

ASHLAND CITY COUNCIL MEETING
Tuesday, March 12, 2019 – 5:30 PM
Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

- A. Roll Call
- B. Moment of Silence
- C. Pledge of Allegiance

2. APPROVAL OF AGENDA (Voice)

3. APPROVAL OF MINUTES

- A. February 26, 2019 City Council Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD (Clerk reads rules prior to public comments)

5. MAYOR'S REPORT

- A. Announcements
- B. Appointments

6. CONSENT AGENDA

- A. Miscellaneous Meeting Minutes
- B. Planning and Development Reports
- C. Operators' Licenses

7. OLD BUSINESS

- A. Approve the Resolution Creating the Redevelopment Authority of the City of Ashland, Wisconsin and Its By-Laws *(Roll)*

8. NEW BUSINESS

- A. Approve Wisconsin Retirement System Pension Category Protective With Social Security for Part-Time Employees Who are Eligible for WRS per Wisconsin Statute 40.02 (48)(bm) *(Roll)*
- B. Approve to Expand a Limited-Term Employee Position to Temporary Full-Time through December 31, 2019, and to Approve Re-Directing 2019 Budget Funding for this Position *(Roll)*

- C. Approve Award to The Jamar Company for the 2019 HVAC Improvements Contract for Public Works and Utility Buildings *(Roll)***
- D. Approve a Resolution to Issue a Conditional Use Permit to Allow Professional Services at 2023 6th Street West, Zoned Mixed Residential/Commercial (MRC), Applicant: Dahl Property Management *(Voice)***
- E. Approve An Ordinance To Amend Chapter 47: Ashland City Ordinances, Parks And Recreation Committee, and Repeal and Recreate Chapter 454: Ashland City Ordinances, Planting, Maintaining, and Removing Trees And Shrubs *(Voice)***
- F. Approve a Memorandum of Understanding between the City of Ashland and Ashland County Health and Humans Services Department to Implement the Brighter Futures Initiative After School Program *(Voice)***
- G. Approve to Waive Bids per Ordinance 194 and Enter into a Professional Services Agreement with an Independent Consultant for Project Oversight and Coordination of Services for the Kreher Park Redevelopment *(Voice)***

9. CLOSED SESSION

- A. CLOSED SESSION per Wisconsin Statute 19.85(1) (e) “Deliberating or negotiating the purchasing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” *(2705 Lake Shore Drive East) (Planning and Development) (Roll)***
- B. Return To Open Session *(Voice)***
- C. Action and/or Reporting on Closed Session Discussion and Action**

10. ADJOURNMENT

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

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

SUBJECT: February 26, 2019 City Council Meeting Minutes

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Clerk

EXHIBITS: 1. February 26, 2019 Council Minutes

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

ASHLAND CITY COUNCIL MEETING
Tuesday, February 26, 2019 – 5:30 P.M.
Ashland City Hall Council Chambers
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PRESENT: Holly George, Richard Ketring, Sarah Jackson, Ana Tochtermann, David Mettillie, Kevin Haas, Charlie Ortman, Elizabeth Franek, Dick Pufall, and Jackie Moore

ABSENT: Kate Ullman

ALSO PRESENT: City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Planning and Development Interim Director Megan McBride, Public Works Director John Butler, and other concerned citizens

Agenda Item 1: Call to Order

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

Agenda Item 2: Approval of Agenda

Moore moved, Haas seconded a motion to approve the agenda as presented. The motion passed unanimously by voice vote.

Agenda Item 3: Approval of Minutes

George moved, Moore seconded a motion to approve the minutes of the February 18, 2019 Council and Committee of the Whole, with a correction to show that City Administrator Brant Kucera was present, and the dedication of the Moment of Silence. The motion passed unanimously by voice vote.

Agenda Item 4: Citizen Participation Period

No citizens wished to speak.

Agenda Item 5: Mayor's Report

Agenda Item 5A: Announcements

Due to her absence, there were no announcements.

Agenda Item 5B: Appointments

Beautification Council

David Askue Term expires: February 8, 2022

George moved, Ketring seconded a motion to approve the Mayor's appointment. The motion passed unanimously by voice vote.

Agenda Item 6: Consent Agenda

Agenda Item 6A: Miscellaneous Minutes

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

Agenda Item 7: Old Business

Agenda Item 7A: Approve the Resolution Creating the Redevelopment Authority of the City of Ashland, Wisconsin and Its Bylaws

This was a housekeeping matter to follow up on the action of the Council previously taken on February 5, 2019 to authorize staff to move forward to create a Redevelopment Authority in the City of Ashland.

At the February 5, 2019 City Council meeting, George moved, Moore seconded a motion to approve the creation of a Redevelopment Authority in the City of Ashland to assist in financing the Ashland Police Department facility. The motion passed 7-4 by roll call vote; opposed were Ketring, Ullman, Ortman, and Franek.

Pursuant to the previous directive of the Council, the City Attorney drafted a Resolution and Bylaws for approval by the Council. This item required a 2/3 vote for approval.

George moved, Moore seconded a motion to approve the Resolution creating the Redevelopment Authority of the City of Ashland, Wisconsin and its bylaws. The motion failed 6-4 by roll call vote; opposed were Ketring, Ortman, Franek, and Pufall.

