

City Council and Committee of the Whole Meetings
Tue, Jul 28, 2020 5:30 PM - 8:30 PM (CDT)

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ASHLAND CITY COUNCIL MEETING
Tuesday, July 28, 2020 – 5:30 PM
Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

- 1. CALL TO ORDER**
 - A. Roll Call, Moment of Silence and Pledge of Allegiance**
- 2. APPROVAL OF AGENDA**
- 3. APPROVAL OF MINUTES**
 - A. July 14, 2020 City Council and Committee of the Whole Meeting Minutes**
- 4. CITIZEN PARTICIPATION PERIOD**
- 5. MAYOR’S REPORT**
 - A. Announcements**
 - B. Appointments**
- 6. CONSENT AGENDA**
 - A. Miscellaneous Meeting Minutes**
 - B. June 2020 Planning and Development and Property Maintenance Report**
- 7. OLD BUSINESS**

- A. Approve a Resolution in Support of Ashland County Health Officer Efforts to Control the Community Spread of COVID-19** (*Passed unanimously by Committee of the Whole 7-14-2020*) Mayor

8. NEW BUSINESS

- A. Presentation on Cure in Place Pipe (CIPP) Technology** (*Public Works*)
- B. Approve a Resolution to Acknowledge Review of the 2019 Compliance Maintenance Annual Report (CMAR) of the Ashland Wastewater Utility Pursuant to the Requirements of NR 208, Wisconsin Administrative Code** (*Voice*) Public Works
- C. Approve an Agreement with Cedar Corporation to Complete Design of the the 6th Street East between 14th Ave E and 19th Ave E Reconstruction Project** (*Roll*) Public Works
- D. Approve a Transfer of Restrictive Covenant and Release for Northwoods Women, Inc. DBA New Day Advocacy Center** (*Voice*) Administration
- E. Approve an Ordinance to Repeal and Replace Section 5.1E, Chapter 781 (1764), Ashland City Ordinances, Unified Development Ordinance (UDO) Related to Accessory Dwelling Units** (*Roll*) Planning
- F. Approve to Award the Contract to the Lowest Bidder for the Bretting Center HVAC Replacement Project** (*Roll*) Administration

9. ADJOURNMENT

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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

July 14, 2020 City Council and Committee of the Whole Meetings
5:30 PM - 8:30 PM (CDT)

Please join the meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/143510853>

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ASHLAND CITY COUNCIL MEETING MINUTES
Tuesday, July 14, 2020 – 5:30 PM
Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, July 14, 2020 Ashland City Council meeting was called to order by Mayor Debra Lewis via GoTo Meetings at 5:30 p.m.

A. Roll Call, Moment of Silence and Pledge of Allegiance

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

PRESENT: Holly George, Matthew MacKenzie, Sarah Jackson, Kate Ullman, Ana Tochterman, Wahsayah Whitebird, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: None.

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Parks Director Sara Hudson, Planning Director Megan McBride, Public Works Director John Butler, Interim Police Chief Bill Hagstrom, Fire Chief Dave Wegener, and other concerned citizens.

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

A. June 30, 2020 City Council and Committee of the Whole Meeting Minutes

Whitebird moved, seconded by Franek to approve the minutes of the June 30, 2020 City Council and Committee of the Whole Meeting minutes. The motion carried unanimously by voice vote.

4. CITIZEN PARTICIPATION PERIOD

Patricia Brown, employee of Chequamegon Food Cooperative, encouraged Council to mandate the wearing of masks in indoor businesses.

Eric Lindell, 204 1/2 West Main Street, urged Council to make wearing masks mandatory.

Bill Pearce, property owner, voiced frustration while recently trying to get City water and sewer hook up for an older home in the City, requesting follow up.

Zygmund Jablonski, A to Z Plumbing, also noted miscommunication while working in getting Mr. Pearce's permits for water and sewer hook up.

Cheyenne Otto-Defoe, future resident of Ashland and Progress North Regional organizer, expressed the importance for the police force to recognize cultural differences.

Kiersten Galazen, employee of Chequamegon Food Cooperative, encouraged Council to adopt a mask policy.

Philomena Kebec, Ashland County Board member, asked for a mask mandate to protect both the citizens and police officers, and does not support the proposal of a fine.

5. MAYOR'S REPORT

A. Announcements

According to the Public Works Director, there was no overflow after the heavy rains from last week's storm. On July 9, 2020, City staff, members of a number of businesses, of the Chamber, and medical community met to discuss potential mandates relative to the COVID pandemic. Ashland and Bayfield Counties both issued mask advisories formally yesterday, July 13, 2020.

6. CONSENT AGENDA

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

A. Miscellaneous Meeting Minutes

7. NEW BUSINESS

A. Approve to Accept a Grant from Wisconsin Coastal Management for Kreher Park Redevelopment : Public Access (*Parks*) Voice

Ullman moved, seconded by Moore to approve to accept the grant for the amount of \$29,950. The motion passed unanimously by voice vote.

B. Approve to Accept a Sport Fish Restoration Grant from the US Fish and Wildlife Service and Wisconsin Department of Natural Resources for the Ashland Ore Dock Redevelopment: Diamond Access (*Parks*) Voice

Franek moved, seconded by Haas to approve to accept the grant for the amount of \$50,757. The motion passed unanimously by voice vote.

C. Approve a Grant Agreement between the State of Wisconsin Department of Administration, Division of Intergovernmental Relations, Wisconsin Coastal Management Program and the City of Ashland for Unified Development Ordinance Updates (*Planning*) Voice

Tochterman moved, seconded by Ullman to approve the grant agreement for the amount of \$15,000. The motion passed unanimously by voice vote.

D. Approve a Resolution to Set a Public Hearing Date for the Vacation of That Part of 44th Avenue East Lying between Lot 8 Block 3 and Lot 1 Block 4, all in Lake View Addition, City of Ashland, Ashland County, Wisconsin (*Planning*) Voice

Haas moved, seconded by Pufall to approve to set the proposed public hearing date of August 18, 2020. The motion passed unanimously by voice vote.

E. Approve the State Municipal Agreement (SMA), Dated April 30, 2020 for the Waterfront Access Road Reconstruction Project (*Public Works*) Roll

Haas moved, seconded by George to approve the State Municipal Agreement. The motion passed unanimously by roll call vote.

F. Approve Entering into a Contract with Ayres Associates Inc for Design Engineering Services on the Bike and Pedestrian Facility Improvement Project (Public Works) Roll

Moore moved, seconded by Tochterman to approve the contract with Ayres Associates Inc for the amount of \$84,268.98. The motion passed unanimously by roll call vote.

G. Approve a Class B Fermented Malt Beverage License Application for Deepwater Grille at 717 Main Street West, Ashland, WI, and Its Agent, Mark Gutterer (Clerk) Voice

Franek moved, seconded by Pufall to approve. Council approved to hear license applicant Mark Gutteter to speak. This motion carried unanimously by voice vote. The motion to approve the license passed unanimously by voice vote.

8. ADJOURNMENT

George moved, seconded by Moore to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

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COMMITTEE OF THE WHOLE MEETING MINUTES

The Common Council of the City of Ashland will meet as the Committee of the Whole on July 14, 2020 immediately following the City Council meeting which begins at 5:30 PM in the Ashland City Hall Council Chambers.

The following items will be considered:

The Tuesday, July 14, 2020 Committee of the Whole meeting was called to order by Council President Kevin Haas via GoTo Meeting at 6:45 p.m.

1. Roll Call

PRESENT: Holly George, Matthew MacKenzie, Sarah Jackson, Kate Ullman, Ana Tochtermann, Wahsayah Whitebird, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: None.

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Planning Director Megan McBride, Public Works Director John Butler, Interim Police Chief Bill Hagstrom, Fire Chief Dave Wegener, and other concerned citizens.

2. Council President's Report

Haas thanked the community for reaching out to Councilors and staff voicing their concerns related to masking mandates. He also commented on the productive meeting held with local businesses and the Chamber last week to discuss ways to continue to keep businesses open.

3. Administrator's Report

Kucera showed appreciation for the concern voiced regarding the funding and budget as effected by COVID and felt the City continues to be in a good financial position. City Hall has re-locked the doors to the public beyond appointments due to the upswing of positive cases recently. Staff has been required to wear masks at all times while at work, and all are taking temperatures daily and working from home when reasonable.

4. Approval of Agenda

Moore moved, seconded by Tochterman to approve the agenda. The motion carried unanimously by voice vote.

5. Committee Updates

Harbor Commission: Pufall - no report

Plan Commission: MacKenzie no report

Police & Fire: Lewis -Began discussion regarding search for new police chief and will be holding a special meeting with the HR Director on July 21st.

Library Board: Jackson - Moving forward with renovations; adopted a new mission statement.

Housing Authority: Franek - no report

Housing Committee: Tochterman - no report

Parks and Rec Committee: Haas - no report

Public Works Committee: Moore - Discussed multiple areas of recent improvements; road grants coming in; will be implementing new utility meters.

Sustainability Committee: Ullman - no report

Historic Preservation Committee: Franek - no report

Disabled Parking Committee: Whitebird - no report

Source Water Protection Committee: Ortman - no report

6. Discussion Items

- A. Discussion and Possible Action Regarding Implementing an Ordinance Requiring Water Lateral Replacement of Properties Directly Involved with Road Reconstruction (*Mayor*)

Tochterman moved, seconded by Ullman to ask administration to bring ordinance language back to the next Council meeting for review. The motion carried unanimously by voice vote.

- B. ***AMENDED TITLE:*** Discussion and Possible Action to Enact a Local Ordinance to Empower Municipal Power to Issue Emergency Orders by the City of Ashland under Wisconsin State Statute 323 in the Absence of County Health Officer Order, *including use of face coverings in public indoor spaces or public outdoor spaces when social distancing is not an option. (Mayor)*

Ullman moved, seconded by George to instruct administration to construct a resolution in support of Ashland County's recent orders regarding wearing masks to bring back to the next Council meeting for review. The motion carried unanimously by voice vote.

C. Discussion Regarding Policing

Ullman moved, seconded by Jackson to extend the meeting to finish discussion on this item. The motion carried unanimously by voice vote.

Haas asked to place this item onto the next Committee of the Whole agenda for further discussion.

7. Adjournment

Whitebird moved, seconded by George to adjourn. The motion carried unanimously by voice vote.

Respectfully Submitted,

Denise Oliphant,
City Clerk

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SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Mayor

EXHIBITS: 1. Appointments

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The Mayor is Recommending approval of the appointments to the Main Street Board and Sustainability Committee. See Exhibit.

Main Street Board Member List for Council Appointment

Renee Britian

Position: Representative of downtown non-profit
One (1) year term

Kyle Elfson

Position: Representative of downtown business or downtown property owner
One (1) year term

Katie Gellatly

Position: Representative of downtown business or downtown property owner
One (1) year term

Betsey Harries

Position: Representative of Ashland Area Development Corporation
Two (2) year term

Jackson Kysar

Position: Representative of downtown business or downtown property owner
Two (2) year term

Eric Lindell

Position: Downtown resident
Two (2) year term

Mary McPhetridge

Position: Representative of Ashland Area Chamber of Commerce
Two (2) year term

Kevin Porter

Position: Local realtor
One (1) year term

Kevin Stranberg

Position: Representative of private community stakeholder outside the downtown
Two (2) year term

SUSTAINABILITY COMMITTEE APPOINTMENTS

Tamara Sylte	replacing Kaas Baichtal, term expires: June 28, 2021
Jessica Eckhardt	reappointment, term expires: June 28, 2022
Dale Kupczyk	reappointment, term expires: June 28, 2022
Lissa Radke	reappointment, term expires: June 28, 2022

Lloyd Orensten called the Airport Commission meeting to order at 4:30 p.m.

Present: Rick Korpela, Lloyd Orensten, Tom Bouchard, John Coffey (telephone), Richard Huber

Absent:

Excused:

Also Present: John Sill, Interim Airport Manager; Clark Schroeder, Ashland County Administrator

AGENDA ITEM 1: Roll Call

AGENDA ITEM 2: APPROVAL OF MINUTES (April 30, 2020)

A motion was made by Bouchard, seconded by Korpela, to approve the April 30, 2020 minutes. The motion passed unanimously.

AGENDA ITEM 3: CITIZEN PARTICIPATION PERIOD

None.

AGENDA ITEM 4: COMMISSION ITEMS

→ NextGen update (land clearing)

Sill was notified by the BOA that there was money available for airports that needed clearance of runway approaches. Ashland was informed that they are one of five airports selected for the project. The work will be done this winter. They will send engineers up to survey it, determine the amount of work that needs to be done, run ads for consultants, etc. The area that will be cleared is the north end of zero two; the wood and brush by Summit Road. Sill and Moore asked the BOA if there would be any leveling of the land in that area once it's cleared so that the area could be mowed, maintained and kept clear of future growth. The BOA did not have an answer for them; it's all based on how much the project costs.

→ SRE Update

Sill has been in contact with the BOA and apparently the criteria for the SRE equipment has somewhat changed from the initial proposal. The criteria now states that the frame for the SRE tractor must be made of 100% American made steel. The New Holland corporation has sent a letter to the BOA confirming that the tractor frame for the SRE is made from 100% American made steel. Stay tuned to see what will happen next.

AGENDA ITEM 5: Manager's Report

Moore has a doctor's appointment tomorrow; at that time he may have some idea of when he will be returning to work.

Air traffic has been low, usually it is getting busy at this time of year.

Ironwood Airport is closed for four weeks, open for a few days and then closed for two weeks. During this time some people are bringing their planes over here to ensure that they will have runway/flying access. Sill also got a call from UPS; they would like to utilize our airport. They fly in the morning, off load, and then come back in the evening to load up and leave. Hopefully there will be additional fuel sales coming.

AGENDA ITEM 6: Approval of Bills

The list of bills was presented by Sill. The total amount of the bills came to \$4,141.53.

A motion was made by Korpela, seconded by Huber, to pay the bills as presented. The motion passed unanimously.

AGENDA ITEM 7: SET NEXT MEETING DATE

The next Airport Commission meeting will be held June 25, 2020, at 4:30 pm, at JFK Airport.

AGENDA ITEM 8: ADJOURNMENT

A motion was made by Bouchard, seconded by Korpela, to adjourn. The motion passed unanimously.

Kim Westman

HARBOR COMMISSION MEETING

February 26, 2020

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PRESENT: Thomas Yankee, Dick Pufall, Gary Leino, & Allen Smiles

ABSENT: Randy Harvey

EXCUSED: Keith Igo and Paul Gilbertson

ALSO PRESENT: Marina Manager-Scott Stegmann

Dick Pufall called the meeting to order at 5:15 p.m.

Agenda Item 1: Public Comment

None.

Agenda Item 2: Approval of December, 2019 Minutes

A motion was made by Yankee, seconded by Smiles, to approve the December 19, 2019, minutes. The motion carried unanimously.

Agenda Item 3: Financial Statement

A. Financial Statement

Commissioners discussed the financial statement.

A motion was made by Yankee, seconded by Leino, to approve the financial statement. The motion carried unanimously.

Agenda Item 4: Unfinished Business

A. Superfund site

Stegmann noted that there are workers continuing to monitor the wells and assess the superfund site throughout the winter.

B. Boat Launch

Stegmann has been working with AMI on the boat launch; has seen the plans, basically it's just a box in the water. Stegmann requested one change, AMI had designed a steel railing on the concrete abutments, but these would require maintenance, so Stegmann requested making a change to aluminum. AMI is going to re-evaluate that idea before they put it out for bids at the end of March.

There has been a change to what may be feasible with the design of the parking lot at the site. The Public Works engineer has retired and so no one is available to sign off on the engineering plans. Stegmann has checked with AMI on the cost to redesign the parking lot but has not received a bid. Public Works is going to try and hire a couple of new engineers and Stegmann asked Butler if the new employees would be available to design a parking lot; the new hire credentials would determine if that is possible. Since it has been determined to wait until 2021 to pave the parking lot area there is some time to figure out what to do. However, plans will need to be finalized by late fall to bid out the project in December.

HARBOR COMMISSION MEETING

February 26, 2020

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Agenda Item 5: New Business

A. Next Meeting Date

At this time meeting dates will be scheduled as needed; noted that Wednesdays are preferred and it was requested they occur in the first two weeks of the month.

B. Manager's Report

Keith Igo has resigned from the Harbor Commission; will need to find a replacement. Stegmann continues to clean up snow around the marina, keep the area open for propane tank fills.

2020 slip deposits have been very good, making the request for payment in the fall has worked well.

Marina staff attended the Duluth Boat Show, not sure if there will be new leases forthcoming. However, the Minnesota Power Squadron had a booth next to the marina and they are planning to come and visit; looking at 15 or 16 transient rentals for a few days, and some inquiries for staying a month.

Stegmann feels that transient rentals will start to increase with the superfund winding down.

C. Boat Launch (old)

It has been discussed that Prentice Avenue launch become a soft launch area; it will need maintenance.

Yankee asked about what is being done to address the road on Prentice Avenue, and the parking area around the launch; in reality, the asphalt is just cinders.

It was discussed that there be a spring meeting held at the marina, and do a walking tour of the site.

D. Mooring & Enforcement

At this time, Stegmann has gotten no place on this issue. The Bayfield Coast Guard was contacted for some information but could not reach someone with authority that could give some real information. Stegmann will follow up and contact Duluth or Detroit.

Yankee has been looking into this issue; noted to the group a variety of problems that arose in a community down south. Yankee feels that it is better to be proactive and try to address this to ward off any future problems.

