit payouts of accrued vacation and unused sick leave up to 720 hours. Fund 750 was created in 2006 to fund actuarial studies for employee post-retirement benefits as required by Governmental Accounting Standards and to accumulate annual transfers from the General Fund to cover employee retirement payouts. Having Fund 750 in place reduces the large swing in annual costs that the general government departments would have in costs due to employee retirements and allows for better planning. Fund 750 annual expenses for 2018 was \$127,348 and had a negative fund balance as of 12/31/2018 of (\$21,920) before the additional requested \$75,000 transfer in. The 2019 employee retirement costs were estimated at \$133,400 with a 2019 budget transfer in of \$85,000.

The approval of the Special Revenue Funds budget amendments included the tax increment transfer from Tax Increment District (TID) #6 as “donor” to TID #9 as “distressed” as follows:

TID #6 transfer out	\$(246,425.79)
TID #9 transfer in	\$ 246,426.79

The preliminary 2018 General Fund net revenue was \$98,532.

Moore moved, seconded by Haas to approve a resolution to amend the 2018 General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, and Internal Service Funds Budgets per Wisconsin State Statute 65.09(5)(a). The motion passed unanimously by roll call vote. **File #17522**

8. ADJOURNMENT

Ortman moved, seconded by Jackson to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities.

NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals or individuals with limited English proficiency through auxiliary aids or services. For additional information or to request this service, contact Denise Oliphant at 715-682-7071 (not a TDD telephone number) or FAX: 715-682-7048