Agenda Item 8: New Business

Agenda Item 8A: Public Hearing for Community Feedback on the 6th Street East Reconstruction Project Partly Funded through Community Development Block Grant Public Facilities Grant Dollars

The City of Ashland received grant funding through the Community Development Block Grant-Public Facilities (CDBG-PF) program in 2017 to assist with the reconstruction of 6th Street East. Per the grant agreement, the City must hold a total of two Public Hearings throughout the

course of the project. The first Public Hearing was held on May 9, 2017 (prior to grant application submission) to receive public input related to the scope and intent of the proposed project. The second Public Hearing was meant to provide updates to the Common Council and community about the work completed and provide an opportunity for residents to provide input on the project process and outcomes.

Haas moved, Ortman seconded a motion to move into Public Hearing. The motion passed unanimously by roll call vote. As there were no citizens wishing to speak, Moore moved, George seconded a motion to close the Public Hearing. The motion passed unanimously by roll call vote.

Agenda Item 8B: Public Hearing and Approve a Resolution to Vacate Undeveloped Right-of-Way Adjacent to Lots 14 through 16, and Lots 19 through 20, in Block 8 of Commercial Addition of the City of Ashland, Wisconsin

Eric and Joann Swanson requested the vacation of portions of undeveloped right-of-way indicated on the map, legally described as “undeveloped public right-of-way adjacent to Lots 14 through 16, and Lots 19 through 20, in Block 8 of Commercial Addition of the City of Ashland, Wisconsin.” A Public Hearing was scheduled to take place at the Ashland City Council meeting on Tuesday, February 26, 2019 as is required per Wisconsin State Statutes.

The larger, northern portion adjacent to Lake Superior was being requested for vacation so that the owners can perform work to repair the shoreline that was currently located partly in this section of undeveloped right-of-way. The smaller, southern portion was requested for vacation as it contained the residents' existing driveway. The vacation of the requested undeveloped right-of-way would not impact other property owners, nor would it prohibit any future right-of-way development. Once vacated, the property owners will work with Ashland County to consolidate all of their land into a single parcel.

Moore moved, Tochtermann seconded a motion to move into Public Hearing. The motion passed unanimously by roll call vote. As no citizens wished to speak, Moore moved, George seconded a motion to close the Public Hearing. The motion passed unanimously by roll call vote. George moved, Jackson seconded a motion to approve the Resolution to vacate the undeveloped right-of-way adjacent to Lots 14 through 16, and Lots 19 through 20, in Block 8 of Commercial Addition of the City of Ashland, Wisconsin. The motion passed unanimously by roll call vote.
(File #17495)

Agenda Item 8C: Approve a Resolution to Issue a Conditional Use Permit to Allow Long-Term Housing Pursuant to UDO Section 5.2, F: Social Services/Sober Living Home at 721 6th Street West in the Single and Two Family Residential (R2) District, Parcel #201043540000, Applicant: Dave Gallup Foundation

The Dave Gallup Foundation requested a Conditional Use Permit to allow long-term housing pursuant to UDO Section 5.2, F: Social Services/Sober Living Home in the Single- and Two-Family Residential (R-2) zoning district at 721 6th Street West. The home has 4 bedrooms and 4 bathrooms and would house a maximum of eight (8) tenants. There was adequate on-site and adjacent street parking to accommodate tenants, as well as ample lawn area which can provide parking during the winter time if needed. Tenants would pay monthly rent to cover utilities, ongoing operations, and salary for the onsite supervisor (Curtis Gauthier). The Foundation fundraises to offer a first month scholarship on rent for new residents to give them time to get settled and find a job.

The City's UDO indicates that "Social service uses may not be located within 1,200 feet from another social service use unless the Plan Commission determines that the cumulative impacts of the existing and proposed uses will not adversely affect the living and working conditions of the properties located within 1,200 feet of the proposed uses" (UDO Section 5.2F: Social Services). The Prentice House (also a Social Service use) at 820 6th Street West is located less than 300 feet from the proposed use. As such, Plan Commission would need to determine if having the two social services located in this proximity will adversely affect the surrounding properties.

Standard regulations for sober living homes which would be implemented at this location included:

1. A drug and alcohol free living environment;
2. No treatment services are provided on-site but tenants are required to attend five 12-step meetings per week;
3. Residents are required to comply with house rules including paying rent, random urine drug tests, performing household chores, and eating dinner as a community;
4. Financing for utilities, rent, salary for the supervisor, and other operational costs come from rents collected monthly from tenants; and
5. Residents are able to stay in the home as long as they'd like and are complying with house rules and paying rent.

The anticipated opening date was April 1, 2019.

Tochterman moved, Franek seconded a motion to approve a Resolution to issue a Conditional Use Permit to allow long-term housing pursuant to UDO Section 5.2, F: Social Services/Sober Living Home at 721 6th Street West in the Single- and Two-Family Residential (R2) District, Parcel #201043540000, applicant: Dave Gallup Foundation. The motion passed unanimously by voice vote. **(File #17496)**

Agenda Item 8D: Approve to Purchase a 2019 Dodge Ram Full Size Regular Cab Truck for the Public Works Street Division, and a 2019 Dodge Ram Full Size Extended Cab Truck for the Ashland Water Utility, from Ashland Ford Chrysler

The Public Works Department advertised for two new pick-up trucks, one for the Ashland Water Utility and the other for the Street Department. Bids were received from two vendors, and Ashland Ford Chrysler was the lowest responsible bidder and is being recommended as the preferred vendor.