E. Hiring

Stegmann has received 6 applications so far, 3 of them appear to be viable candidates. Application closes March 20th and then the interview process will begin. Stegmann is looking into a mechanical assessment aptitude test, wants someone who understands basic repairs, what tools to use and how to use them. CEP will do a test for \$15/applicant and an administrative fee of \$30/hour.

F. Possible Approval of Funding for new Boat Launch

Stegmann reported on the physical part of the boat launch, that construction on the project should be bid out by the end of March. As to the funding part of the project the current projection is \$415,000 to physically build the boat launch. Previously, last May, the

HARBOR COMMISSION MEETING

February 26, 2020

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commission had approved some funding for the project with regard to the 50% match that was received from the WI Waterways Commission. However, since that time costs for the project increased, so the city re-applied to the WI Waterways Commission and they agreed to two things for the allocation of money. First, was to keep the original allocation of money the same at 50/50. However, the remainder of the project they agreed to fund at an 80/20 match. The Waterways Commission want some assurance that the city will fund the project before they hand out any money. Therefore, since the funding has changed since last May, Stegmann is suggesting that the original funding approval be rescinded and a new updated funding approval be authorized.

A motion was made by Yankee, seconded by Smiles to rescind the May 3rd, 2019, commission approval to fund \$250,000 towards the superfund site. The motion carried unanimously.

A motion was made by Leino, seconded by Yankee, to rescind the May 3rd, 2019, commission approval of accessing \$250,000 from the breakwater maintenance fund. The motion carried unanimously.

A motion was made by Smiles, seconded by Leino, to approve funding for the boat launch at a cost of approximately \$415,000; with \$200,000 funded by future marina revenues and \$215,000 funded through the breakwater maintenance fund. The motion carried unanimously.

G. Review & Discussion of Boat Storage Fees

Stegmann has an individual requesting tenant rate as a non-tenant for boat storage. The husband passed away and the boat did not go in the water, and the wife was left with a boat to sell and storage fees. The wife is looking for a hardship exception; they were marina tenants for about 10 years. Stegmann and commissioners discussed the situation. Consensus of the commission was to allow the tenant fee with an end date of total payment by July 31, 2020, or sooner if the boat sells. In addition, contingent on the sale of the boat, is that all marina fees must be paid in full. After July 31, 2020, fees default back to marina policy and late fees will incur if the boat is not removed from the marina on the end date of July 31, 2020. On August 1, 2020, if the situation is not satisfactorily resolved, Stegmann is authorized to see an attorney and seek reparation.

Agenda Item 6: Items for next meeting agenda

Commissioners would like to bring back discussion on the old boat launch issues and the mooring and enforcement issues.

Agenda Item 7: Adjourn

A motion was made by Leino, seconded by Smiles to adjourn. The motion carried unanimously. Meeting was adjourned.

Kim Westman

ASHLAND BEAUTIFICATION COUNCIL MEETING

Monday, June 1st, 2020

6:00 PM Virtual Meeting via Zoom

1. Roll Call

David Askue	24.25
Shawna Johnson	34.25
Elaine Peterson	28.75
Layne Richardson	13.5
Kay Saari	30.75
Jeanne Spruell	5.75
Mary Zinnecker	11.75
Absent:	
Penny Rutyna	3.75
Volunteers:	
Marla Mattson	7.25

2. Approval of May 4th, 2020 Meeting Minutes

Motion: David, Second: Kay, Vote: Aye

3. Administrative

Log Volunteer Hours

Treasurer's Report: no report

4. Old Business

Review 2020 BC Budget Review

Upcoming Calendar Events – June 5th mulch Beaser Avenue and June 20th weed and mulch Pearson Plaza

Plaque for Jane Smith Memorial: Layne shared some options for materials and design. ABC chose a bronze, 8"x5" plaque with Cambria font. Cost is about \$213. *Motion: Kay proposed to have Layne pursue next phase, emailing city administration and cc Mr. Butler and Sharon Campbell at public works. Second: Jeanne.*

Cannas Update: Pick up cannas from Marla mid June, plant them at Crest garden this year

Hauser Annuals Update: Annuals were delivered from Hauser's and most have been planted. City Hall to be planted in the next week.

5. New Business

Recruit New Member to Replace Donna: ABC members to continue trying to recruit new members and volunteers. Kay recommended we should advertise for members and volunteers at the Menard Park plant sale.

Mary to work on Beauty Spot Award Map

6. Project Plans/Updates:

- Crest Gardens: Perennials in bloom. Proposed to plant cannas here
- Pearson Plaza/Otis Park: daffodils were a beautiful addition. Lance delivered mulch to Otis park, it still needs to be spread.
- Bayview Park: Needs clean up, add topsoil and Preen to keep weeds down. Email Lance to turn the water on. Discussed to add hydrangeas or other shrubs in raised bed. Consider possible redesign next year.
- Ellis Avenue: Volunteers should cut back daffodils and weed
- Beaser Avenue: Perennials are blooming, city needs to trim in the medians.
- Parking Lot Gardens: Kay, Penny and David planted pots with annuals. The ground plots need weeding
- City Hall: The donated succulents from Jean Mazella will be planted in the front planter with other annuals.
- Public Works Planters: Kay, Penny and David planted annuals
- Boat Landing: Carol planted annuals
- Memorial Park: Elaine planted annuals
- Jane Smith Memorial: Mulch to be spread

7. Next Meeting: Monday, June 29th at 6 pm @ Prentice Park Shelter (Mary to confirm this with Sara Hudson)

8. Adjournment: 7:30 PM

Motion: Elaine, Second: Jeanne, Vote: Aye

Respectfully Submitted,

Shawna Johnson



Permit Report

06/01/2020 - 06/30/2020

Work Location	Building Type	Description	Project Cost	Total Fees
201-04965-0200	Residential - Electrical (New Service Only)	New electrical service to accessory structure.	0	\$75.00
201-04965-0200	Residential - Fence	1800 ft perimeter fence for agricultural use (as permitted in the Future Development district)	0	\$75.00
201-04965-0200	Residential - Detached Accessory Building	Placing a 576 sq ft building on property for storage purposes.	1,000	\$30.00
1201 2nd Ave W	Residential - Roofing (Material cost over 1,000)	Remove and replace asphalt shingles on 6-plex garage with like materials. Approx. 23 squares. Contractor: Jason Hieb	6,600	\$50.00
2301 Lake Shore Dr E	Commercial - Construction of a new Commercial Structure	Construct new 71' x 96' addition on west side of existing building of existing Honda/Toyota building and addition to parking area per approved Site Plans and State Approved Building Plans. Contractor: Kraus-Anderson; Subcontractors: Five Star Electric and A to Z Plumbing and Heating.	1,580,000	\$2,584.00
600 14th St W	Residential - Roofing (Material cost over 1,000)	Complete tear off and replacement of one side of house roof, Contractor: Miller's Roofing & Siding, LLC (Lic: 1137022)	6,950	\$30.00
1706 Lake Shore Dr W	Commercial - Electrical (New Service Only)	Change outlets, switches and light fixtures. Contractor: Tom Sarver (#1401037)	3,000	
1100 Lake Shore Dr E	Commercial - Structural Addition/Alteration	Remove and replace existing roof with membrane roofing on principal structure. Contractor: Superior Roofing, Inc. (DC-111400027)	20,000	\$50.00
1001 11th Ave W	Residential - Siding (material cost over 1,000)	Renew Permit #7025 to replace siding on principal structure	5,000	\$10.00
101 Bayview Lane	Residential - Deck	Replace existing deteriorated deck with new 14' x 18' attached deck on south side of home. Contractor: JM Contracting	8,000	\$50.00
101 Bayview Lane	Residential - Detached Accessory Building	Remove existing utility building and replace with new 12' x 16' utility building. Contractor: JM Contracting	12,000	\$30.00
407 Willis Ave	Residential - Roofing (Material cost over 1,000)	Partial replacement of roofing and siding on principal structure	4,500	\$30.00
820 15th Ave W	Residential - Detached Accessory Building	Install new 10' x 16' pre-fabricated shed to replace existing 8' x 16' shed being demolished	2,500	\$25.00
820 15th Ave W	Residential - Demolition	Property owners will remove existing 8' x 16' shed, using water as needed for dust control and will be renting a dumpster for disposal of materials.	400	\$30.00

301 15th Ave W	Residential - Fence	Construct new wooden fence, up to 6' in height in side and rear yard as indicated on site sketch.	200	\$50.00
Various City Facilities		Replacement of existing concrete stoops and doors at various building serving the City of Ashland Wastewater Utility	79,784	\$398.92
1215 Front St E	Residential - Detached Accessory Building	Install 10' x 8' treated wood pergola 8' in height on existing slab as addition to garage.	350	
717 Main St W	Commercial - Structural Addition/Alteration	Install 4 accessory structures on site, 1 shed and 3 gazebos on top of level gravel pads for future outdoor seating.	20,000	\$100.00
311 5th Ave E	Residential - Roofing (Material cost over 1,000)	Replace asphalt shingles on principal structure, approx. 21 squares. Contractor: Jason Hieb	7,000	\$30.00
1118 Prentice Ave	Residential - Fence	Install 360' of new fencing, 6' in height wooden panels, to enclose rear and side yard. Contractor: Zachary Zakovec	2,500	\$75.00
301 15th Ave W	Residential - Plumbing	Install new sink, toilet and shower for second story bathroom.	2,500	\$50.00
301 15th Ave W	Residential - Detached Accessory Building	Install new 16' x 10' shed in side yard, adjacent to new 20' x 40' paved driveway/parking area.	1,000	\$40.00
509 5th Ave E	Residential - Fence	Install approx. 120' of new fence, 6' in height to enclose rear yard according to attached site map.	900	\$50.00
901 3rd Ave W	Commercial - Structural Addition/Alteration	Install 2 accessory structures on property, one pre-fabricated and one constructed by property owner.	2,300	\$25.00
812 3rd Ave W	Residential - Roofing (Material cost over 1,000)	Tear off existing roof and replace with asphalt shingles. Contractor: SCP Construction	7,000	\$30.00
314 Beaser Avenue	Residential - Accessibility Ramp	Install new accessibility ramp over front steps. Will meet 3' setback from City sidewalk.	500	No Fee
423 15th Ave E	Residential - Remodel/Repair/Additions (over 5,000)	Replace existing concrete pad between 2 accessory structures, and add small connection between existing pad and driveway. Contractor: Curlie Ledin	500	\$25.00
722 Willis Ave	Residential - Fence	Install new privacy fence, 6' in height enclosing rear yard. 15' setback from edge of 8th St E must be maintained.	3,000	\$50.00
800 9th Ave W	Residential - Remodel/Repair/Additions (over 5,000)	Remove existing front porch (5' x 5') and replace with larger porch (18' x 6')	8,000	\$40.00
1108 11th Ave W	Residential - Detached Accessory Building	Construct new 24' x 28' detached accessory structure in rear yard adjacent to existing patio.	10,000	\$33.60
211 Chapple Avenue	Commercial - Miscellaneous Repair of a Commercial Structure	Remove existing floor and subfloor in front room and replace with new sub floor and marmoleum tiles. approximately 775 sq ft. Contractor: Designer's Outlet	6,000	\$30.00
2705 County Hwy A	Residential - Detached Accessory Building	Install new above-ground swimming pool adjacent to existing and new deck, 18' x 33' x 54" in size.	1,000	\$25.00
2705 County Hwy A	Residential - Deck	Expand existing deck by building 37' x 7' addition going N/S, and 15' x 8' going E/W. Existing steps will be used.	1,000	\$50.00
911 Willis Ave	Residential - Accessibility Ramp	Install new accessibility ramp on front side of home	0	\$0.00
911 Willis Ave	Residential - Deck	Install new 9' x 25' deck on front of principal structure. Setback reduced to 15' per UDO Section 6.1B, 3.	1,046	\$50.00
211 Beaser Ave	Residential - Roofing (Material cost over	Remove and replace asphalt shingles on principal	7,000	\$30.00

	1,000)	structure		
1313 Main St W	Residential - Roofing (Material cost over 1,000)	Remove and replace asphalt shingles on principal structure	5,000	\$30.00
1410 12th Ave W	Residential - Detached Accessory Building	Construct new 24' x 24' double garage according to setbacks (3ft from side property lines, 10ft from alleyway). Design will be compadible with existing principal structure. Contractor: Pearce's Carpentry.	15,000	\$30.00
1523 MacArthur Ave	Residential - Deck	Expand existing front deck area to be 8' x 12' including new steps and railing.	1,500	\$50.00
100 17th Ave W	Residential - Roofing (Material cost over 1,000)	Remove shingles on entire roof and replace shingles along with new underlayment and roof edge	5,000	\$30.00
1005 3rd St West	Residential - Roofing (Material cost over 1,000)	Tear off asphalt shingles and install sheeting, shingles, and cap. Contractor: NJR Construction	7,500	\$30.00
1411 Ellis Ave-- Memorial Hall	Commercial - Structural Addition/Alteration	Replace fire alarm system in Memorial Hall. Contractor: Systems Technologies/Pieper Electric (#246841)	144,990	\$724.95
2320 Lake Shore Dr W	Commercial - Miscellaneous Repair of a Commercial Structure	Expand outdoor seating area, 64' of new fencing 4' in height to match existing will be added to enclose the expanded area, 24' x 16'. Contractor: Ratliff Construction	1,000	\$50.00
				\$5,196.47

Total Records: 43

7/21/2020



Case Report

06/01/2020 - 06/30/2020

Start Date	Parcel Address	Description
10/17/2018	115 8TH ST E	Tenant's vehicle parked across the City sidewalk. Repeat offense.
8/8/2019	1108 BEASER AVE	Unregistered vehicle (pickup truck) parked in yard.
11/6/2019	308 16TH AVE W	Appliance (freezer) in yard.
4/28/2020	914 MAIN ST W	Neighbor called that garbage is overflowing from dumpster again. Property owner was previously emailed about garbage on 8/14/19 & 4/28/20.
5/2/2020	705 LAKE SHORE DR E	HIP: Garage needs protective treatment or to be demolished.
5/14/2020	901 3RD AVE W	Neighbor called regarding new construction on site. Building permits obtained?
5/21/2020	107 N 9TH AVE E	Neighbor called regarding possible unregistered vehicle in yard.
5/27/2020	805 6TH ST W	Long grass and weeds in yard (natural landscaping).
6/3/2020	700 3RD AVE W	Long grass and weeds in yard.
6/3/2020	900 MAIN ST W	Refrigerator and mattress on balcony at east side of building.
6/3/2020	300 BEASER AVE	Box spring in yard (by garage).
6/3/2020	611 18TH AVE W	Two refrigerators in yard (by garage).
6/3/2020	711 3RD AVE W	Unlicensed vehicle in yard
6/3/2020	718 3RD AVE W	Long grass and weeds in yard.
6/3/2020	718 4TH AVE W	Long grass and weeds in yard. Natural landscaping.
6/3/2020	607 18TH AVE W	Long grass and weeds in yard.
6/6/2020	308 7TH ST W	Long grass and weeds in yard.
6/6/2020	306 7TH ST W	Long grass and weeds in yard.
6/6/2020	108 5TH AVE E	Long grass and weeds in yard.
6/6/2020	2712 MAIN ST E	Agriculture equipment (Ford tractor) in the yard again.
6/6/2020	511 16TH AVE W	Inoperable vehicle and old tires in yard
6/6/2020	311 7TH ST W	Long grass and weeds in yard.
6/8/2020	1110 ELLIS AVE	Neighbor complained about foundation of house and condition of rear 2nd story porch.
6/8/2020	210 N 11TH AVE E	Fire damage to exterior of garage. Need permit for open stairway. No handrail in place.
6/8/2020	1106 ELLIS AVE	Long grass and weeds in yard.
6/10/2020	416 14TH AVE E	Fence posts in City right-of-way.
6/11/2020	1306 LAKE SHORE DR W	Major FIRE damage to house on 6/10/20.
6/13/2020	812 6TH ST W	Long grass and weeds in yard.

6/13/2020	504 11TH AVE W	Long grass and weeds in yard.
6/16/2020	2705 MAIN ST E	6/16/20: Neighbor called about long grass and weeds in yard.
6/17/2020	1109 2ND AVE W	Long grass and weeds in rear yard and by the alley.
6/19/2020	118 10TH AVE E	Long grass and weeds in yard.
6/19/2020	201 14TH AVE E	Long grass and weeds in yard.
6/19/2020	Vacant Lot: Main Street E and Willis Avenue	Long grass and weeds in vacant yard. Property for sale by Anthony Jennings Realty.
6/19/2020	923 VAUGHN AVE	Drainage of water into neighboring property.
6/23/2020	717 3RD AVE E	Neighbor called about long grass and weeds in yard.

Total Records: 36

SUBJECT: Approve a Resolution in Support of Ashland County Health Officer Efforts to Control the Community Spread of COVID-19 (*Passed unanimously by Committee of the Whole 7-14-2020*) Mayor

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: City Attorney
City Administrator
Council President

EXHIBITS: 1. Proposed Resolution

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

At the Committee of the Whole meeting on July 14, 2020, the City Council voted to direct Administration to bring back a Resolution for the City Council in Support of Ashland County Health Officer Efforts to Control the Community Spread of COVID-19.

RESOLUTION IN SUPPORT OF ASHLAND COUNTY HEALTH OFFICER EFFORTS TO CONTROL THE COMMUNITY SPREAD OF COVID-19

WHEREAS, as of July 22, 2020, COVID-19 cases have been on the rise in Wisconsin, Ashland County, and the South Shore in recent weeks; and

WHEREAS, our neighboring Counties are also seeing increased cases. As of July 22nd, the number of confirmed cases in Wisconsin totaled over 47,000; and the number continues to rise; and

WHEREAS, although the number of cases in Ashland County are low compared to the rest of the State, many visitors from other counties and other states with higher infection rates come into the City daily, and there is no way of knowing whether these people are infected or not; and

WHEREAS, the Centers for Disease Control and Prevention and the World Health Organization recommend that individuals wear cloth face coverings when they are in public settings where they cannot reliably maintain six feet of distance from others at all times; and

WHEREAS, Chapter 252 of the Wisconsin Statutes grants broad authority for a local health department to implement local health orders requiring or prohibiting certain conduct, such as requiring mask usage or prohibiting large gatherings; and

WHEREAS, the Wisconsin Statutes do not grant similar authority to local municipalities without a local health department to implement public health orders, and recent Wisconsin Court decisions have cast doubt on the enforceability of any municipal mask ordinances or orders absent a public health officer's order.

THEREFORE, BE IT RESOLVED THAT the Common Council of the City of Ashland hereby supports the joint advisories issued by the Ashland County and Bayfield County Health Departments regarding wearing of masks in public buildings and restricting large gatherings in the two counties, and encourages all residents and visitors to abide by these advisories.

FURTHER BE IT RESOLVED, that the Common Council of the City of Ashland requests that the Ashland County Health Department issue a public health order requiring the use of masks in all locations in Ashland County that are open to the public, restricting large gatherings, and issuing other public health orders regarding the safe operations of businesses during this surge in Covid-19 cases.

This Resolution shall be forwarded to the Ashland County Health Department upon its adoption by the City of Ashland Common Council.

PASSED: July 28, 2020

Attest:

Councilperson

Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

Approved as to Form:

Tyler W. Wickman, City Attorney

SUBJECT: Presentation on Cure in Place Pipe (CIPP) Technology (*Public Works*)

RECOMMENDATION: N/A

DEPARTMENT OF ORIGIN: N/A

CLEARANCES: N/A

EXHIBITS: 1. 2020 Sanitary Sewer Collection System Repairs -
Presentation

FINANCIAL IMPACT: N/A

SUMMARY STATEMENT:

N/A

2020 Sanitary Sewer Collection System Repairs Districts 7, 8 and 9

City Council Workshop - Ashland, WI

July 28, 2020



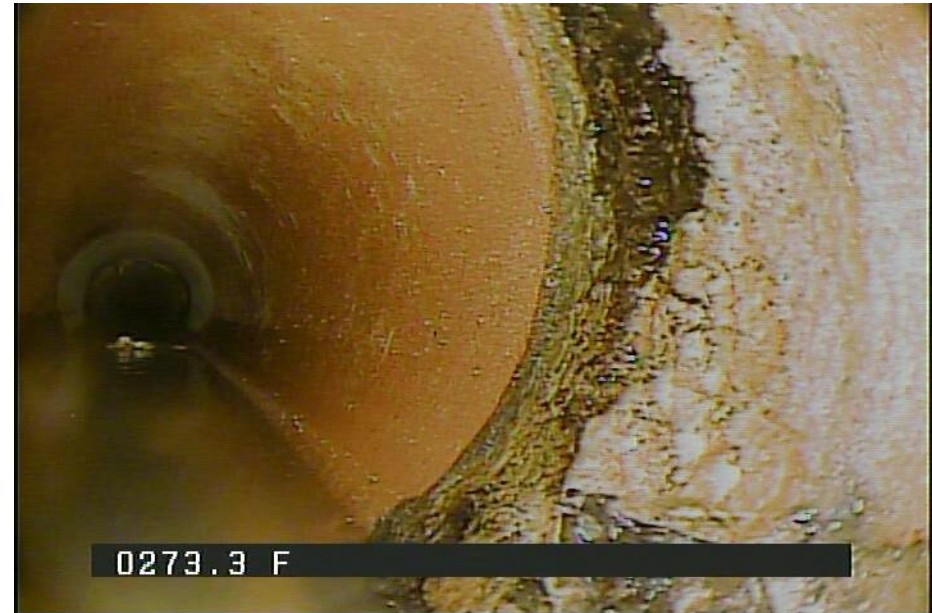
Project Schedule

1. Summer 2019- City completes closed circuit television (CCTV) inspection of sewer pipes in the project area with a 'glance' up private sewer laterals
2. Early spring 2020
 - a. review CCTV inspection reports & choose sewer pipes to include in the project
 - b. choose sewer pipe repair method(s)
 - i. 2 'point' repairs use dig and replace method – City completing those now
 - ii. Balance of repairs use no-dig method fully structural cured in place pipe lining (CIPP) – installs a new pipe inside the existing sewer pipe
 - Repair using CIPP lining up to the first 5 feet of worst broken connections between private sewer lateral and sewer pipe

Representative Results from CCTV Inspection



District 7: MH 472-471: hole in sewer pipe wall with infiltration



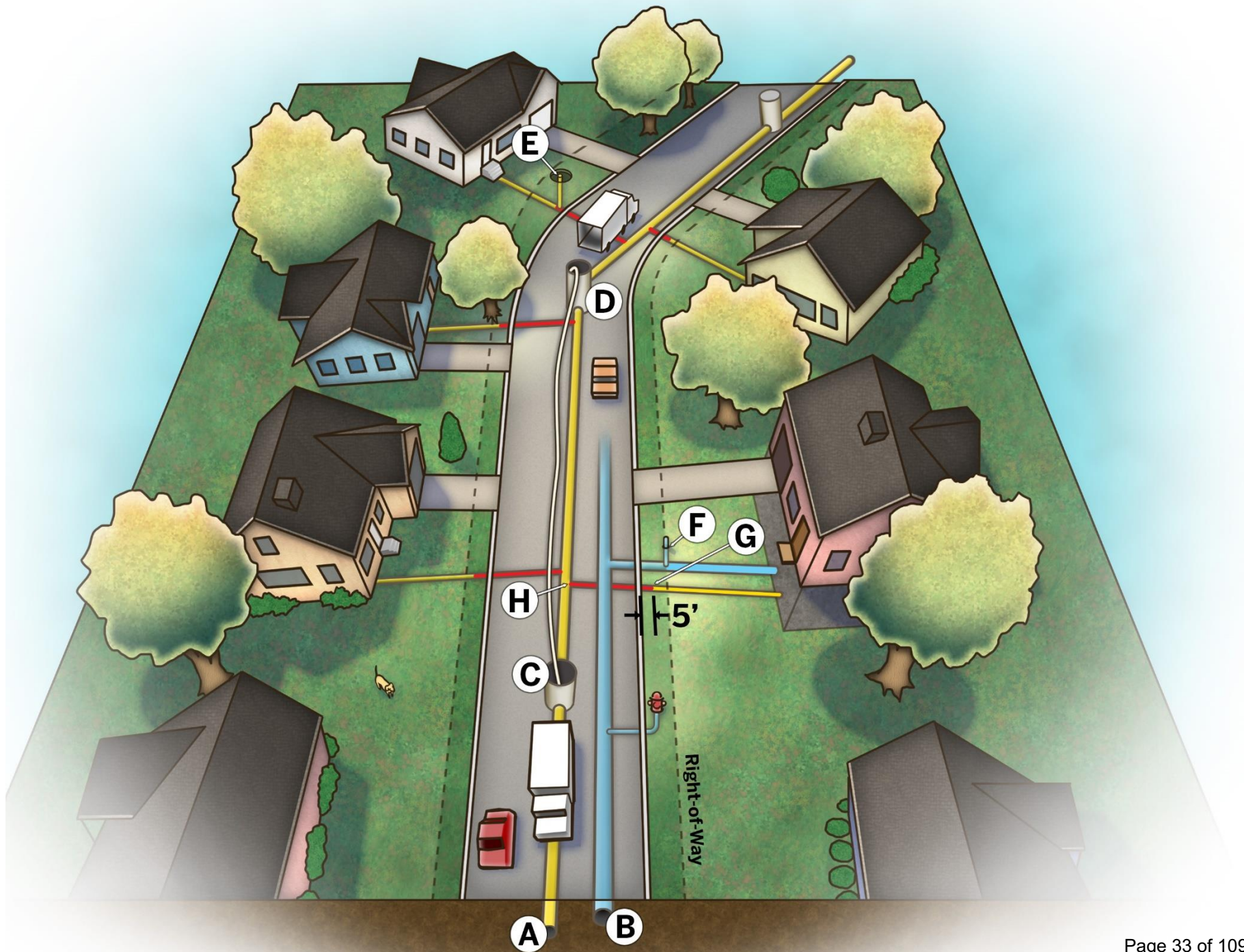
District 9: MH 587-585: infiltration at sewer pipe joints



District 7: 304 13th Avenue: broken connection between private sewer lateral and sewer pipe

Project Schedule - continued

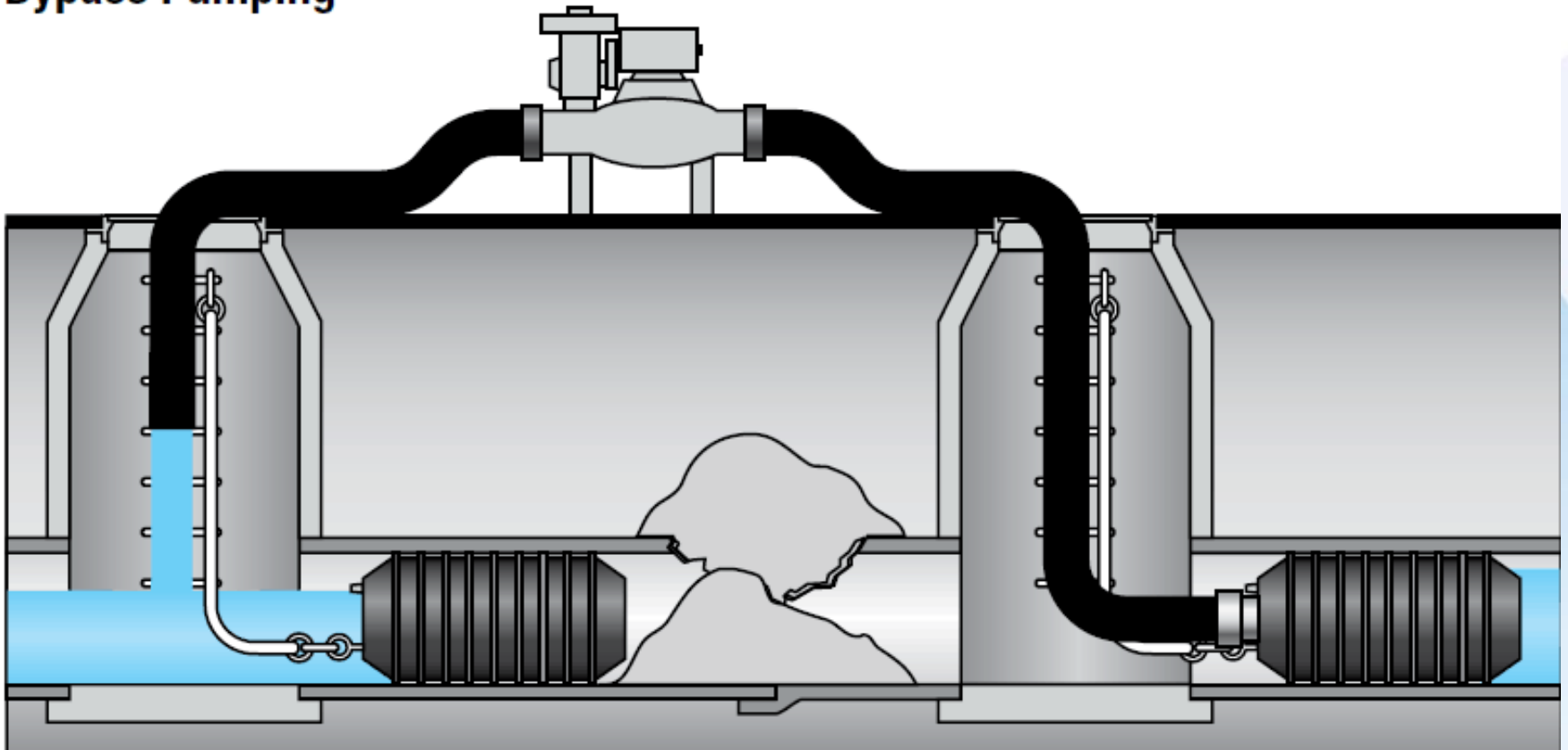
3. July 2020 – advertise for bids the repair bidding documents
4. August 2020 – Council considers awarding a repair contract
 - a. Impact of COVID on contractor repair production schedule
 - i. September 2020 – earliest date for a pre-construction meeting
 - ii. April 30, 2021 - complete last sewer pipe repair using CIPP lining
 - iii. June 2021 – complete last repair using CIPP lining of broken connection between private sewer lateral and sewer main / begin correction period
 - iv. June 2022 – end 1 year warranty on the installation of sewer pipe CIPP lining
 - iii. September 2023 – end correction period
 - contractor completes follow-up CCTV inspection of CIPP lining repairs of broken connection between private sewer lateral and sewer main
 - contractor completes any necessary follow-up repairs
 - iv. August 2026 - end 5 year warranty on CIPP lining repairs of broken connection between private sewer lateral and sewer main



Sewer Pipe Repair Steps

1. Notify property owner of upcoming disruption in their sewer service
2. Plug the sewer pipe and up to first 5 feet of private sewer lateral and bypass the sewerage around the blocked pipe

Bypass Pumping



Sewer Pipe Repair Steps

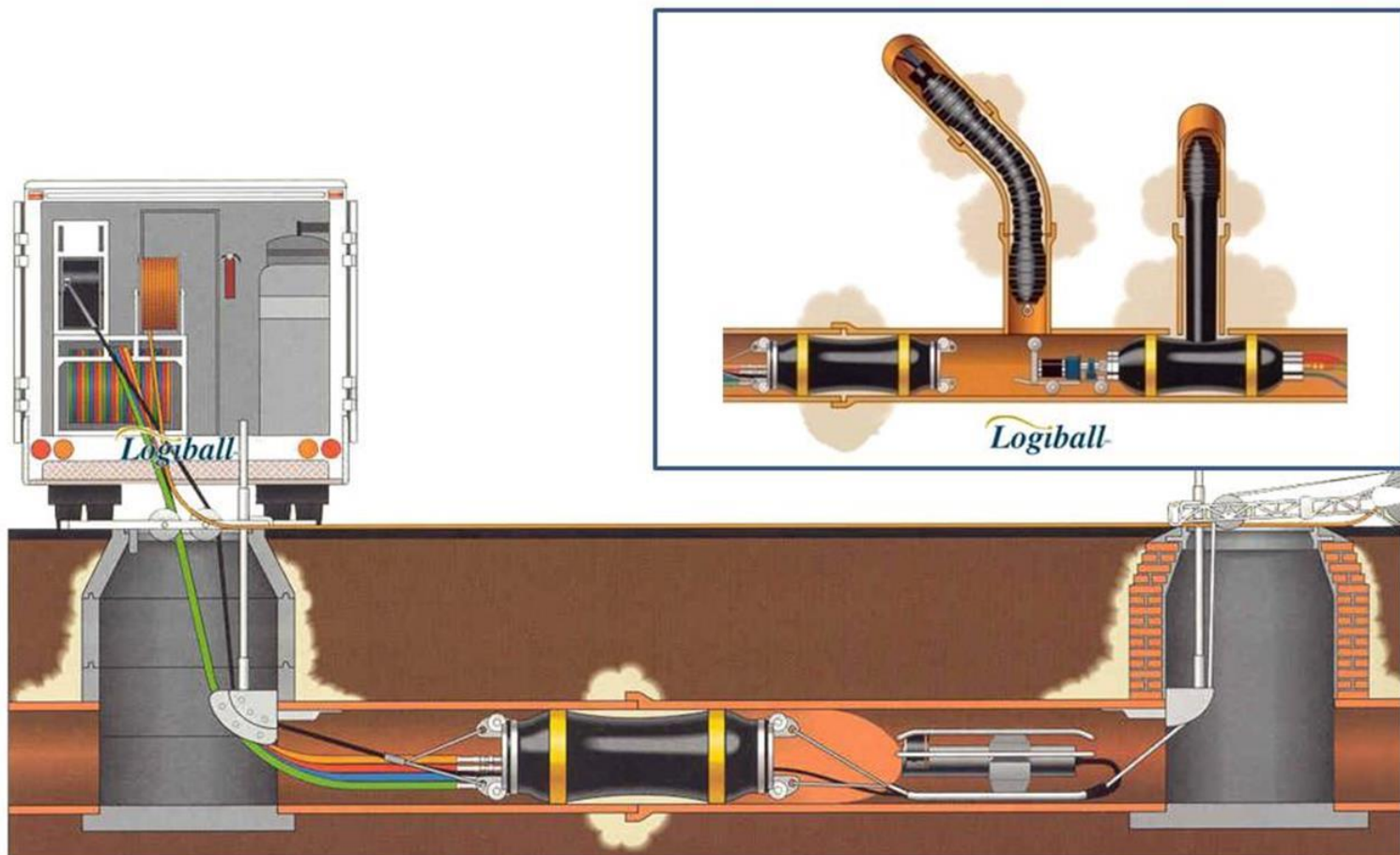
3. Clean sewer main and up to first 5 feet of private sewer lateral
4. CCTV inspection of sewer main and up to first 5 feet of private sewer lateral