A 2019 Dodge Ram 1500 Quad Cab 4x4 Tradesman would replace the Water Utilities 2007 Ford F150. The 2017 Ford F150 would be deemed surplus equipment, the condition was poor and would be evaluated as to whether it should be sold or disposed of. A 2019 Dodge Ram 1500 Regular Cab 4x4, 8-foot bed Tradesman would replace the 2001 Shop Truck. The Shop Truck would be transferred to the Park Caretaker and the 1998 Park Caretaker Truck would be deemed surplus equipment, the condition was poor and would be evaluated as to whether it should be sold or disposed of. The cost of the two vehicles did not include title, plates, and transfer fee. Delivery for the vehicles would take approximately 6-14 weeks.

Moore moved, Haas seconded a motion to approve purchase of a 2019 Dodge Ram full-size regular cab truck for the Public Works Street Division for \$24,295.50, and a 2019 Dodge Ram full-size extended cab truck for the Ashland Water Utility, from Ashland Ford Chrysler for \$21,321.50. The motion passed unanimously by roll call vote.

Agenda Item 8E: Approve a Resolution to Proclaim the Third Weekend in May as the Observed International Migratory Bird Day in Ashland, Wisconsin

The Ashland Parks and Recreation Department was seeking the approval of the Resolution to Proclaim the Third Weekend in May as the Observed International Migratory Bird Day (IMBD) in Ashland, WI.

With the help of Ryan Brady, Wisconsin Department of Natural Resources (WDNR) Research Scientist, the City of Ashland reapplied to become a Bird City of Wisconsin for its sixth year. Being recognized as a Bird City has many benefits including tourism dollars, habitat

conservation information, and networking. Bird watching is one of the fastest growing form of outdoor recreation in the US.

2019 would mark the 12th Annual Chequamegon Bay Birding and Nature Festival in Ashland, Wisconsin on May 17-19, 2019. This festival took place each year on the third weekend in May and brings in birder watchers from all over the United States. Ashland's observance of IMBD nicely coincided with the birding celebration and encouraged even more visitors to our beautiful area. The City received a donation to cover the cost of the application process.

Ortman moved, Jackson seconded a motion to approve the Resolution to proclaim the third weekend in May as the observed International Migratory Bird Day in Ashland, Wisconsin. The motion passed unanimously by voice vote. **(File #17497)**

Agenda Item 8F: Approve a Resolution to Submit an Application to the Wisconsin Department of Natural Resources, Boating and Fishing State and Federal Grant for Financial Assistance for the NSP Ashland Lakefront Superfund Site (AKA Kreher Park Redevelopment)

The City of Ashland requested assistance from the Wisconsin Department of Natural Resources for a Sport Fish Restoration Grant for the redevelopment of the western portion of the Superfund Site to install a new, four bay boating landing, boat/trailer parking, pedestrian trail(s) and potential thoroughfare. The grant would be used ONLY for the redevelopment of the western portion of the Superfund Site.

This was a 50/50 match grant. Match for this grant would be in the form of labor, cash, donations, etc. and would be determined when the amount of the grant was known.

The City had a contract with AMI Consulting Engineers PA (AMI) to create design and engineering documents for the site at a cost yet to be determined. The Parks and Recreation Department and Marina worked with the Finance Department and City Administrator to determine the match.

The City of Ashland had been encouraged to apply for this grant by WDNR Waterways Commission, Xcel Energy, WDNR staff, and the other parties involved with the Superfund Site cleanup. The aforementioned parties agreed that the redevelopment of the Superfund Site with a boat launch, fish cleaning station, bathrooms, parking lot, trail, thoroughfare and utilities throughout the site should coincide with the final cap of the site. This would keep construction costs reasonable and lessen the instances that the cap needed to be disturbed.

The submerged land lease referred to the area of land adjacent to the Lake, from Ellis Avenue to Willis Avenue as Kreher Park.

Haas moved, Pufall seconded a motion to approve the Resolution to submit an application to the Wisconsin Department of Natural Resources, Boating and Fishing State and Federal Grant for financial assistance for the NSP Ashland Lakefront Superfund Site, AKA Kreher Park Redevelopment. The motion passed unanimously by voice vote. **(File #17498)**

Agenda Item 9: Adjournment

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

Respectfully Submitted,

Denise Oliphant
City Clerk

SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Mayor

EXHIBITS:

1. Volunteer Form - M Phipps
2. Volunteer form - W Kurtz

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The Mayor requests approval of the following appointments:

Public Works Committee:

Melodie Phipps Term expires: September 30, 2019

William Kurtz Term expires: September 30, 2022

OFFER TO VOLUNTEER FORM

Mayor Debra Lewis, City of Ashland, 601 Main Street West, Ashland, WI 54806
Phone: 715-682-7071 Fax: 715-682-7048 dlewis@coawi.org

I would like to be considered a nominee for the following Committee or Committees:

Public Works Committee

Brief statement of education and training:

I have a B.S. in Counseling Psychology
and an assoc. degree in Human Services

Biography:

(Need a sense of who you are as an individual. Examples: general background, work history, life experiences, volunteer activities, special interests, special skills, hobbies, personality, people skills, etc.)

I am a retired community social worker - My
professional experience begins with babies with broken
bones and closed with geriatricship/incapacitated
elderly and mentally ill. I have two grown sons. One
lives in Washburn which led me here to be closer and
bought a house in Ashland on 3/18. I grew up on

Individual References or Referred by (include phone #):

Chesapeake Bay so always was called by the bygone lake
Superior. I have been a skills trainer for a private
college, grant writer and a volunteer community organizer.
I enjoy gardening, cooking, remodeling old homes. Member

Contact Information:

Name (Print)

Phone Number

McLodie Phipps

Ashland, WI 54806

Email:

Date

March 6, 2019

Find yourself next to the water.