5. Deal with active inflow and infiltration in the sewer main & at worst broken connections between private sewer lateral and sewer main
 - a. Packer Injection Grouting of Repair locations

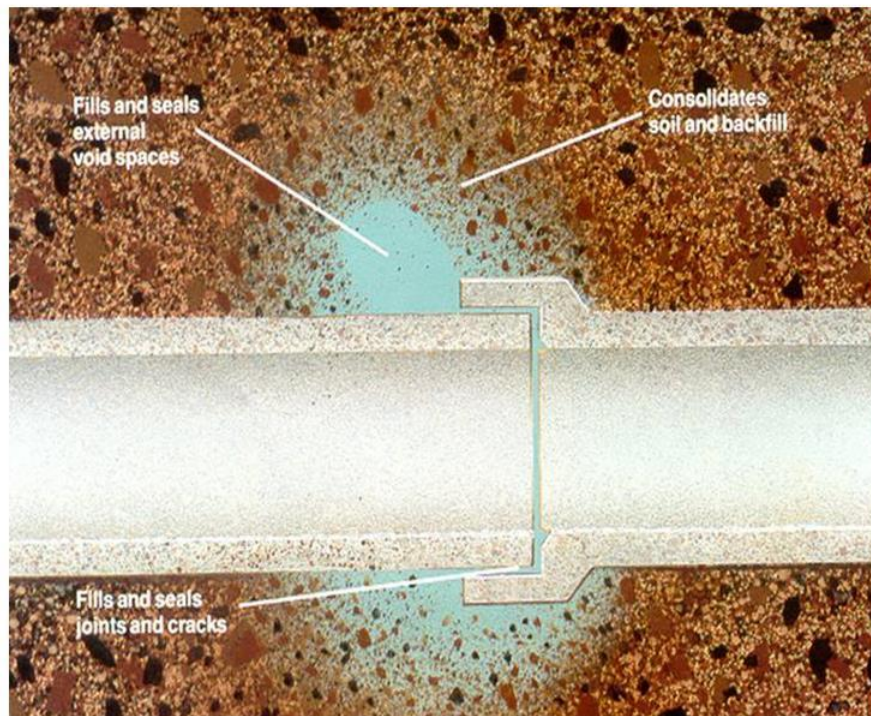


Injection grouting setup for Joint & lateral testing & sealing





...gelled grout on the exterior that has saturated and sealed the annulus in lined pipes & backfill providing a watertight repair and preventing any further fines from entering the pipe



Lateral Packer void volume in green



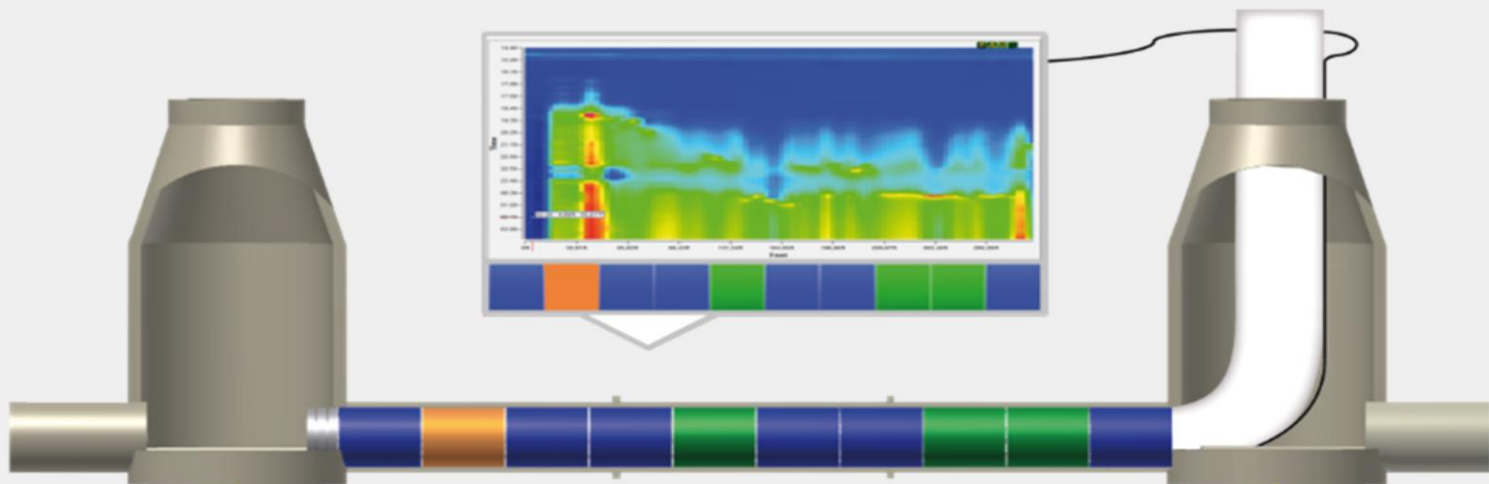
Sewer Pipe Repair Steps - continued

b. Insert a pre-liner into the pipe



Sewer Pipe Repair Steps

6. For quality assurance and quality control during liner curing process – insert temperature sensing strip into the sewer main



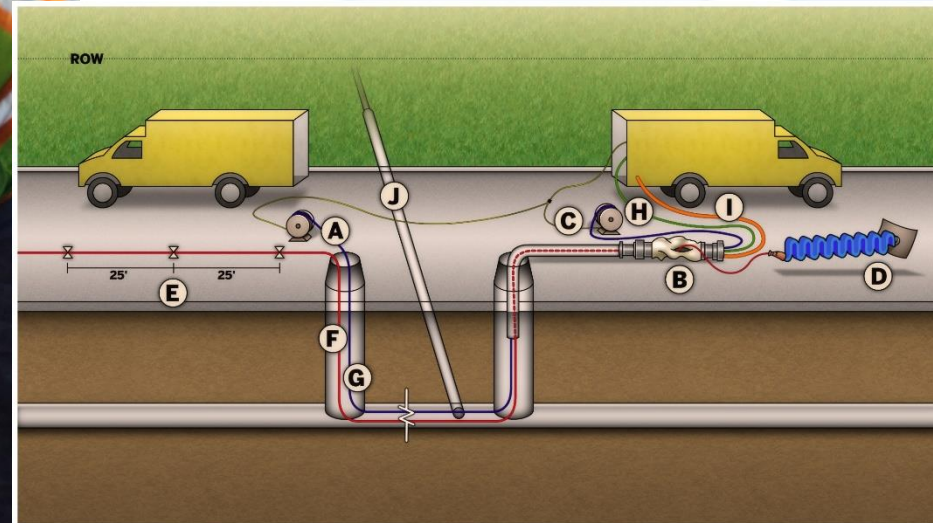
Sewer Pipe Repair Steps - continued

7. Insert CIPP liner into the sewer pipe

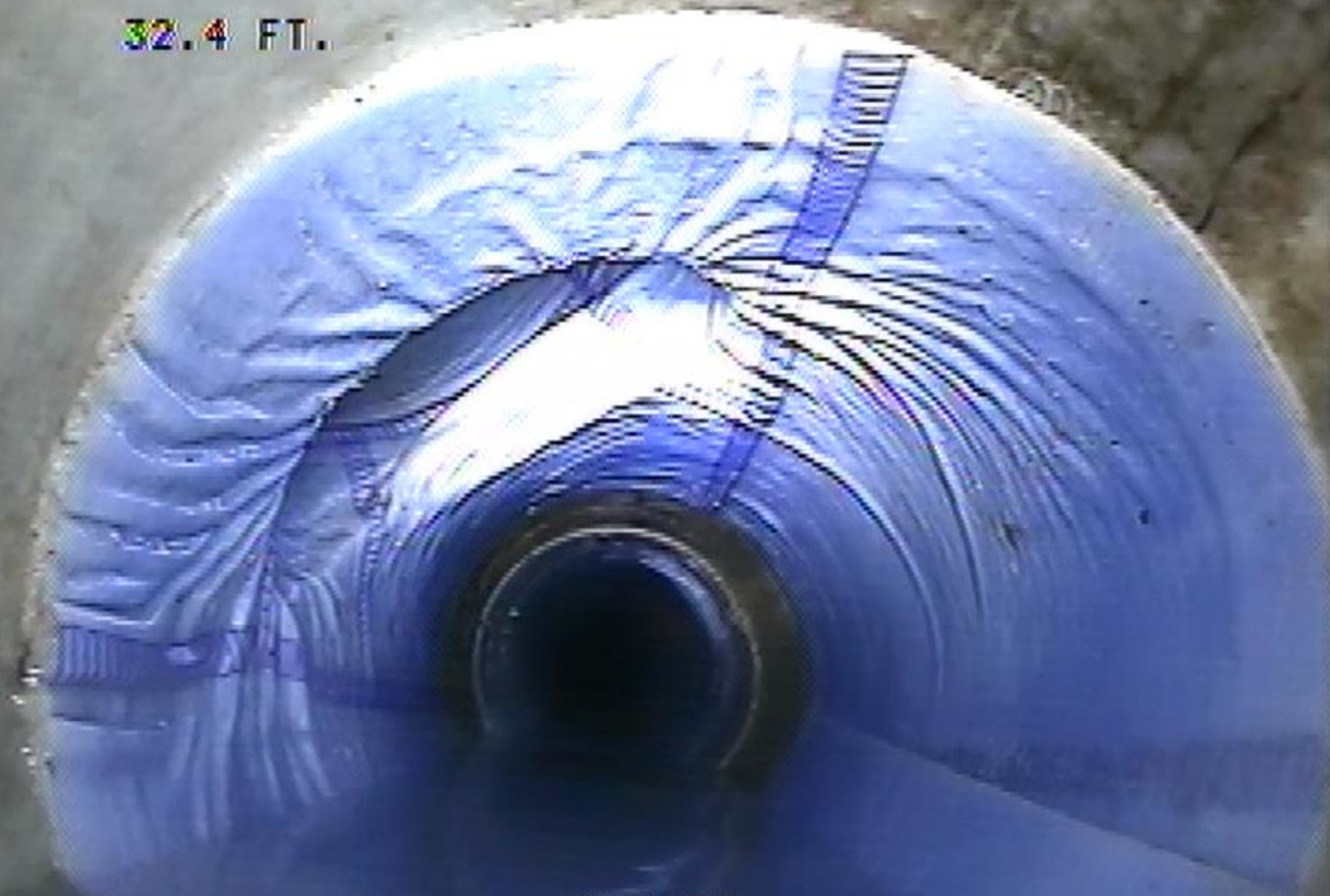


Sewer Pipe Repair Steps - continued

8. Repair using CIPP lining up to the first 5 feet of worst broken connections between private sewer lateral and sewer pipe



32.4 FT.



0.0 FT.

Sewer Pipe Repair Steps - continued

9. CCTV inspection of sewer main and up to first 5 feet of private sewer lateral
10. For quality assurance and quality control of installed CIPP liner – focused electrode leak location



SUBJECT: Approve a Resolution to Acknowledge Review of the 2019 Compliance Maintenance Annual Report (CMAR) of the Ashland Wastewater Utility Pursuant to the Requirements of NR 208, Wisconsin Administrative Code (*Voice*) Public Works

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director
Utility Operations Manager
Finance Director

EXHIBITS: 1. Proposed Resolution
2. 2019 Compliance Maintenance Annual Report

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: N/A

SUMMARY STATEMENT:

Annually, since 1987, Chapter NR 208 of the Wisconsin Administrative Code requires publicly and privately owned domestic wastewater plants to complete a self-evaluation of the operations of their treatment works called the Compliance Maintenance Annual Report (CMAR). The purpose of the program is to prevent water quality degradation and prevent violations of Wisconsin Pollutant Discharge Elimination System (WPDES) permits. The CMAR describes wastewater management activities and performance of the treatment works during the previous calendar year.

The CMAR scores various aspects of the wastewater system in accordance with the requirements of NR 208. The report is scored on what the Wisconsin Department of Natural Resources (WDNR) refers to as a Sectional scoring system that provides a grade for each aspect of the operation of the utility including collection, staffing,

preventative maintenance, capacity, and plant loadings of the wastewater system. In addition, the report scores the financial position of the system and the certification of the operators.

The point score is then turned into an applicable grade. A response action is tied to the applicable grade of each section. The grades of the individual sections of the Utility's 2019 CMAR are summarized on page 1 of the report. The following table from NR 208 provides a translation of the scores:

Score	Grade	Grade Points	Grade Meaning	Response Range
91-100	A	4	Good	Voluntary
81-90	B	3	Satisfactory	Voluntary
71-80	C	2	Marginal	Recommendation
61-70	D	1	Poor	Action
<61	F	0	Fail	Action

The cumulative sum of these scores is compared to the WDNR scoring system to show if the Wastewater Utility should be considering and/or planning for treatment upgrades or adjustments in the operation of the Utility.

The score has been modified by the introduction of a Capacity, Management, Operations, and Maintenance (CMOM), which is planning initiative instituted by the WDNR in order to assist municipalities in the identification and incorporation of widely-accepted wastewater industry practices to:

- Better manage, operate, and maintain collection systems
- Investigate capacity constrained areas of the collection system
- Respond to sanitary sewer overflow (SSO) events.

The CMOM approach helps municipal wastewater utility operators provide a high level of service to customers and improve compliance with applicable regulations. CMOM can help utilities optimize use of human and material resources by shifting maintenance activities from “reactive” to “predictive”—often leading to cost savings through avoided overtime, emergency construction costs, increased insurance premiums, and the possibility of lawsuits. CMOM information and documentation can also help improve communications with the public, other municipal works and regional planning organizations, and regulators.

In CMOM planning, the utility selects performance goal targets, and designs CMOM activities to meet the goals. The CMOM planning framework covers operation and maintenance (O&M) planning, capacity assessment and assurance, capital improvement planning, and financial management planning. Information collection and management practices are used to track how well each CMOM activity is meeting the performance goals, and whether overall system efficiency is improving. On an ongoing basis, activities are reviewed and adjusted to better meet the performance goals. As the CMOM program progresses, performance goals can change. For instance, an initial goal may be to develop a geographic information system (GIS) of the system. Once the GIS is complete, a new goal might be to use the GIS to track emergency calls and use the information to improve maintenance planning.

I & I (Inflow and Infiltration) is still a major problem affecting the overall operation. However, in 2019 the

Ashland Wastewater Utility took initial steps to begin addressing the problem, beginning with compliance with CMOM goals for the cleaning and televising of sewer mains. Over 11 miles of sewer main was cleaned through contracted services, with City staff cleaning another 1.9 miles of mains. The total of 12.9 miles of main cleaned exceeds the CMOM goal of 12 miles (20% of system total). The 11 miles of main cleaned through contracted services were also televised, which exceeds the CMOM goal of 3 miles (5% of system total). The work completed in 2019 represents the first time that the City has achieved compliance with CMOM goals in at least 5 years, primarily due to the decision to utilize contracted services.

The information gathered via televising is being used to plan, develop and implement capital projects for sewer main improvements, beginning emergency replacement of 6 blocks of main between MacArthur Ave and 9th Ave W in 2020 and continuing with Cure In Place Pipe (CIPP) projects in late 2020 and 2021.

NR 208 requires that the City adopt a resolution that states the Council has reviewed the CMAR and identifies actions that the City will take to address the concerns arising in this year's self-evaluation. The resolution acknowledges that the Council has reviewed the CMAR and that the City investigate inflow/infiltration issues of the Utility.

It is recommended that the Council approve the accompanying resolution.

**RESOLUTION TO ACKNOWLEDGE REVIEW OF THE 2019 COMPLIANCE
MAINTENANCE ANNUAL REPORT (CMAR) OF THE ASHLAND WASTEWATER
UTILITY PURSUANT TO THE REQUIREMENTS OF NR 208, WISCONSIN
ADMINISTRATIVE CODE**

WHEREAS, it is a requirement of NR 208, Wisconsin Administrative Code, to file an annual self-evaluation of the operation of the City's Wastewater Utility to the Wisconsin Department of Natural Resources; and,

WHEREAS, this annual self-evaluation is known as a Compliance Maintenance Annual Report (CMAR); and

WHEREAS, it is a requirement of NR 208 for the governing body of the City of Ashland to acknowledge it has reviewed the CMAR.

NOW THEREFORE BE IT RESOLVED that the Common Council for the City of Ashland informs the Wisconsin Department of Natural Resources that it has reviewed the 2019 CMAR.

AND BE IT FURTHER RESOLVED that the following actions will be undertaken by the Common Council for the City of Ashland:

1. Continued review of the Utility's infiltration and inflow issues.
2. Support of investigative work and contracted collection system maintenance in 2020 and 2021.