ASHLAND

City of Ashland, Wisconsin

601 Main Street West Ashland, WI 54806 www.coawl.org

OFFER TO VOLUNTEER FORM

I would like to be considered a nominee for the following committee or committees:

Public Works Committee

Write a brief statement of education and training:

B.S. Agricultural Engineering (UW-Madison), Master's of Engineering Management - UW-Madison, Professional Engineer,

Biography: (Need a sense of who you are as an individual. For example, general background, work history, life experiences, volunteer activities, special interests, special skills, hobbies, personality, people skills, etc.)

Graduated from Ashland High School, have lived in Ashland for 31 years with the exception of college and military times. Member of Kiwanis (recently disbanded), Member of DAV, Member of American Legion, Employed with WisDOT,

Individual references/referred by (please include phone #):

Ernest Shields - Ashland County Highway Commissioner

David O'Donohue - BIA Roads

Contact information: William Kurtz

Name (Please print)

Phone #

Address

Email

Date

SUBJECT: Miscellaneous Meeting Minutes

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES:

EXHIBITS:

1. Airport Commission, January 24, 2019
2. Beautification Committee, November 5, 2018
3. Harbor Commission, December 12, 2018
4. Harbor Commission, April 18, 2018
5. Harbor Commission, April 26, 2018
6. Vaughn Public Library Board, December 13, 2018
7. Vaughn Public Library Board, January 10, 2019
8. Historic Preservation, October 15 2018

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

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

Present: Lloyd Orensten, Tom Bouchard, Rick Korpela, Ella Teague & John Coffey

Absent:

Excused:

Also Present: Bill Moore, Airport Manager; Harley Hagstrom

AGENDA ITEM 1: Roll Call

AGENDA ITEM 2: APPROVAL OF MINUTES (December 20, 2018).

A motion was made by Bouchard, seconded by Teague, to approve the December 20, 2018 minutes. The motion passed unanimously.

AGENDA ITEM 3: CITIZEN PARTICIPATION PERIOD

None.

AGENDA ITEM 4: COMMISSION ITEMS

→ Approval of Salary and Wages for 2019 by Airport Commission

Moore was asked by the city finance department to have the salary and wages of airport employees (Bill Moore, John Sill, Dave Skinnies, Tom Bouchard and Phil Wesner), to be formally approved by the Airport Commission. Moore noted that the city approved 2% wage increases for city staff in 2019. Moore had a sheet for the commissioners that showed the current wage without the 2% rate increase.

Orensten stated that generally the commission has gone along with the city's recommendation for wage increase. Commissioner's discussed the wages.

A motion was made by Teague, seconded by Coffey, to approve the 2019 salaries and wages of Bill Moore, Dave Skinnies, Tom Bouchard & Phil Wesner with the 2% wage increase. The wage for John Sill will remain at the same rate as was given in 2018. The motion passed unanimously. Bouchard abstained from voting.

→ Hangar and Lease Information for County

Moore and John Sill worked together and updated and completed all data concerning the hangars. Moore has submitted this information to Ashland County and the City of Ashland. Jennifer at Ashland County requested hangar identifiers. Moore sent a map with rows, lot numbers and associated names; county was satisfied with that information.

→ Hangar Leases

Moore has a call into Stevens Point Airport; they have updated their hangar lease with all the new FAA descriptions and definitions of what is/is not allowed. Moore requested a copy of their lease; will bring it to the commissioner's for review and after that will submit it to the BOA airport compliance manager for the official OK. Once the approval comes in from BOA, Moore will incorporate the new verbiage into the JFK leases.

→ Gate Service Contract

Gavin's Gates charges the airport \$3650.00 to come up and open/close the gates 4 or 6 times a year. Moore called the company and told them not to come up for their next inspection that he wanted to review this contract with the commission. Moore would like to get rid of this service contract. Gavin's contract does not include any parts and labor of the gate should it break, it is strictly preventive maintenance. Moore feels he can do the same thing, oil the wheels, grease the chain, etc. Moore would like to cancel Gavin Gate's contract.

A motion was made by Bouchard, seconded by Korpela, to approve the cancellation of Gavin Gates service contract. The motion passed unanimously.

AGENDA ITEM 5: Managers Report

Moore advised the commission that overall things at the airport were going pretty well. Moore sent a letter to Bayfield County requesting their monetary contribution to the budget.

AGENDA ITEM 6: Approval of Bills

The list of bills was presented by Moore. The total amount of the bills came to \$21,116.26.

A motion was made by Teague, seconded by Korpela, 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 February 21, 2019, at 4:30 pm, at JFK Airport.