PASSED: July 28, 2020

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM

Tyler Wickman, City Attorney

Compliance Maintenance Annual Report

Ashland Sewage Utility

Last Updated: Reporting For:

7/21/2020

2019

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.7087	x	215	x	8.34	=	1,268
February	0.7028	x	220	x	8.34	=	1,287
March	1.7960	x	155	x	8.34	=	2,328
April	2.6202	x	69	x	8.34	=	1,497
May	2.2557	x	88	x	8.34	=	1,656
June	0.9327	x	162	x	8.34	=	1,257
July	1.0982	x	146	x	8.34	=	1,341
August	0.7578	x	200	x	8.34	=	1,262
September	0.9859	x	174	x	8.34	=	1,429
October	1.3966	x	119	x	8.34	=	1,388
November	0.8827	x	173	x	8.34	=	1,273
December	1.3939	x	134	x	8.34	=	1,560

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	3.2	x	90	=	2.88
		x	100	=	3.2
Design BOD, lbs/day	3500	x	90	=	3150
		x	100	=	3500

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	0	0
April	1	0	0	0	0
May	1	0	0	0	0
June	1	0	0	0	0
July	1	0	0	0	0
August	1	0	0	0	0
September	1	0	0	0	0
October	1	0	0	0	0
November	1	0	0	0	0
December	1	0	0	0	0
Points per each		2	1	3	2
Exceedances		0	0	0	0
Points		0	0	0	0
Total Number of Points					0

Compliance Maintenance Annual Report

Ashland Sewage Utility

Last Updated: Reporting For:

7/21/2020

2019

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2019-09-18

☐ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

☒ Yes

☐ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

☐ Yes

☒ No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

☒ Yes

☒ Yes

☐ Yes

☐ No

☐ No

☒ No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

☒ Yes

15164

gallons

☐ No

Holding Tanks

☒ Yes

3320373

gallons

☐ No

Grease Traps

☐ Yes

gallons

☒ No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

Plant performance is not affected.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

☐ Yes

☒ No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Ashland Sewage Utility

Last Updated: Reporting For:
7/21/2020 **2019**

● Yes ○ No If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes. Leachate from Xcel Energy-Fly Ash and Stack Slag landfill and the Ft. James Paper-Paper mill landfill. WWTP Lab monitors BOD, pH, TSS, Temperature, Conductivity on all leachate entering the system.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Ashland Sewage Utility

Last Updated: Reporting For:

7/21/2020

2019

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	6	1	0	0
February	30	27	10	1	0	0
March	30	27	10	1	0	0
April	30	27	6	1	0	0
May	30	27	6	1	0	0
June	30	27	9	1	0	0
July	30	27	7	1	0	0
August	30	27	5	1	0	0
September	30	27	6	1	0	0
October	30	27	5	1	0	0
November	30	27	4	1	0	0
December	30	27	5	1	0	0

* Equals limit if limit is ≤ 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- ☒ Yes Enter last calibration date (MM/DD/YYYY)

2019-09-18

☐ No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

☐ Yes

☒ No

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If Yes, please explain: 4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test? ☐ Yes ☒ No If Yes, please explain: 4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity? ☐ Yes ☐ No ☒ N/A Please explain unless not applicable:	
--	--

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	30	27	8	1	0	0
February	30	27	7	1	0	0
March	30	27	11	1	0	0
April	30	27	6	1	0	0
May	30	27	6	1	0	0
June	30	27	7	1	0	0
July	30	27	7	1	0	0
August	30	27	8	1	0	0
September	30	27	9	1	0	0
October	30	27	7	1	0	0
November	30	27	4	1	0	0
December	30	27	5	1	0	0

* Equals limit if limit is ≤ 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:		7	3
Exceedances		0	0
Points		0	0
Total Number of Points		0	

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.548	1	0
February	1	0.623	1	0
March	1	0.468	1	0
April	1	0.426	1	0
May	1	0.235	1	0
June	1	0.448	1	0
July	1	0.600	1	0
August	1	1.028	1	1
September	1	1.040	1	1
October	1	0.552	1	0
November	1	0.523	1	0
December	1	0.448	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				2
Total Number of Points				20

20

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Increased the amount of Alum used.

Total Points Generated	20
Score (100 - Total Points Generated)	80
Section Grade	C

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Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- ☒ Land applied under your permit
- ☐ Publicly Distributed Exceptional Quality Biosolids
- ☐ Hauled to another permitted facility
- ☐ Landfilled
- ☐ Incinerated
- ☐ Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

646 acres

2.1.2 How many acres did you use?

37 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

o Yes (30 points)

● No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

● Yes

o No (10 points)

o N/A

0

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 002 - Belt Filter Press Cake

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75					6.6				5.3					0	0
Cadmium		39	85					.73				.52					0	0
Copper		1500	4300					270				200					0	0
Lead		300	840					32				26					0	0
Mercury		17	57					.74				1.5					0	0
Molybdenum	60		75					5.6				3.8				0		0
Nickel	336		420					17				12				0		0
Selenium	80		100					5.3				<5.6				0		0
Zinc		2800	7500					420				320					0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

● 0 (0 Points)

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- ☐ 1-2 (10 Points)
- ☐ > 2 (15 Points)
- 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
 - ☐ Yes
 - ☐ No (10 points)
 - N/A - Did not exceed limits or no HQ limit applies (0 points)
 - ☐ N/A - Did not land apply biosolids until limit was met (0 points)
- 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
Exceedence Points
 - 0 (0 Points)
 - ☐ 1 (10 Points)
 - ☐ > 1 (15 Points)
- 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
 - ☐ Yes (20 Points)
 - No (0 Points)
- 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken?
Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 12/31/2019
Density:	314
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Aerobic Digestion of waste sludge within sludge storage tank.

Outfall Number:	002
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2019 - 12/31/2019
Density:	6
Sample Concentration Amount:	CFU/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Aerobic Digestion
Process Description:	Aerobic Digestion of waste sludge within sludge storage tank.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

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☐ Yes (40 Points) ☒ No If yes, what action was taken?	0																												
5. Vector Attraction Reduction (per outfall): 5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu. <table border="1"><tr><td>Outfall Number:</td><td>002</td></tr><tr><td>Method Date:</td><td>09/24/2019</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>Volatile Solids Reduction</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>Yes</td></tr><tr><td>Limit (if applicable):</td><td>>=38</td></tr><tr><td>Results (if applicable):</td><td>55.20</td></tr></table> <table border="1"><tr><td>Outfall Number:</td><td>002</td></tr><tr><td>Method Date:</td><td>03/01/2019</td></tr><tr><td>Option Used To Satisfy Requirement:</td><td>Volatile Solids Reduction</td></tr><tr><td>Requirement Met:</td><td>Yes</td></tr><tr><td>Land Applied:</td><td>Yes</td></tr><tr><td>Limit (if applicable):</td><td>>=38</td></tr><tr><td>Results (if applicable):</td><td>61.20</td></tr></table> 5.2 Was the limit exceeded or the process criteria not met at the time of land application? ☐ Yes (40 Points) ☒ No If yes, what action was taken?	Outfall Number:	002	Method Date:	09/24/2019	Option Used To Satisfy Requirement:	Volatile Solids Reduction	Requirement Met:	Yes	Land Applied:	Yes	Limit (if applicable):	>=38	Results (if applicable):	55.20	Outfall Number:	002	Method Date:	03/01/2019	Option Used To Satisfy Requirement:	Volatile Solids Reduction	Requirement Met:	Yes	Land Applied:	Yes	Limit (if applicable):	>=38	Results (if applicable):	61.20	0
Outfall Number:	002																												
Method Date:	09/24/2019																												
Option Used To Satisfy Requirement:	Volatile Solids Reduction																												
Requirement Met:	Yes																												
Land Applied:	Yes																												
Limit (if applicable):	>=38																												
Results (if applicable):	55.20																												
Outfall Number:	002																												
Method Date:	03/01/2019																												
Option Used To Satisfy Requirement:	Volatile Solids Reduction																												
Requirement Met:	Yes																												
Land Applied:	Yes																												
Limit (if applicable):	>=38																												
Results (if applicable):	61.20																												
6. Biosolids Storage 6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site? ☒ >= 180 days (0 Points) ☐ 150 - 179 days (10 Points) ☐ 120 - 149 days (20 Points) ☐ 90 - 119 days (30 Points) ☐ < 90 days (40 Points) ☐ N/A (0 Points) 6.2 If you checked N/A above, explain why.	0																												
7. Issues 7.1 Describe any outstanding biosolids issues with treatment, use or overall management: None.																													

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

1. Plant Staffing 1.1 Was your wastewater treatment plant adequately staffed last year? ● Yes ○ No If No, please explain: Could use more help/staff for: 1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping? ● Yes ○ No If No, please explain:	
2. Preventative Maintenance 2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items? ● Yes (Continue with question 2) ☐☐ ○ No (40 points)☐☐ If No, please explain, then go to question 3: 2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment? ● Yes ○ No (10 points) 2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly? ● Yes ○ Paper file system ○ Computer system ● Both paper and computer system ○ No (10 points)	0
3. O&M Manual 3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed? ● Yes ○ No	
4. Overall Maintenance /Repairs 4.1 Rate the overall maintenance of your wastewater plant. ○ Excellent ○ Very good ○ Good ● Fair ○ Poor Describe your rating:	

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We currently have a vacancy in our engineering department which has added to the current work loads of utility staff members. These added duties bare a heavy burden on utility staffers and take away from other needs of the utility. With a full staff, This would allow the appropriate time to analyze gathered information on our I&I issues and lead to better thought-out projects. We could then properly inspect and follow-up on these projects, resulting in a higher quality end product. It would also allow us time to examine current operating procedures and practices. We may find that adjustments are needed which could lead to higher productivity and maximum efficiency.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

TODD B DEETH

Certification No:

34525

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP	OIC		
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes		X		
A3	Recirculating Media Filters		X		
A4	Ponds, Lagoons and Natural		X		
A5	Anaerobic Treatment Of Liquid		X		
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen		X		
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	X

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2019; subclass SS is basic level only.)

- Yes (0 points)
- No (20 points)

0

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- ☒ One or more additional certified operators on staff
- ☐ An arrangement with another certified operator
- ☐ An arrangement with another community with a certified operator
- ☐ An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- ☐ A consultant to serve as your certified operator
- ☐ None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

OIT and Basic Certification:

- Averaging 6 or more CECs per year.
- Averaging less than 6 CECs per year.

Advanced Certification:

- Averaging 8 or more CECs per year.
- Averaging less than 8 CECs per year.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

1. Provider of Financial Information		
Name:	Julie Vaillancourt	
Telephone:	715-682-7190	(XXX) XXX-XXXX
E-Mail Address (optional):	jvaillancourt@coawi.org	
2. Treatment Works Operating Revenues		
2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?		
● Yes (0 points) ☐		
○ No (40 points)		
If No, please explain:		
2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?		
Year:	2017	0
● 0-2 years ago (0 points) ☐		
○ 3 or more years ago (20 points) ☐		
○ N/A (private facility)		
2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?		
● Yes (0 points)		
○ No (40 points)		
REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]		
3. Equipment Replacement Funds		
3.1 When was the Equipment Replacement Fund last reviewed and/or revised?		
Year:	2018	
● 1-2 years ago (0 points) ☐		
○ 3 or more years ago (20 points) ☐		
○ N/A		
If N/A, please explain:		
3.2 Equipment Replacement Fund Activity		
3.2.1 Ending Balance Reported on Last Year's CMAR		\$ 1,142,416.00
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		\$ 0.00
3.2.3 Adjusted January 1st Beginning Balance		\$ 1,142,416.00
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)		\$ 189,224.00
		+

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,331,640.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 1,320,871.00

0

Please note: If you had a CFWP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

● Yes

○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

● Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Effluent Plant Water System	40000	2020
2	Annual Capital Plan for Infrastructure-Sanitary Sewer Replacement	150000	2020
3	I&I Sanitary Sewer Repairs	750000	2021
4	Slurry Seal Retention Basin	50000	2022
5	Airline Piping for Aeration Ditch	40000	2022
6	Main Lift Station Rehab Phase I	120000	2019
7	Final Clairifer Improvements	50000	2022
8	Site Drain Lift Station Improvements	122000	2023
9	Main Lift Station Rehab- Phase II	120000	2021
10	Annual Capital Plan for Infrastructure-Sanitary Sewer Replacment	150000	2021
11	I&I Sewer Maintenance and Repairs	500000	2022
12	Waste Water Treatment Plant Site Paving	167000	2022
13	Annual Capital Plan for Infrastructure- Sanitary Sewer Replacement	300000	2021
14	I&I Capital Project	500000	2020
15	Rehab 6th Ave Lift Station	70000	2020
16	Pre-Treatment and Blower Building/Site Electrical	200000	2021
17	Final Clarifieer Improvements	250000	2022

5. Financial Management General Comments

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ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	25,275	715
February	21,610	579
March	27,376	264
April	22,684	36
May	20,068	7
June	25,409	97
July	26,521	318
August	43,046	579
September	46,543	582
October	30,709	997
November	22,808	1,349
December	24,965	1,143
Total	337,014	6,666
Average	28,085	556

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☒ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☒ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☒ Self-Priming Pumps
- ☒ Submersible Pumps
- ☒ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ☒ No
- ☐ Yes

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Year:

By Whom:

Describe and Comment:

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

VFD controls have been installed to replace older soft starters. This will run the pumps at maximum efficiency instead of maximum output. The 6th ave lift station will have these added in its upgrade and we are currently adding the final VFD's to our main lift station.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	81,023	21.97	3,688	39.31	2,061	6,252
February	72,005	19.68	3,659	36.04	1,998	4,437
March	71,696	55.68	1,288	72.17	993	1,119
April	71,622	78.61	911	44.91	1,595	144
May	62,936	69.93	900	51.34	1,226	38
June	65,597	27.98	2,344	37.71	1,740	312
July	80,109	34.04	2,353	41.57	1,927	2,211
August	86,103	23.49	3,666	39.12	2,201	3,514
September	86,785	29.58	2,934	42.87	2,024	4,024
October	73,231	43.29	1,692	43.03	1,702	5,102
November	72,527	26.48	2,739	38.19	1,899	6,286
December	77,993	43.21	1,805	48.36	1,613	4,804
Total	901,627	473.94		534.62		38,243
Average	75,136	39.50	2,332	44.55	1,748	3,187

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- ☐ Aerobic Digestion
- ☒ Anaerobic Digestion
- ☐ Biological Phosphorus Removal
- ☐ Coarse Bubble Diffusers

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- ☐ Dissolved O2 Monitoring and Aeration Control
- ☒ Effluent Pumping
- ☒ Fine Bubble Diffusers
- ☐ Influent Pumping
- ☒ Mechanical Sludge Processing
- ☐ Nitrification
- ☒ SCADA System
- ☒ UV Disinfection
- ☒ Variable Speed Drives
- ☐ Other:

7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

● No

○ Yes

If Yes, how is the biogas used (Check all that apply):

- ☐ Flared Off
- ☐ Building Heat
- ☐ Process Heat
- ☐ Generate Electricity
- ☐ Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

● No

○ Yes

☐ Entire facility

Year:

By Whom:

Describe and Comment:

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☐ Part of the facility	
Year:	
By Whom:	
Describe and Comment: 	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Ashland Sewage Utility

Last Updated: Reporting For:
7/21/2020 2019

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- ☒ Yes
- ☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- ☒ Yes
- ☐ No (30 points)
- ☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Jetting, televising and smoke testing of sanitary lines to identify failing conditions along with I&I issues within our collection system.

Did you accomplish them?

- ☒ Yes
- ☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

- ☒ Organizational structure and positions (eg. organizational chart and position descriptions)
- ☒ Internal and external lines of communication responsibilities
- ☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sanitary Sewer User Ordinance 711

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2014-01-14

Does your sewer use ordinance or other legally binding document address the following:

- ☒ Private property inflow and infiltration
 - ☒ New sewer and building sewer design, construction, installation, testing and inspection
 - ☐ Rehabilitated sewer and lift station installation, testing and inspection
 - ☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary
 - ☒ Fat, oil and grease control
 - ☒ Enforcement procedures for sewer use non-compliance
 - ☒ Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- ☒ Equipment and replacement part inventories
 - ☒ Up-to-date sewer system map

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Ashland Sewage Utility

Last Updated: Reporting For:

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2019

- ☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- ☒ A description of routine operation and maintenance activities (see question 2 below)
- ☒ Capacity assessment program
- ☒ Basement back assessment and correction
- ☐ Regular O&M training

- ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- ☒ Construction, Inspection, and Testing
- ☐ Others:

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐

Does your emergency response capability include:

- ☒ Responsible personnel communication procedures
- ☐ Response order, timing and clean-up
- ☒ Public notification protocols
- ☐ Training
- ☒ Emergency operation protocols and implementation procedures

- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐

- ☐ Special Studies Last Year (check only those that apply):

- ☐ Infiltration/Inflow (I/I) Analysis
- ☐ Sewer System Evaluation Survey (SSES)
- ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
- ☐ Lift Station Evaluation Report
- ☐ Others:

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	20	% of system/year
Root removal	1	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	48	% of system/year
Sewer line televising	20	% of system/year
Manhole inspections	0	% of system/year
Lift station O&M	6	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

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Ashland Sewage Utility

Last Updated: Reporting For:
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Private sewer I/I removal % of private services

River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

We plan to aggressively clean and televise our sewer mains for this year and next so information can be gathered to then develop projects.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

28.55	Total actual amount of precipitation last year in inches
30.36	Annual average precipitation (for your location)
60	Miles of sanitary sewer
11	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
36	Number of basement backup occurrences
36	Number of complaints
1.29	Average daily flow in MGD (if available)
2.6202	Peak monthly flow in MGD (if available)
0.75	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.07	Sanitary sewer overflows (number/sewer mile/yr)
0.60	Basement backups (number/sewer mile)
0.60	Complaints (number/sewer mile)
2.0	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.6	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume (MG)
0	4/22/2019 1:30:00 PM - 4/22/2019 6:00:00 PM	Manhole #1566, Main Lift Station, 314 North 11th Avenue East, Ashland, WI	Rain, Flooding	0.0405 - 0.0405
1	4/22/2019 6:00:00 PM - 4/24/2019 3:00:00 AM	Ashland Wastewater Treatment Plant, 1901 Knight Road. Ashland, WI 54806	Rain, Flooding	5.1780 - 5.1780
2	9/30/2019 9:15:00 AM - 9/30/2019 10:15:00 AM	Mail Lift Station, 314 North 11th Avenue East, Ashland, WI.	Rain, Equipment Failure	0.0090 - 0.0090
3	9/30/2019 8:30:00 AM - 9/30/2019 10:30:00 AM	6th Avenue Lift Station, 523 Lake Shore Drive West, Ashland, WI.	Rain	0.0180 - 0.0180

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

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Last Updated: Reporting For:

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What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurrences in the future?

In 2019 we cleaned and televised 20% of our system. We also smoke tested 48%, root cut 1.3% and dye tested a smaller percentage. We have already planned and budgeted for 15 to 20 blocks of CIPP lining and 6 blocks of full replacement of our sewer main. We will also be cleaning and televising 27% of our system and conducting manhole inspections in 4 of our 12 sanitary districts. We will also be performing flow monitoring in 3 of our districts.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

● Yes

○ No

If Yes, please describe:

Aged and deteriorating infrastructure along with rainfall and snowmelt events allow the sanitary system to act as a drain system for a large area.

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

● Yes

○ No

If Yes, please describe:

Most of all the SSO/TFO events are do to I/I issues throughout the collection system.

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None.

5.4 What is being done to address infiltration/inflow in your collection system?

In 2019 we cleaned and televised 20% of our system. We also smoke tested 48%, root cut 1.3% and dye tested a smaller percentage. We have already planned and budgeted for 15 to 20 blocks of CIPP lining and 6 blocks of full replacement of our sewer main. We will also be cleaning and televising 27% of our system and conducting manhole inspections in 4 of our 12 sanitary districts. We will also be performing flow monitoring in 3 of our districts. All of this is being done to develop projects for the next 5 to 10 years, dependent on funding sources.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Ashland Sewage Utility

Last Updated: Reporting For:
7/21/2020 **2019**

Grading Summary

WPDES No: 0030767

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	A	4	3	12
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Phosphorus	C	2	3	6
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			32	122
GRADE POINT AVERAGE (GPA) = 3.81				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Compliance Maintenance Annual Report

Ashland Sewage Utility

Last Updated: Reporting For:
7/21/2020 2019

Resolution or Owner's Statement

Name of Governing
Body or Owner:

City of Ashland

Date of Resolution or
Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Influent Flow and Loadings: Grade = A

Effluent Quality: BOD: Grade = A

Effluent Quality: TSS: Grade = A

Effluent Quality: Phosphorus: Grade = C

Biosolids Quality and Management: Grade = A

Staffing: Grade = A

Operator Certification: Grade = A

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 3.81

SUBJECT: Approve an Agreement with Cedar Corporation to Complete Design of the the 6th Street East between 14th Ave E and 19th Ave E Reconstruction Project (*Roll*) Public Works

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director
Finance Director

EXHIBITS: 1. Professional Design Engineering Services Proposal, May 20, 2020

EXPENDITURES REQUIRED: \$17,100 - Public Works Budget
\$10,000 - Fund 680 Water Utility
\$ 8,700 - Fund 690 Wastewater Utility
\$35,800 Total

AMOUNT BUDGETED: \$17,100 - Public Works Budget - Engineering Staff Wages

APPROPRIATION REQUIRED: \$10,000 - Fund 680 Water Utility
\$ 8,700 - Fund 690 Wastewater Utility

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on July 21, 2020 that Cedar Corporation is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORDINANCE 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: N/A

SUMMARY STATEMENT:

At the March 31, 2020 meeting, Council approved a resolution to apply for Community Development Block Grant-Public Facilities (CDBG-PF) grant funds for the reconstruction of 6th Street East from 13th Avenue East to 19th Avenue East.

The Public Works Department, with internal staff, has developed an engineering design for the project, which is estimated to be 80% complete. Unexpected staffing changes have impacted the Public Works Department's ability to complete the remaining portion of the work in time for the 2021 construction season.

In April 2018, Council approved a three-year agreement with Cedar Corporation for engineering services. The agreement established master terms and conditions, with specific engineering services and costs identified on a project by project basis. This professional services agreement is being approved under the 2018 agreement. The cost of engineering services for the project are not eligible for funding under the CDBG-PF program. The engineering services provided by Cedar Corporation will be funded by unused wages through the Public Works Engineering budget.

Approval of the attached agreement for engineering services dated May 20, 2020 will allow Cedar Corporation to continue technical design, and will keep the project on schedule for bidding in late 2020 or early 2021.

May 20, 2020

John Butler, P.E., Public Works Director
City of Ashland
2020 6th Street East
Ashland, WI 54806

RE: Professional Design Engineering Services Proposal
2021 6th Street East Reconstruction Project
City of Ashland, WI

Dear Mr. Butler, Mayor Deb Lewis & City Council:

Cedar Corporation is pleased to submit this proposal to provide professional design engineering services related to 6th Street East Reconstruction Project for construction in year 2021, City of Ashland, Wisconsin.

SCOPE OF PROJECT: The City of Ashland is requesting professional design engineering services to assist with completing construction plans and details in process by city staff including field topographic and data collection survey design base map and completed preliminary plan/profiles/detail drawings to be provided by Client, complete final design plan/profiles/details/cross-sections, schedule of bid items quantities, public information meeting/open house, staff/committee/council/governing agency meetings, opinion of probable costs, permit requests, specifications and bid documents, quality assurance/quality control review, municipal bidding assistance, attend bid opening, bid tabulation results and recommend bid award, and construction contract documents for 6th Street East Reconstruction from 13th Avenue East to 19th Avenue East, approximately 2,650 lineal feet street, curb, water main, storm sewer, sanitary sewer, service laterals, sidewalk, construction erosion and restoration improvements for construction in year 2021.

SCOPE OF SERVICES: Cedar Corporation (hereinafter called “Engineer”) proposes to render professional design engineering services for City of Ashland (hereinafter called “Client”) with respect to the above Scope of Project related to the 6th Street East Reconstruction from 13th Avenue East to 19th Avenue East, approximately 2,650 lineal feet street, curb, water main, storm sewer, sanitary sewer, service laterals, sidewalk, construction erosion and restoration improvements for construction in year 2021, City of Ashland, Wisconsin (hereinafter called “Project”). The Engineer will provide required professional design engineering services during the course of the Project as follows:

Surveying: Provided by Client.

- Field topographic and data collection surveying, and digital dwg AutoCADD electronic format base map in accordance with standard surveying practices, to the extent necessary to complete the engineering design of the Project described above; including accurately reflect current conditions for street, curb, water main, storm sewer, sanitary sewer, service laterals, sidewalk, construction erosion and restoration, etc., installations that may influence the Project design and construction is to be provided by the Client.

Preliminary Design Engineering Drawings: Provided by Client.

- Attend initial kickoff meeting with city staff to discuss overall Project goals and to finalize the Project work plan and schedule, and review completed preliminary design plans.
- Client to provide digital dwg AutoCADD electronic format of completed preliminary plan and profiles, details, cross-sections, notes, title sheet, title block, etc., showing general alignment and profile of street,

curb, water main, sanitary sewer, service laterals, storm sewer, sidewalks, etc., and appropriate sized replacement storm sewer, water main, sanitary sewer, and service laterals to fit within existing roadway areas, easements, etc.

- Review governing agency permit requirements.
- Incorporation and refinement of any necessary or suggested changes in the preliminary design.
- Attend required city staff, committee, council and other governing agency meetings.

Final Design Engineering, Plans, Specifications, Bidding Documents, Permits:

- Preparation of final design documents, including street/curb/water main/storm sewer/sanitary sewer /service laterals/sidewalk plan and profile sheets, typical street sections, street cross-sections, construction detail sheets, construction notes, erosion control, traffic control, restoration, construction specifications and bidding documents, and opinion of probable costs.
- Coordination with various private utility companies (electric, lighting, gas, cable tv, communications, etc.) for their design and construction installation or relocations.
- Preparation and submittal of necessary regulatory permit request application forms to the Wisconsin Department of Natural Resources for respective water main and sanitary sewer extensions, construction erosion control Water Resource Application Project Permit Discharge Storm Water from Construction Site (NOI/WRAPP).
- Submittal of 90% completed plans and specifications for review by the Client.
- Updated cost estimates at the 90% complete stage.
- Incorporation of comments received and prepare 100% completed plans and specifications.
- Coordinate and present at Public Information Meeting/Open House.
- Attend required city staff, committee, council and other governing agency meetings.

Bidding:

- Prepare municipal unit price bid quantities take offs from plans and prepare bid document form.
- Prepare Advertisement for Bid to be published in the Client's official newspaper, and the Engineer will post the Project to its Website via the Quest Electronic Construction Document Network, or provide to Client for post on their Website, for bid documents download by prospective bidders.
- Provide answers and clarification of questions from contractors, suppliers, sub-contractors, and Client during bidding, including preparation of any necessary bid addendums.
- Attend public bid opening at City Public Works Department or City Hall.
- Review the bid results, prepare bid tabulation results for all bidders, confirm that low bidder has obtained all bonds and insurance, is capable of completing the work, and recommend bid award after review of all bids.
- The Engineer will coordinate the issuance of Notice of Award, execution of Contract Documents, required Bonds and Insurance, and Notice to Proceed with the Client.
- Attend required city staff, committee, council and other governing agency meetings.

Construction Engineering: To be provided pursuant to Client request for proposal contract if desired.

COMPENSATION: The Client agrees to pay the Engineer an hourly time and materials “Not to Exceed” fee for professional design engineering services for the Project in the amount listed below pursuant to the proposed services listed in the above Scope of Services. Any additional work not included in the Scope of Services will be invoiced to the Client on an hourly time and material basis. The Engineer will provide the Client a written quote for any additional work at the Client’s request. The Client will be responsible for all applicable governing agency fees including but not limited to permit, review, application, recording, etc., fees.

CONSTRUCTION YEAR 2021, 6TH STREET EAST RECONSTRUCTION PROJECT – 2,650 TOTAL LINEAL FEET STREET, CURB, WATER MAIN, STORM SEWER, SANITARY SEWER, SERVICE LATERALS, SIDEWALK, CONSTRUCTION EROSION, AND RESTORATION IMPROVEMENTS

City Estimated Construction Cost & 10% Contingency	\$1,694, 790
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Design Engineering Fee:

Field Topographic & Data Collection Surveying, Design Base Map - By Client	\$0
Preliminary Design - By Client	\$0
Final Design Engineering Plans, 75% Complete by Client	\$25,000
Governing Agency Permit Requests & Meetings	\$900
Specifications & Bidding Documents	\$4,000
Bidding, Bid Opening, Bid Tabulation Results, Bid Award Recommendation	\$1,900
Contract Documents/Bonds/Insurance, Bid Award, Notice to Proceed	\$500
City Design Team Meetings (Assume 2)	\$1,600
Public Information, City Council & Committee Meetings	\$0
Total Design Engineering Hourly Time & Materials “Not to Exceed” Fee	\$33,900

Additional design engineering services, if required or desired by Client:

Special Assessment Report	\$1,900
Construction Engineering	\$TBD

CLIENT SUPPLIED INFORMATION: The Client will provide the Engineer with electronic AutoCADD Civil 3D dwg file of existing field topographic and data collection survey and base map and completed preliminary plans for design; available copies of construction record plans for existing water system/sanitary sewer system/storm sewer system/water and sanitary sewer service laterals, city utility systems maps, sanitary and storm sewer televising video and report, assessor property owner maps and parcel information, street and highway right-of-way maps, recorded easement documents, property title search if needed, known site environmental issues and concerns, recorded boundary survey/certified survey/plat maps, soil borings and geotechnical engineer report, Project review input and comments, etc. for the Project.

DESIGN TIMELINE: The Engineer’s services shall be performed as expeditiously as is consistent with the orderly progress of the Project. The Engineer shall make every effort to complete the work within the time frame set by the Client. The Cedar Corporation team has the capacity and availability to commence work immediately. The following is the Engineer’s proposed design services timeline for the construction year 2021 Project:

CONSTRUCTION YEAR 2021, 6TH STREET EAST RECONSTRUCTION PROJECT – 2,650 LINEAL FEET STREET, CURB, WATER MAIN, STORM SEWER, SANITARY SEWER, SERVICE LATERAL, SIDEWALK, CONSTRUCTION EROSION AND RESOTRATION IMPROVEMENTS

TASK	COMPLETION DATE
CDBG Funding Application Notice of Award & Contracts	September 2020
City of Ashland Notice to Proceed (City Council Meeting)	September 2020
Field Topographic & Data Collection Survey & Base Map, By City	Complete
Preliminary Design Engineering, By City	Complete
Public Information Meeting	October 2020
Final Design Engineering	January 2021
Specifications & Bid Documents	February 2021
Advertisement for Bids	February 2021
Bid Opening at City Hall	March 2021
City Council Bid Award	March 2021
Permit Request Approval	April 2021
Notice of Award & Contract Documents	April 2021
Notice to Proceed & Pre-Construction Conference	May 2021
Commence Construction	May 2021
Substantial Complete Construction	August 2021
Final Complete Construction (Restoration Establishment)	September 2021

SERVICES NOT PROVIDED AS PART OF THIS PROPOSAL: Archaeological studies and investigations, environmental studies and assessments, endangered resources studies and reports, environmental investigations, title search, land acquisition, field topographic and data collection survey and base map, preliminary design, private utilities design and construction (electric, lighting, gas, cable tv., communications, etc.), construction engineering, storm sewer watershed hydrologic and hydraulic study analysis, construction staking and layout, construction observation and coordination, construction administration, construction record drawings, property surveys, boundary surveys, street and roads right-of-way surveys and map, easements, field locating and marking of existing underground utility systems, governing agency permit fees, ecological studies and investigations, field wetland delineation and report, wetland fill and mitigation related permits, flood plain studies and determination, flood plain permits, WisDOT traffic impact analysis and report, WIDOT Trans 233 permits and approval request, and historical site studies and investigations are not included as part of this proposal.

PAYMENT POLICY: Client agrees to pay Engineer the amount shown on invoices presented to the Client for services rendered on a monthly basis. All invoices are due within 30 days of receipt.

AGREEMENT: If these terms, as stated above, are understood and agreeable, please sign both copies of this proposal and return one to our office by mail, email or fax.

Sincerely,

CEDAR CORPORATION

RUSS KIVINIEMI

Russ Kiviniemi, P.E.
Principal

BRIAN CHAPMAN

Brian Chapman
Project Manager

Accepted this _____ day of _____, 2020

By: _____

Deb Lewis, Mayor
City of Ashland

John Butler, P.E., Public Works Director
City of Ashland

**SUBJECT: Approve a Transfer of Restrictive Covenant and Release for Northwoods Women, Inc.
DBA New Day Advocacy Center (*Voice*) Administration**

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: City Administrator
City Attorney

EXHIBITS: 1. Transfer of Restrictive Covenant and Release

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

Northwoods Women, Inc., doing business as New Day Advocacy Center ("NDA"), recently moved its shelter to a new facility on the corner of 3rd St. W. and Ellis Avenue, from its prior location on 3rd St. W. and Sanborn Avenue. NDA is attempting to sell its old shelter building but the City has a restrictive covenant and lien on said property. NDA has requested the restrictive covenant and lien be transferred to the new property and title be cleared to allow a sale of the old property. The question for the City Council is whether to approve the transfer of the restrictive covenant and lien, but also that it be subordinate to a mortgage with Northern State Bank.

The history is the City in 1983 purchased and rehabilitated a home for use as a domestic violence shelter located on 6th St. W.. Under the agreement to transfer title to NDA, NDA agreed to only operate the premises as a shelter or it reverted back to the City. Further, upon any sale, NDA was to repay the City of Ashland for project. It is believed CDBG funds were used for this rehabilitation and project. In 1994, the City agreed to transfer the agreement so it was a restrictive covenant and lien on the shelter when it moved to near 3rd St. W. and Sanborn.

In 2017 when NDA was looking to move to its current location, emails from Bob Miller to Northern State Bank ("NSB") indicate the City's lien was \$50,000, which appears to be agreed to by NDA, and that the City was likely to agree to subordinate its position to NSB. NSB was looking to use the equity in the building as the down payment for financing the purchase and renovation of NDA's current location. It appears nothing was done by the City, but NSB and NDA moved forward anyway.

NDA has a buyer for the old shelter but to clear title needs to the City to agree to release its lien and covenants. The new agreement would transfer the restrictive covenants to the new property and clarify the amount of the lien as \$50,000. As NDA does not use the entire building but has commercial tenants, believed to be holdovers from when the building was purchased, it further clarifies on the reversion condition that those commercial lease spaces can remain provided the shelter space remains a shelter.

TRANSFER OF RESTRICTIVE COVENANT AND RELEASE

Northwoods Women, Inc., a domestic corporation and the City of Ashland, a municipal subdivision in the State of Wisconsin, for the acquisition of certain real estate, the parties hereto agree to impose the agreement, a copy of which is attached hereto and marked Exhibit 1, as modified to reflect the terms in Exhibit 2 as a restrictive covenant and lien upon the following described real estate, said covenants to be released only upon written authorization of the City of Ashland.