AGENDA ITEM 8: ADJOURNMENT

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

Kim Westman

**ASHLAND BEAUTIFICATION COUNCIL
MEETING**

November 5, 2018

1. Roll Call: Volunteer Hours

Present:

Carol Feldmeier	43.25
Donna Lanni	179.75
Elaine Peterson	57.0
Shawna Johnson	68.5
Kay Saari	61.5
David Siegler	11.5
Mary Zinnecker	9.5

Absent:	Cynthia Meyer	30.0
	Penny Rutyna	52.45

Volunteers:	Ron Lockwood	73.75
	Marla Mattson	15.5
	Amanda Arndt	2.0
	Julie Radtke	2.5
	Charmaine Swan	2.0
	Julia Waggoner	2.5
	Bob Graf	1.0
	Laura Graf	1.0
	Jeanne Spruell	1.0
	Marla Mattson	1.0
	Laura Bohn	1.0
	Lynn Hall	1.0
	Kelly Lobsinger	1.0
	Crystal Mattson	1.0
	Patricia Westlund	1.0

0

2. Approval of October 8 2018 meeting minutes:
Motion: David Seconded: Kay Vote: Aye.

3. Administrative: \$39.54 balance in the General Budget. Donations budget balance: \$553.15. Audubon budget on 10/18 is \$100 donated by Chequamegon Audubon Group for Trail Gardens. Kiwanis Organization is closing, so plants for Beaser budget money to be used to for Sandy Naas' and horticulture class for storing and starting of cannas for Beaser Avenue. Treasurer's report motion for approval made by Carol, seconded by Mary, vote Aye.

4. Old Business

Hausers' annuals order due. All members to get their orders to Shawna. Donna will contact Country Blossoms also for annuals.

October Activities/Updates on BC projects:

- o Bayview: Cleanup and bulbs planted.
- o Boat landing: Clean up, in need of mulch.
- o City Hall; Fall cleanup.
- o Courthouse: Fall cleanup.
- o Parking Lots: Mulched. City of Ashland to maintain after mulching.
- o Jane SmithGarden: Bobo hydrangeas and heuchera planted.
- o Trail Gardens: City of Ashland to put in trees. Ten shrubs to be planted.
- o Beaser boulevard gardens: Grasses, bulbs and shrubs planted.

5. **New Business:**

- City of Ashland Garland Wrap to be done at the Ashland Fire Station in November: Date to be set.
- Awards for Ashland's 2018 Beauty Spots will be presented at the Tuesday, November 13th City Council meeting. All Beautification Council Members are asked to be present also. There will be recognition of the Ashland High Students for caring for cannas, creating the waste containers and bike racks for Main Street.
- Sylvia Whalen to continue maintaining Menard Park.
- West End Welcome Sign: Will continue to consider maintenance, possible rearrangement of bushes.
- Possibly add Washburn IGA mums to gardens in the fall. May need to add to budget

Date of Holiday Party: Potluck dinner December 10 at 6 p.m. at Donna Lanni's. Need approval of November minutes at that time.

6. **Date of Next Meeting:** Monday, February 4, 2019, at 6:00 PM Vaughn Library 2nd floor meeting room.

7. **Adjournment** at 7:15 p.m. Motion to adjourn: Carol Seconded: Kay Vote: Aye

Respectfully Submitted,

Elaine Peterson

HARBOR COMMISSION MEETING

December 12, 2018

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PRESENT: Thomas Yankee, Allan Smiles, Paul Gilbertson, Randy Harvey & Dick Pufall

ABSENT: Tom Grosjean & Paul Gierczic

EXCUSED:

ALSO PRESENT: Marina Manager-Scott Stegmann

Dick Pufall called the meeting to order at 5:00 p.m.

Agenda Item 1: Public Comment

None.

Agenda Item 2: Approval of August 2018 Minutes

A motion was made by Harvey, seconded by Yankee, to approve the August, 2018, minutes. The motion carried unanimously.

Agenda Item 3: New Business

A. Marina Budget

Commissioners discussed the budget including wages for Stegmann at \$28.84; Pflanze at \$19.31 and Swander at \$11.75.

A motion was made by Gilbertson, seconded by Yankee, to approve the 2019 marina budget. The motion carried unanimously.

B. Marina Rates

Commissioners discussed the increase of rates and fees for 2019 suggested by Manager Stegmann.

A motion was made by Smiles, seconded by Yankee, to approve the 2019 marina rates and boat launch fees. The motion carried unanimously.

Agenda Item 4: Unfinished Business

A. Superfund Update

Weather permitting they will start to cap the land portion of the project in May. The cap will coincide with the marina plans for the new boat launch, fish cleaning station, restrooms, boat hoist well, storage facility and parking. Xcel Energy is well aware of the marina improved facility plan/redevelopment.

B. Boat Launch Engineering Update

AMI Engineering, Xcel Energy, City of Ashland, WI DNR, and EPA are involved with Marina Redevelopment.

HARBOR COMMISSION MEETING

December 12, 2018

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Xcel has objected to cutting of sheet pile to accommodate boat launch. AMI will bridge over sheet pile wall for launch facility.

Agenda Item 5: Financial Statement

Commissioners discussed the financial statement.

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

Agenda Item 5: New Business

A. Manager's Report

Waterfront insurance has been updated.
KIYI dock and Ore Dock commercial dockage is active.

B. Meeting dates and times

There will be a meeting in Superior @ AMI at 9:30 am on Friday. Marina Manager Stegmann, Commissioner Yankee, Parks & Rec Sarah Hudson, Jamie Dunn, WI DNR will attend and Scott Hansen EPA will conference call in.

A motion was made by Yankee, seconded by Harvey to adjourn. The motion carried unanimously. Meeting was adjourned.

Kim Westman

HARBOR COMMISSION MEETING

April 18, 2018

Page 1

PRESENT: Thomas Yankee, Tom Grosjean, Paul Gilbertson, Paul Gierczic, Randy Harvey & Dick Pufall

ABSENT:

EXCUSED: Jim Tomczak

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 March, 2018 Minutes

A motion was made by Grosjean, seconded by Yankee, to approve the March, 2018, minutes. The motion carried unanimously.