The affected real estate is particularly described as follows:

Lots Nineteen through Twenty-four (19-24), inclusive, Block One Hundred Twenty-one (121), Ellis Division, City of Ashland, Ashland County, Wisconsin;

and

The East 59.9 feet of Lots Seven through Twelve (7-12), inclusive, Block One Hundred Twenty-one (121), Ellis Division, City of Ashland, Ashland County, Wisconsin, together with that part of vacated Alley which abuts said Lots and the East 10 feet of the West 81 feet of said Lots 7-12.

It is further agreed that the aforementioned restrictive covenant and lien is being transferred from the real estate which was subject to the said restrictive covenant and lien by virtue of the restrictive covenant having been filed on August 10, 1994 in Volume 547 of Records on page 202 as Document N. X243906 in the office of the Ashland County Register of Deeds.

It is understood and agree that the restrictive covenant and lien is being transferred from the real estate particularly described as follows:

The East 75 feet of lots Five (5) and Six (6) of Block Thirty-six (36) of Ashland Proper, City of Ashland, Ashland County, Wisconsin and the West One-half (W $\frac{1}{2}$) of vacated 19th Avenue West adjacent to Lots Five (5) and Six (6) of Block Thirty-six (36) of Ashland Proper, City of Ashland, Ashland County, Wisconsin.

It is further agreed that the restrictive covenant and lien on the real estate from which the restrictive covenant and lien is being transferred is hereby released and exchanged for the placement of said restrictive covenant and lien on the parcel of real estate described above in the second paragraph of this document as revised by Exhibit 2.

It is further agreed that the lien in favor of the City is in the amount of \$50,000 but bears no interest and repayment terms are in the agreement. Further this lien shall have top priority as per the agreement but the city agrees it may be subordinate to the money purchase mortgage on the real estate held by Northern State bank.

In Witness Whereof, Northwoods Women, Inc. has caused these presents to be signed by Tom Potterton, its President and countersigned by Kerry Hill, its Secretary, at Ashland, Wisconsin, this ____ day of July, 2020, and the City of Ashland has caused these presents to be signed by Debra Lewis, Mayor, and Denise Oliphant, City Clerk, at Ashland, Wisconsin, and its corporate seal to be hereunto affixed this ____ day of July, 2020.

NORTHWOODS WOMEN, INC.

By _____
Tom Potterton, President

By _____
Kerry Hill, Secretary

State of Wisconsin)
)ss
County of Ashland)

Personally came before me this ____ day of July, 2020 the above named Tom Potterton, President and Kerry Hill, Secretary of the above named corporation, to me known to be such persons and officers who executed the foregoing instrument and acknowledge that they executed the same as such officers, by its authority, for the purposes therein contained.

Print Name: _____
Notary Public, Wisconsin
My commission expires: _____.

CITY OF ASHLAND

By _____
Debra Lewis, Mayor

By _____
Denise Oliphant, Secretary

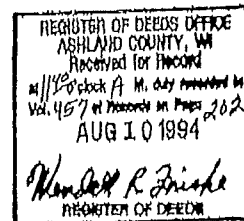
State of Wisconsin)
)ss
County of Ashland)

Personally came before me this ____ day of July, 2020 the above named Debra Lewis, Mayor and Denise Oliphant, City Clerk, of the above named City of Ashland, to me known to be such persons and officers who executed the foregoing instrument and acknowledged that they execute the foregoing instrument and acknowledged that they executed the same as such officers, by its authority for the purposes therein contained.

Print Name: _____
Notary Public, Wisconsin
My commission expires: _____.

X243906

TRANSFER OF RESTRICTIVE COVENANT
AND RELEASE



For and in consideration of sums paid to or in behalf of the Northwoods Women, Inc., a domestic corporation, by the City of Ashland, a municipal subdivision in the State of Wisconsin, for the acquisition of certain real estate, the parties hereto agree to impose the agreement, a copy of which is attached hereto and marked Exhibit A, as a restrictive covenant upon the following described real estate, said covenants to be released only upon written authorization of the City of Ashland,

The affected real estate is particularly described as follows:

The East Seventy-five (75) feet of Lots Five (5) and Six (6) of Block Thirty-six (36) of Ashland Proper, City of Ashland, Ashland County, Wisconsin, and the West One-Half (W 1/2) of vacated Nineteenth (19th) Avenue West adjacent to Lots Five (5) and Six (6) of Block Thirty-six (36) of Ashland Proper, City of Ashland, Ashland County, Wisconsin.

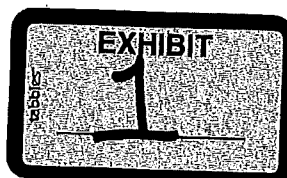
It is further agreed that the aforementioned restrictive covenant is being transferred from the real estate which was subject to the said restrictive covenant by virtue of the restrictive covenant having been filed on January 18, 1984 in Volume 379 of Records on page 352 as Document No. X209562 in the office of the Ashland County Register of Deeds.

It is understood and agreed that the restrictive covenant is being transferred from the real estate particularly described as follows:

The East Fifty (50) feet of Lots Eleven (11) and Twelve (12) and the North Thirty-four (34) feet of the East Fifty (50) feet of Lot Thirteen (13), Block Six (6), Vaughn & Humbird's Division, City of Ashland, Ashland County, Wisconsin.

It is further agreed that the restrictive covenant on said real estate is hereby released and exchanged for the transfer of said restrictive covenant to the parcel of real estate described above in the second paragraph of this document.

As further consideration for this restrictive covenant, Northwoods Women, Inc. agrees to satisfy any and all liens, encumbrances or mortgages on the parcel to which the restrictive covenant is being transferred so that the restrictive covenant



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and the lien created thereby will be a top priority lien on the subject real estate.

In Witness Whereof, Northwoods Women, Inc. has caused these presents to be signed by Faye L. Grittner, its President and countersigned by Phylene B. Prentice, its Secretary, at Ashland, Wisconsin, and its corporate seal to be hereunto affixed this 2nd day of March, 1994, and the City of Ashland has caused these presents to be signed by Lowell J. Miller, Mayor, and Carol A. Larson, City Clerk, at Ashland, Wisconsin, and its corporate seal to be hereunto affixed this 2nd day of March, 1994.

NORTHWOODS WOMEN, INC.

By Faye L. Grittner, President
Faye L. Grittner, President

Phylene B. Prentice
Phylene B. Prentice, Secretary

State of Wisconsin }
County of Ashland } ss

Personally came before me this 2nd day of March, 1994, the above named Faye L. Grittner, President and Phylene B. Prentice, Secretary, of the above named corporation, to me known to be such persons and officers who executed the foregoing instrument and acknowledged that they executed the same as such officers, by its authority, for the purposes therein contained.

Joyce M. Reynolds
Joyce M. Reynolds
Notary Public, Wisconsin
My commission expires: March 13, 1994

CITY OF ASHLAND

By Lowell J. Miller, Mayor
Lowell J. Miller, Mayor

Carol A. Larson
Carol A. Larson, City Clerk

State of Wisconsin }
County of Ashland } ss

Personally came before me this 2nd day of March, 1994,

-2-

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Lowell J. Miller, Mayor, and Carol A. Larson, City Clerk, of the above named City of Ashland, to me known to be such persons, and officers who executed the foregoing instrument and acknowledged that they executed the same as such officers, by its authority for the purposes therein contained.

Patti Ekstrom
Notary Public, Wisconsin
My commission expires: 8-22-85

dgl463

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AGREEMENT

This agreement made this 12th day of May, 1983 by and between the City of Ashland (hereinafter "City") and Northwoods Women, Inc., (hereinafter "Northwoods") for the purpose of creating an emergency shelter home for victims of domestic abuse in the City through the use of funding from the U.S. Dept., of Housing and Urban Development and the State of Wisconsin Department of Development. The parties hereto agree as follows:

1. The City shall in its discretion acquire and rehabilitate a residential dwelling located in a two-family residence district in the City for the shelter home. The rehabilitation shall be completed in compliance with all applicable local, state and federal codes applying to shelter homes.
2. Upon completion of rehabilitation the City shall transfer legal title to the said dwelling to Northwoods. Northwoods shall hold title to and operate the shelter home under the following conditions:
 - A) The dwelling shall primarily be used as an emergency shelter home for victims of domestic abuse and related support functions. If the dwelling shall not be used for an emergency shelter home or be used for any unauthorized use the title to the dwelling shall immediately revert to the City.
 - B) The shelter home shall be operated in a safe and sanitary manner in accordance with all state statutes, city ordinances, building codes and occupancy codes.
 - C) Northwoods shall not create or incur any lien or encumbrance on the dwelling or in any way interfere with or diminish the value of the dwelling or merchantable title.
 - D) Northwoods shall, at its expense, maintain casualty insurance on the dwelling covering loss to the said dwelling from fire, windstorm, vandalism and other perils in a standard policy form for said insurance, said policy to be for a sum at not less than the fair

Exhibit A

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market value of the dwelling. A copy of said policy shall be filed with the City Clerk.

E) Northwoods shall, at its expense, maintain a policy of public liability insurance covering the dwelling and shelter home for that use against liability or damages for personal injury or property damages caused to third parties, including transient residents in said dwelling. A copy of said policy shall be file with the City Clerk.

F) Northwoods shall be responsible for all maintenance at the premises and any and all repairs on said premises.

G) Northwoods shall pay all utilities costs and other expenses in operating the shelter.

H) In the event that the dwelling is sold, the City shall recover its original investment before Northwoods shall recover any remaining funds.

I) Northwoods shall not transfer title to the dwelling to any party other than the City.

3. If Northwood's violates any of the sub paragraphs in Paragraph 2 above and any of said violations shall exist for more than 30 days the City shall be entitled to foreclose the interest of Northwoods in accordance with Wisconsin Statutes.

4. The City agrees that the activities of acquisition and rehabilitation will take place as soon as permitted by the grant agency and will be completed by December 31, 1983.

Dated this 12th day of May, 1983.

City of Ashland

Northwoods Women Inc.

[Signature]
Mayor

[Signature]
President

[Signature]
City Clerk

[Signature]
Treasurer

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X242050

TRANSFER OF RESTRICTIVE COVENANT
AND RELEASE

For and in consideration of sums paid to or in behalf of the Northwoods Women, Inc., a domestic corporation, by the City of Ashland, a municipal subdivision in the State of Wisconsin, for the acquisition of certain real estate, the parties hereto agree to impose the agreement, a copy of which is attached hereto and marked Exhibit A, as a restrictive covenant upon the following described real estate, said covenants to be released only upon written authorization of the City of Ashland.

The affected real estate is particularly described as follows:

The East Seventy-five (75) feet of Lots Five (5) and Six (6) of Block Thirty-six (36) of Ashland Proper, City of Ashland, Ashland County, Wisconsin, and the West One-Half (W 1/2) of vacated Nineteenth (19th) Avenue West adjacent to Lots Five (5) and Six (6) of Block Thirty-six (36) of Ashland Proper, City of Ashland, Ashland County, Wisconsin.

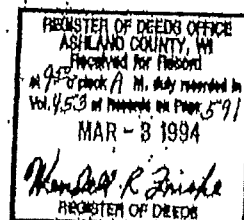
It is further agreed that the aforementioned restrictive covenant is being transferred from the real estate which was subject to the said restrictive covenant by virtue of the restrictive covenant having been filed on January 18, 1984 in Volume 379 of Records on page 352 as Document No. X209562 in the office of the Ashland County Register of Deeds.

It is understood and agreed that the restrictive covenant is being transferred from the real estate particularly described as follows:

The East Fifty (50) feet of Lots Eleven (11) and Twelve (12) and the North Thirty-four (34) feet of the East Fifty (50) feet of Lot Thirteen (13), Block Six (6), Vaughn & Humbird's Division, City of Ashland, Ashland County, Wisconsin.

It is further agreed that the restrictive covenant on said real estate is hereby released and exchanged for the transfer of said restrictive covenant to the parcel of real estate described above in the second paragraph of this document.

As further consideration for this restrictive covenant, Northwoods Women, Inc. agrees to satisfy any and all liens, encumbrances or mortgages on the parcel to which the restrictive covenant is being transferred so that the restrictive covenant



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and the lien created thereby will be a top priority lien on the subject real estate.

In Witness Whereof, Northwoods Women, Inc. has caused these presents to be signed by Faye L. Grittner, its President and countersigned by Phylene B. Prentice, its Secretary, at Ashland, Wisconsin, and its corporate seal to be hereunto affixed this 2nd day of March, 1994, and the City of Ashland has caused these presents to be signed by Lowell J. Miller, Mayor, and Carol A. Larson, City Clerk, at Ashland, Wisconsin, and its corporate seal to be hereunto affixed this 2nd day of March, 1994.

NORTHWOODS WOMEN, INC.

By Faye L. Grittner, President
Faye L. Grittner, President

Phylene B. Prentice
Phylene B. Prentice, Secretary

State of Wisconsin }
County of Ashland } ss

Personally came before me this 2nd day of March, 1994 the above named Faye L. Grittner, President and Phylene B. Prentice, Secretary, of the above named corporation, to me known to be such persons and officers who executed the foregoing instrument and acknowledged that they executed the same as such officers, by its authority, for the purposes therein contained.

Joyce M. Reynolds
Joyce M. Reynolds
Notary Public, Wisconsin
My commission expires: March 13, 1994

CITY OF ASHLAND

By Lowell J. Miller
Lowell J. Miller

Carol A. Larson
Carol A. Larson

State of Wisconsin }
County of Ashland } ss

Personally came before me this 2nd day of March, 1994,

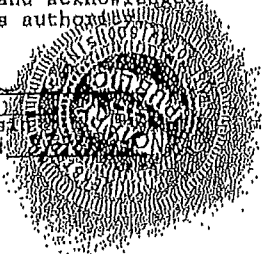
-2-

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Lowell J. Miller, Mayor, and Carol A. Larson, City Clerk, of the above named City of Ashland, to me known to be such persons and officers who executed the foregoing instrument and acknowledged that they executed the same as such officers, by its authority for the purposes therein contained.

Patti Ekstrom

Notary Public, Wisconsin
My commission expires



dg1463

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AGREEMENT

This agreement made this 12th day of MAY, 1983 by and between the City of Ashland (hereinafter "City") and Northwoods Women, Inc., (hereinafter "Northwoods"), for the purpose of creating an emergency shelter home for victims of domestic abuse in the City through the use of funding from the U.S. Dept., of Housing and Urban Development and the State of Wisconsin Department of Development. The parties hereby agree as follows:

1. The City shall in its deliberation acquire and rehabilitate a resident(s) dwelling located in a two-family residence district in the City for the shelter home. The rehabilitation shall be completed in compliance with all applicable Local, State and Federal codes applying to shelter homes.
2. Upon completion of rehabilitation the City shall transfer legal title to the said dwelling to Northwoods. Northwoods shall hold title to and operate the shelter home under the following conditions:
 - A) The dwelling shall primarily be used as an emergency shelter home for victims of domestic abuse and related support functions. If the dwelling shall not be used for an emergency shelter home or be used for any unauthorized use the title to the dwelling shall immediately revert to the City.
 - B) The shelter home shall be operated in a safe and sanitary manner in accordance with all State statutes, City ordinances, building codes and occupancy codes.
 - C) Northwoods shall not create or incur any lien or encumbrance on the dwelling or in any way interfere with or diminish the value of the dwelling or merchantable title.
 - D) Northwoods shall, at its expense, maintain casualty insurance on the dwelling covering loss to the said dwelling from fire, windstorm, vandalism and other perils in a standard policy form for said insurance, said policy to be for a sum at not less than the fair

Exhibit A

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Market value of the dwelling. A copy of said policy shall be filed with the City Clerk.

E) Northwoods shall, at its expense, maintain a policy of public liability insurance covering the dwelling and shelter home for that use against liability or damages for personal injury or property damages caused to third parties, including transient residents in said dwelling. A copy of said policy shall be filed with the City Clerk.

F) Northwoods shall be responsible for all maintenance at the premises and any and all repairs on said premises.

G) Northwoods shall pay all utilities costs and other expenses in operating the shelter.

H) In the event that the dwelling is sold, the City shall recover its original investment before Northwoods shall recover any remaining funds.

I) Northwoods shall not transfer title to the dwelling to any party other than the City.

3. If Northwoods violates any of the sub paragraphs in Paragraph 2 above and any of said violations shall exist for more than 30 days the City shall be entitled to foreclose the interest of Northwoods in accordance with Wisconsin Statutes.

4. The City agrees that the activities of acquisition and rehabilitation will take place as soon as permitted by the grant agency and will be completed by December 31, 1983.

Dated this 12th day of May, 1983.

City of Ashland

Northwoods Women Inc.

[Signature]
Mayor

[Signature]
President

[Signature]
City Clerk

[Signature]
Treasurer

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AGREEMENT

This agreement made the ____ day of July, 2020 by and between the City of Ashland (hereinafter "City") and Northwoods Women, Inc., (hereinafter "Northwoods") for the purpose of creating an emergency shelter home for victims of domestic abuse in the City through the use of funding from the U.S. Department of Housing and Urban Development and the State of Wisconsin Department of Development. The parties hereby agree as follows:

1. Northwoods shall hold title to and operate the shelter home under the following conditions:
 - A) The dwelling shall primarily be used as an emergency shelter home for victims of domestic abuse and related support functions. If the dwelling shall not be used for an emergency shelter home or be used for any unauthorized use the title to the dwelling shall immediately revert to the city. Northwoods may continue to commercially lease the portions at the building that are subject to commercial leases at the time of this agreement.
 - B) The shelter home shall be operated in a safe and sanitary manner in accordance with all State statues, City ordinances, building codes and occupancy codes.
 - C) Northwoods shall, at its expense, maintain casualty insurance on the dwelling covering loss to the said dwelling from fire, windstorm, vandalism and other perils in a standard policy form for said insurance, said policy to be for a sum at not less than the fair market value of the dwelling. A copy of said policy shall be filed with the City Clerk.
 - D) Northwoods shall, at its expense, maintain a policy of public liability insurance covering the dwelling and shelter home for that use against liability or damages for personal injury or property damages caused to third parties, including transient residents in said dwelling. A copy of said policy shall be filed with the City Clerk.
 - E) Northwoods shall be responsible for all maintenance at the premises and any and all repairs on said premises.
 - F) Northwoods shall pay all utilities costs and other expenses to operating the shelter.



G) In the event that the dwelling is sold, the City shall recover its original investment before Northwoods shall recover any remaining funds, which sum is \$50,000.

H) Northwoods shall not transfer title to the dwelling to any party other than the City.

3. If Northwoods violates any of the sub paragraphs in Paragraph two (2) above and any of said violations shall exist for more than thirty (30) days the City shall be entitled to foreclose the interest of Northwoods in accordance with Wisconsin statutes.

DATED this _____ day of _____, 2020.

City of Ashland

Northwoods Women, Inc.

Debra Lewis, Mayor

Tom Potterton, President

Denise Oliphant, City Clerk

Kelly Hill, Secretary

SUBJECT: Approve an Ordinance to Repeal and Replace Section 5.1E, Chapter 781 (1764), Ashland City Ordinances, Unified Development Ordinance (UDO) Related to Accessory Dwelling Units (*Roll*) Planning

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Housing Committee (unanimously recommended for approval)
Plan Commission (recommended for approval with 5-1 vote, Mackenzie opposed)
Planning and Development Department
City Attorney

EXHIBITS:

1. Proposed Ordinance
2. UDO Section 5.1E Dwelling: Accessory
3. Staff Report, Plan Commission June 23, 2020

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: The proposed UDO amendment to clarify and expand allowance of Accessory Dwelling Units (ADU's) in all zoning districts conforms to the goals and principles of the City's Comprehensive Plan. The Comp Plan encourages the City to diversify and upgrade its existing housing stock through infill housing. The plan specifically identifies demographic changes which have begun and are anticipated to continue including influx of younger professionals who desire housing opportunities near the downtown and amenities as well as a growing aging population who are looking to downsize and/or seek lower maintenance housing options moving forwards. ADU's would diversify Ashland's housing stock to help address these needs for future tenants as well as current property owners.

SUMMARY STATEMENT:

The City of Ashland has been working with the Center on Wisconsin Strategies (COWS) for the past three (3) years on an initiative called "Health in All Policies." The focus of Ashland's Health in All Policies project was housing, identified as our focus area in 2017. The more specific topic of Accessory Dwelling Units (ADU's) was brought to the Housing Committee for consideration after Planning and Development staff had received 4 separate contacts related to ADU's over a 9-12 month period. Two of the inquiries were for lots that did not meet the minimum lot size within their zoning district, and therefore were not eligible to add an ADU. The third request was to convert part of an existing garage into a unit for an elderly parent, but given the existing requirement for the dwelling unit to be located on the upper story of a garage, this was not feasible to meet their needs. The fourth contact related to ADU's that Planning staff received over the past 9- 12 months was for an individual who owned a house occupied by an elderly parent, but did not live on the premises. They were interested in creating a loft in their garage for their adult son to live in, and assist in providing care for the grandparent living in the principal structure. Given our current requirement that ADU's can only be added to owner-occupied properties, they were also not eligible to add an ADU. These are simply anecdotal examples which highlighted aspects of the UDO's standards for ADU's that Planning staff felt warranted review and input from the Housing Committee.

Accessory Dwelling Units (ADU's) have gained more attention in recent years, with organizations including the American Association of Retired Persons (AARP) and the American Planning Association (APA) providing guidance for communities in regulating ADU's to achieve specific housing goals. Both specifically emphasize the role that ADU's can serve in communities to improve accessibility, affordability, and the ability for seniors to age in place with support from nearby support networks. Many communities maintain owner-occupancy requirements within their standards, but there is a trend towards reconsidering this. After lengthy discussion, the Housing Committee voted to remove this requirement locally, feeling that apprehension around adding ADU's to rental properties (and thereby increasing the density) was primarily rooted in the assumption that rental properties are not maintained to the same level of owner-occupied properties without any evidence locally to support this. Additionally, the standards that the lot must meet the minimum lot size of it's zoning district as well as all setback and dimensional requirements (impervious surface coverage limits, building coverage limits, total area of accessory structures on site can't exceed house, etc.) will ensure that ADU's are not able to be built on lots which are not appropriately sized to accomodate an additional unit.

All recommendations provided were developed through a lens of health and equity provided by COWS staff, and the purpose of these proposed ADU standards was intentionally included within the ordinance (see attached) itself to help provide better clarity for anyone considering if an ADU would be allowed for their property and appropriate to meet their needs.

The proposed recommendations were thoroughly reviewed by the City's Housing Committee over several meetings, and unanimously recommended to be passed on to the Plan Commission for their review. A Public Hearing was held on June 23, 2020 at the Plan Commission meeting, with the proper public notice having gone out as well as notification of the Public Hearing provided to the local Landlord Association. No comments were received in the Public Hearing.

The Plan Commission also recommended for Council to approve the proposed revisions related to ADU's, with one Plan Commissioner (Mackenzie) opposed with concerns related to property values, property maintenance, and the addition of more rental density into residential neighborhoods.

**ORDINANCE TO REPEAL AND REPLACE SECTION 5.1E, CHAPTER 781 (1764),
ASHLAND CITY ORDINANCES, UNIFIED DEVELOPMENT ORDINANCE (UDO)**

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of July 28, 2020, for the purpose of amending the City's Unified Development Ordinance (UDO) to allow Accessory Dwelling Units (ADUs) in all zoning districts.

SECTION 1:

Section 5.1E is repealed and replaced to read as follows:

E. Dwelling: Accessory

1. Definition: An accessory dwelling unit (ADU) refers to a detached, smaller, secondary structure on the same lot as a principal dwelling. ADUs are independently habitable and must conform to Uniform Dwelling Code.

2. Purpose: The allowance of ADUs and associated specific use standards are intended to accomplish the following:

- a. Allow efficient use of the city's existing housing stock and infrastructure;
- b. Promote a broader range of accessible and more affordable housing
- c. Increase diversity of housing options and choices that respond to varying income levels, changing household sizes and lifestyle needs;
- d. Ensure that new ADUs meet standards for housing and architecturally fit with the neighborhood in which they are located.

3. Where Permitted: Accessory dwelling units shall be a permitted use and require a Development Permit in addition to applicable Building Permits in all zoning districts.

4. Requirements:

- a. Any exterior changes or additions for an accessory dwelling shall be constructed of similar materials and shall be architecturally compatible with the principal building.
- b. The accessory dwelling unit shall not contain more than seventy-five (75) percent of the total floor area on the principal structure on subject parcel.
- c. The minimum parcel area for one (1) ADU shall conform to the minimum parcel area of the subject zoning district. Parcels exceeding the minimum parcel area of the subject zoning district by a minimum of two thousand five hundred (2,500) square feet shall be allowed a maximum of two (2) ADUs.
- d. A detached garage with an accessory dwelling shall meet all requirements for

accessory buildings within their respective zoning district and the dwelling unit must meet Uniform Dwelling Code.

- e. There shall be an unobstructed walkway leading from the public street to the accessory dwelling.

SECTION II

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

Councilperson

PASSED: July 28, 2020
PUBLISHED: August 5, 2020

ATTEST: Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

4. The loss of any state license or permit by a community living arrangement shall be an automatic revocation of that facility's use permit.

D. Convent, Rectory, or Monastery

A convent, rectory, or monastery shall be on the same parcel or contiguous to the associated religious institution. If this standard is not met, the convent, rectory, or monastery shall comply with the allowable density, number of units, and other applicable provisions of the zoning district in which it is located.

E. Dwelling: Accessory

An accessory dwelling shall be allowed only in those zoning districts where it is permitted as a conditional use and only after the issuance of a conditional use permit pursuant to [Section 3.9: Conditional Use Permit](#). In addition, the following standards shall apply:

1. An accessory dwelling shall be located above a detached garage that is accessory to a single-family detached dwelling and located within the rear yard;
2. Any exterior changes or additions for an accessory dwelling shall be constructed of similar materials and shall be architecturally compatible with the principal building;
3. The accessory dwelling unit shall not contain more than thirty (30) percent of the total floor area on the subject parcel;
4. There shall be a total of no more than one accessory dwelling on the subject parcel;
5. The minimum parcel area shall be two thousand five hundred (2,500) square feet greater than the minimum parcel area required for the principal building in the subject zoning district;
6. A detached garage with an accessory dwelling shall meet all requirements for accessory buildings;
7. There shall be an unobstructed walkway leading from the public street to the accessory dwelling; and
8. At least one dwelling unit on the subject parcel shall be owner-occupied.

Sustainability Tip.

Accessory dwellings can provide economic and social benefits for the residents of the principal dwelling and the residents of the accessory dwelling.

F. Home Occupation

A home occupation shall be allowed in those zoning districts where they are a permitted use. A person with a home occupation that exceeds any standard listed in [Section 5.1 F.3.: Standards for Permitted Home Occupations](#) shall be required to obtain a conditional use permit pursuant to [Section 3.9: Conditional Use Permit](#). All home occupations shall also comply with all other applicable local, State or Federal regulations.

1. Intent.

- a. Establish criteria for operation of home occupations as a secondary use in all districts permitting residential use;
- b. Permit and/or regulate the conduct of home occupations as an accessory use in a dwelling unit, whether owner- or renter-occupied;
- c. Ensure that such home occupations are compatible with, and do not have a harmful effect on, adjacent and nearby residential properties and uses;



STAFF REPORT

Plan Commission – June 23, 2020

Agenda Item #5a:

Agenda Item #5b:

Public Hearing

**Discussion & Vote on Text Amendments to
the Unified Development Ordinance # 781**

Staff Contact:

Megan McBride

Background

The attached document gives a general description of the proposed changes that staff would like to consider at this time, followed by the language that is being proposed. The ~~red with a strike out~~ indicates language that staff proposes should be eliminated from the UDO. Proposed language additions are indicated in **blue bold text**. Staff would like to continue updating the UDO in the future, as there are more sections than indicated in this report that need additional revisions.

Review Criteria (As specified in UDO Section 3.4,C)

1. Consistency with Comprehensive Plan

The proposed UDO amendment to clarify and expand allowance of Accessory Dwelling Units (ADU's) in all zoning districts conforms to the goals and principles of the City's Comprehensive Plan. The Comp Plan encourages the City to diversify and upgrade its existing housing stock through infill housing. The plan specifically identifies demographic changes which have begun and are anticipated to continue including influx of younger professionals who desire housing opportunities near the downtown and amenities as well as a growing aging population who are looking to downsize and/or seek lower maintenance housing options moving forwards. ADU's would diversify Ashland's housing stock to help address these needs for future tenants as well as current property owners.

2. Promotes public health, safety, morals, and the general welfare, as well as efficiency and economy in the process of development

A variety of organizations including AARP, American Planning Association, and the League of WI Municipalities have created guides and literature which emphasize the community benefits of allowing and encouraging development of ADU's to help address a variety of housing needs including affordability, accessibility, and overall diversity. The purpose of the proposed changes as detailed in the ordinance includes the following which directly promote health, safety and efficiency of land use:

- Allow efficient use of the city's existing housing stock and infrastructure;
- Promote a broader range of accessible and more affordable housing;

- Increase diversity of housing options and choices that respond to varying income levels, changing household sizes and lifestyle needs; and
- Ensure that new ADUs meet standards for housing and architecturally fit with the neighborhood in which they are located.

3. Compatible with the present zoning and conforming uses of property and the character of neighborhoods

Neighborhood protections have been included in the proposed UDO amendments related to Accessory Dwelling Units (ADU's) by ensuring that all new ADU's must be constructed of similar materials and shall be architecturally compatible with the principal building on the property. Additionally, all properties eligible for construction of an ADU must meet the minimum parcel size required in that zoning district and also meet all development standards for accessory dwelling units. As such, these standards will ensure that ADU's will only be built on lots which are large enough to accommodate the additional density while maintaining necessary setbacks, separation from principal structure, and impervious surface coverage. This will help to maintain continuity of neighborhood character and intent of the specific zoning district while still allowing for additional infill housing opportunities.

4. Consistent with UDO Principles of Sustainability

The proposed UDO amendment is consistent with the UDO principles of sustainability as it helps to provide a wider array of housing types to meet the diverse needs of the community, promotes efficiency in land use, and encourages infill housing on lots which are large enough to accommodate this. Overall, the proposed amendments further the goal of meeting the current and future hierarchy of human needs fairly and effectively in ways that have the smallest impact on the natural environment.

Recommendation

Staff recommends APPROVAL of the suggested changes as indicated (~~in red and crossed-out signifies sections where language is removed~~) (~~in BLUE and bold signifies new language that has been added~~).

The Housing Committee also recommended APPROVAL of the suggested text amendments at their February 12, 2020 meeting.

Additionally, as a Public Hearing is scheduled for the proposed text amendments, the Plan Commission should hear all input from the public prior to making a decision. The required Class 2 Public Hearing Notice was issued to give the public sufficient notice about the nature of these text amendments.

Approvals are based on background information provided by the applicant and known conditions. Deviations from this information may be considered a change in the application and reconsideration and possible revision to the approvals may be made by the Plan Commission and Common Council.

SUBJECT: Approve to Award the Contract to the Lowest Bidder for the Bretting Center HVAC Replacement Project (*Roll*) Administration

RECOMMENDATION:

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: City Attorney
City Administrator
Parks & Recreation Director

EXHIBITS: 1. Bid Tabulation Sheet

EXPENDITURES REQUIRED: See Bid Tabulation + 10% Contingency

AMOUNT BUDGETED: \$70,000 Fund 450 Buildings & Facilities

APPROPRIATION REQUIRED: TBD 2020 C General Obligation (GO) Note

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on July 24, 2020 that A to Z Plumbing is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The Bretting Community Center (BCC) Heating Ventilation and Cooling (HVAC) Replacement project consists of replacement of the HVAC system utilized at the building.

The project consists of replacement of the existing air handling units (AHUs), boilers, condensing units and associated controls in order to provide a modernized HVAC system at the BCC. A third condensing unit will be added to the system in order to provide air conditioning in the gymnasium.

Per the City's 25x25 plan for Energy Independence, the BCC was identified as the 2nd largest consumer of energy, exceeded only by the Wastewater Treatment Plant (WWTP). City staff anticipates appreciable energy savings as a result of modernization of the HVAC system.

The City contracted with C&S Design to complete a contract package for the BCC HVAC Replacement Project

that was advertised on July 8th and 15th. Bids were received from A to Z Plumbing & Heating, Blakeman Plumbing & Heating, Brown Plumbing & Heating, Central Sheet Metal, Jamar Company, and KBK Services. Wisconsin State Statute 62.15 requires award to the lowest responsible bidder.

A portion of the funding for this project, \$70,000, is available in the City's 2020 Capital Improvement Plan (CIP). The project was originally developed as a partial HVAC replacement. However, further investigation revealed that complete replacement of the HVAC system would be the most cost effective and long term solution, while also providing more significant energy savings.

In order to fund the complete HVAC replacement project, Public Works is proposing reallocation to this project of \$160,000 in 2020 CIP funding from the 2020C GO Note issue that was identified for roof replacement at the Public Works Building. Facilities staff has determined that the BCC HVAC replacement is a higher priority in the short term given the condition of the existing HVAC system, anticipated energy savings, and ability to patch the Public Works Building roof with internal staff, as needed.

Bid Tabulation Sheet

Project: Bretting Center AHU 1,2,3 Replacement

Project No: 20-3433

Bid Opening: July 21, 2020 @ 10:00 a.m. at the City of Ashland Public Works Building

Company Name:

BASE BID

Alternate No. 1
Deduct for not
installing CU-2

Add #1

Bid Bond

Contractor:

A to Z Plumbing & Heating, Inc.

\$ 199,664⁰⁰ - (\$ 16,470⁰⁰)

✓

✓

Blakeman Plumbing & Heating, Inc.

\$ 208,500⁰⁰ - (\$ 18,950⁰⁰)

✓

✓

Brown Plumbing & Heating, Inc.

\$ 207,000⁰⁰ - (\$ 16,500⁰⁰)

✓

✓

Central Sheet Metal

\$ 265,035⁰⁰ - (\$ 22,724⁰⁰)

✓

✓

Jamar Company

\$ 238,789⁰⁰ - (\$ 19,720⁰⁰)

✓

✓

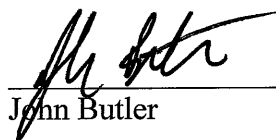
KBK Services, Inc.

\$ 210,000⁰⁰ - (\$ 15,800⁰⁰)

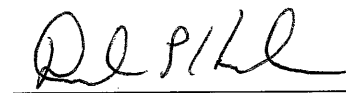
✓

✓

Bids Opened By:


John Butler

Witnessed By:


Dan Homola