Agenda Item 3: Financial Statement

Commissioners discussed the financial statement.

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

Agenda Item 4: Unfinished Business

A. A-Dock replacement update

DNH Inc. is on schedule and by the end of this week will have the dock assembled and sent back to Shoremaster. Due to weather this project will be delayed until ice is out in the marina. Shoremaster will then ship the dock to the marina to be assembled; anticipated completion date is mid-June.

B. Engineering of Marina 130' Spit

Stegmann put out an RFP for the project and received bids from AMI and Stantec. The bid from AMI was for \$8650, the bid from Stantec was a total of \$18,600. Both bidders meet the requirements, and after talking with engineers from both companies, Stegmann feels that either company would be good to work with.

Commissioners discussed the breakwall and the financials surrounding the project. Harvey absent at the last meeting and was not sure what the minutes from the March meeting meant. Stegmann reminded commissioners that at the start of the superfund project, Xcel Energy demolished the old dock at the end of the boat launch at Kreher Park because they needed to open up that area. In exchange, Xcel Energy stated they would give the Harbor Commission \$150,000 when the superfund project is completed in 2019. At a meeting in February that Stegmann was not able to attend, Sarah Hudson (Parks & Rec), Mayor Lewis, possibly the city administrator, a U. S. Fish and Wildlife rep and Jamie Dunn, DNR discussed the rock spit. For the rock spit, the group that met wants an engineering study

HARBOR COMMISSION MEETING

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and some kind of a fish study. They are eyeing that \$150,000 (that no one has received yet), to do these studies. Harvey then questioned whether that breakwall was needed. Yankee and Gilbertson both strongly felt that it was needed, citing the prevailing northwest wind and weather and with the location of the proposed boat launch site, those issues alone warrant the necessity of keeping that break wall. With this current break wall, cost is substantially less than if you would want to build a breakwall later. There was also discussion about the possibility of needing and adding a dog leg to the current site later on. However, the biggest concern for keeping this break wall is the lack of funding. The Harbor Commission has spent all of its reserve money on replacing marina docks and other miscellaneous upkeep from the weather related storms of the last few years. They do not have the financial ability to pursue this project. It was suggested that Stegmann find out if the engineering study was done, if the project could wait a couple of years before adding on the armour stone. Discussion then turned to asking the city for money from the old Waterfront Project as this is really not a marina project, but in actuality it is a public access/waterfront project. Gilbertson would like to meet with the Mayor and find out what support is available from the city for the waterfront. It was then suggested that the commission should table this discussion, they need more information and that it would help to have Jamie Dunn, DNR, at a meeting to clarify some points.

A motion was made by Grosjean, seconded by Gilbertson, to have another meeting on Thursday, April 26. The motion carried unanimously.

Agenda Item 5: New Business

A. Manager's Report

None.

A motion was made by Gilbertson, seconded by Harvey to adjourn. The motion carried unanimously. Meeting was adjourned.

Kim Westman

HARBOR COMMISSION MEETING

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PRESENT: Thomas Yankee, Jim Tomczak, Paul Gilbertson & Dick Pufall

ABSENT: Paul Gierczic Tom Grosjean

EXCUSED: Randy Harvey

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: There will be no updated meeting minutes or financials due to meeting turn around time.

Agenda Item 3: Unfinished Business

- A. Proposals received for the engineering of Marina Peninsulas 130' Rip-Rap. The rip-rap provides much needed shoreline protection. Rip rap will also insure safer future boat launch protection which will provide access for the Gateway to the Apostle Islands.

Jamie Dunn DNR specialist will be available.

Jamie Dunn did not attend the meeting.

Stegmann met with Financial Director Julie Vaillancourt to discuss the marina financials and the estimated \$8600 engineering fees for the peninsula spit. Vaillancourt will try to get a broad view marina financial report by next week. However, bottom line is the commission does not have \$8600 to spend on an engineering study.

Gilbertson reported that he met with Mayor Lewis earlier in the week to discuss the funding issues with regard to the peninsula spit. Gilbertson informed the mayor about the lack of cash reserves that the marina has, but that the Harbor Commission sees the need/value of retaining the peninsula spit. The mayor indicated that she is aware of the need for the finger break wall, feels that there is time to deal with actually putting the armor stone on the spit, but the engineering study needs to be done soon. Gilbertson did ask about the waterfront money, but failed to ask the critical question, who makes the decisions on how that money is spent. Gilbertson felt that he would like to follow up on that; who controls the waterfront money and who gets a seat at the table. The mayor will talk to Vaillancourt to see if the city can financially help out; Gilbertson offered that the commission may be able to come up with a \$1000 or so, but it would have to be voted on. Mayor stated that she felt very strongly that we need to keep that finger break wall.

After the meeting with Gilbertson the mayor contacted Stegmann via email and alluded to the \$150,000 from Xcel at the end of the superfund project. The mayor did not offer up any money from the waterfront fund; Stegmann knows there is over \$90,000 in that account. However, Stegmann also knows they are looking at that money to use for the waterfront cleanup caused by last fall's storm; determining factor will be how much money they can

HARBOR COMMISSION MEETING

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get from the state/fed towards the storm water damage along the whole waterfront. Stegmann understands that need, but this peninsula spit is also part of the waterfront. In talking with the finance director today, Vaillancourt wants to see the paperwork from this Xcel agreement and the purported payment of \$150,000. Stegmann said that the paperwork was submitted to this commission a year or two ago, because the commission wanted the money in their account, as that money is only to be used only in the superfund area, in the core area.

Commissioner's discussed the timeline that is needed to apply/receive the permit. Commission also felt that right after this permit issue is finalized; they need to proceed with the engineering for the boat launch area. Also, need to find out if the city is willing to fund the engineering projects coming up through city coffers and mortgage it against the \$150,000 from Xcel when it becomes available. Stegmann will be talking with the finance director about all these funding issues.

Gilbertson stated that he made it very clear to the mayor that this peninsula spit is not about the marina, this is about access to launch a boat, both residents and non-residents, big boats and row boats, and Gilbertson feels that the mayor sees the boat launch area as one of the major pieces to the waterfront development. The final piece in that conversation is the mayor understands that the engineering for the boat launch needs to be done before having a chance to access any other funds. Gilbertson did tell the mayor that due to marina damage from last fall's storm that the funds available have been virtually depleted and at this time there is no available funds. Gilbertson also made the point that due to the superfund cleanup the marina has lost a lot of money the last few years; it will be 2-3 years down the road before finances bounce back to where they should be.

A motion was made by Yankee, seconded by Gilbertson, to go ahead with the engineering study by AMI for the permitting of the 130 foot temporary break wall installed in the basin just east of the marina; this motion is contingent on financial assistance by the City of Ashland in the form of a loan or a grant. The motion carried unanimously.

A motion was made by Yankee, seconded by Tomczak to adjourn. The motion carried unanimously

Kim Westman

VPL Board Meeting December 13, 2018

Approved January 10, 2019

Present were Mary Asbach, Clarence Campbell, Dinny Bolka, Janna Levings, Michelle Jardine, Sarah Adams, Jim Crandall,

Meeting called to order - 5:34

Approval of agenda - Motion to approve agenda made by Clarence and seconded by Mary. Passed.

Approval of Nov. 8th minutes - Motion made by Michelle and seconded by Jim. Passed.

Public participation - no participants.

New Business – Gales Courses – interactive classes offered through NWLS. Free to library card holders, Grant funded. 9 people presently taking classes.

Cedar Corp. will provide more information about the building assessment they did probably at January meeting.

New library position – Communication and Community Engagement Position – number of applications – will be interviewing for position next week.

Discussion of Policy Review

Director's report

Adjourn 6:30.

VPL Board Meeting January 10, 2019

Approved February 14, 2019

Present were Mary Asbach, Clarence Campbell, Dinny Bolka, Janna Levings, Michelle Jardine, Sarah Adams, Jim Crandall, Sheva Abeles-Allison (new hire for Communication and Community Outreach

Also present representatives from Cedar Corp, who did building assessment. Cory Scheidler, project architect and Troy Peterson, structural engineer

Meeting called to order - 5:32

Approval of agenda - Motion to approve agenda made by Mary and seconded by Dinny. Passed.

Approval of December minutes - Motion made by Jim and seconded by Clarence. Passed.

Public participation – Sheva Abeles-Allison introduced to board.

New Business – By-Laws were to be reviewed. Motion made by Jim and seconded by Clarence to postpone this until January. Passed.

Continuing business

Cedar Corp had distributed copies of their report and board members had copy. They went over report and answered questions. Building overall is in fair to good shape. Load capacity is appropriate for possible revisions to first and second floors. Third floor had less capacity but appropriate for present type of use.

Next step – Code analysis of mechanical, electric and plumbing by Cedar Corp.

Michelle made motion to approve this next step and Mary seconded it. Passed.

Motion made to postpone policy review and mission statement to February meeting. Mary made motion and Jim seconded it. Passed.

Director's report and financial report.

Meeting adjourned at 7:15.

Historic Preservation Commission (HPC)

October 15, 2018

Meeting Minutes

Present: Stephen G. Schraufnagel, Joan Haukaas, Richard Peterson, Dick Pufall, Magge Ericson, Jeff Muse and Megan McBride

Absent: Allen Smiles

Called to Order: 5:00 p.m. Adjourned 5:45 p.m.

Location: Council Chambers on the main level at the Ashland City Hall

Email Addresses: Joan Haukaas hawk722@charter.net, Dick Pufall rpufall@yahoo.com, Richard Peterson cullyskid@gmail.com, Stephen G. Schraufnagel stephenschrauf@gmail.com and stephen@csdesignengineering.com, Allan Smiles ashjewel@cheqnet.net, Magge Ericson magge.e@charter.net, Joe DeRose joe.deroserose@wisconsinhistory.org, Sara Chase schase@ashlanddaily.press.net, Jeff Muse jmuse@nwcep.org, Megan McBride mmcbride@coawi.org

Minutes: A motion to approve the October 15, 2018 meeting minutes was made by Jeff Muse and seconded by Joan Haukaas. **Motion carried.**

Public Input (five minutes max): No comments at this time.

Old Business

Update on Royal Theater and Pabst Building: Dan Riebe of The People's Bank of Hayward, WI stated that funds are forthcoming. Work will be done once they are received.

New Business

Certificates of Appropriateness: No update at this time.

Update on Plaques and their Placement in the Community: No update at this time.

Discuss Strategies for Marketing Historic Tax Credits: Megan McBride briefed the Commission on how to obtain tax credits from developers. She stated that she has been in touch with a California developer in regards to apartment developments. She also discussed housing issues in Ashland. Grant funding in the amount of \$425,000.00 might be available to the city from CBGP.

Announcements/Reports/Comments/Questions: The following items were discussed:

- 2019 Winter Early Spring
- Bike Trail Rehab
- Expansion of the Downtown District – checking with the State of Wisconsin for funds
- Magge Ericson's house not listed, but to be listed in May, 2019
- Larry Mattson – Light Keeper's House. Over the years the historical significance has taken it off a historic type building.
- 6th Street & 7th Avenue East upgrades

- Jeff Muse commented on how well his neighbor's house is coming along.

Set Future Meeting Dates: The next HPC meeting is set for Monday, March 4, 2019 @ 5:00 p.m. The following meeting will be held on May 20 2019.

A motion to adjourn this meeting was made by Magge Ericson. The motion was seconded by Dick Pufall. **Motion carried.**

Respectfully submitted,

Stephen G. Schraufnagel, Architect
Chairman of the City of Ashland
Historic Preservation Commission

SUBJECT: Planning and Development Reports

RECOMMENDATION:

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Interim Planning Director

EXHIBITS:

1. January 2019 Planning Report
2. February 2019 Planning Report

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

City of Ashland, Wisconsin

Department of Planning and Development, Monthly Report

Permit report for the month of January 2019

Permit type **Commercial-Additions,Remodeling,Al**

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6883	ASHLAND COUNTY	630 Sanborn Avenue	Interior remodel of Ashland County Health and Human Services building, Contractor: Cedarbrook Construction	\$171,180.00	\$855.90 Check	4730	1/4/2019
6884	Gary and Kay Lapean	417 9th Avenue West	Interior renovation of east side of existing building into daycare facility; expansion of existing parking area on north side of	\$300,000.00	\$1,500.00	364	1/7/2019
6887	Northland College	1411 Ellis Ave.	Building Permit for office remodel including removal of existing partition and constrion of new one. Contractor: Nasi Construction, LLC	\$40,000.00	\$200.00 Check	3950	1/10/2019
6892	Dahl Property Management	2023 6th St W	Renovate existing structure - New interior layout to accommodate office spaces.	\$200,000.00		4483	1/24/2019
6893	Illick Holdings, LLC	1310 Lake Shore Drive East	Interior remodel of existing building, fence permit for fence on east side of building	\$10,000.00	\$160.00 Check	1174	1/31/2019

Summary for 'Permit type' = Commercial-Additions,Remodeling,Alterations (5 detail records)

Sum				\$721,180.00	\$2,715.90		
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Permit type **Commercial-Miscellaneous**

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6894	Illick Holdings, LLC	1310 Lake Shore Drive East	2 prefabricated accessory structureson south side of property		\$60.00 Check	1174	1/31/2019

Summary for 'Permit type' = Commercial-Miscellaneous (1 detail record)

Sum					\$60.00		
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Permit type **Demolition/Moving**

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
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Permit type Demolition/Moving

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6886	Richard Frostman	2511 Junction Road	Moving Permit to relocate existing 12' x 16' shed onto new slab approx. 100ft south of current location on property		\$10.00 Check	4759	1/8/2019

Summary for 'Permit type' = Demolition/Moving (1 detail record)

Sum					\$10.00		
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Permit type Residential-Accessory Structures

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6885	Richard Frostman	2511 Junction Road	Construct new 24' x 30' detached garage on north west side of home	\$20,000.00	\$36.00 Check	4759	1/8/2019
6889	Bill Eder	2604 East Main St	Add 15x40 on east side of existing garage	\$15,000.00	\$25.00 Cash	3385	1/14/2019

Summary for 'Permit type' = Residential-Accessory Structures (2 detail records)

Sum				\$35,000.00	\$61.00		
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Permit type Residential-Remodeling,Alterations,A

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6888	Emily Melco & Robert Grah	1007 14th Ave. West	Replace siding on home	\$7,000.00	\$30.00 Check	3920	1/11/2019
6891	Ann M. Stevens Trust	816 St. Claire	New shingles on house roof	\$15,000.00	\$40.00 Check	1218	1/24/2019

Summary for 'Permit type' = Residential-Remodeling,Alterations,Additions (2 detail records)

Sum				\$22,000.00	\$70.00		
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Grand Total

\$778,180.00

\$2,916.90

City of Ashland, Wisconsin

Monthly Property Report

Property report for the month of January 2019

Maintenance concern

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
1/10/2019	1506		203 14th Ave. E.	\$0.00

Action taken

Maintenance concern Accessory Structure

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
1/3/2019	3904	Chris Luebben	923 14th Avenue West	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to put treatment on the garage, replace the windows and roof.	
1/3/2019	3011	Chris Luebben	900 9th Ave. West	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to put treatment on garage and replace boarded-up windows & roofing.	
1/14/2019	4738	Chris Luebben	1822 7th St. W.	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to replace garage windows or paint to blend in, and 1 garage needs ext treatment.	
1/17/2019	2520	Chris Luebben	804 2nd Avenue West	\$0.00

Action taken Sent first letter giving until 7/1/19 to put protective treatment on garage (stain, paint, siding), and to paint the garage doors.

Maintenance concern Garbage

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
1/4/2019	2799	Chris Luebben	1023 Vaughn Ave	\$0.00
		Action taken	Sent first letter giving until 1/28/19 to remove toys & couch and other household items from front porch.	
1/4/2019	55	Chris Luebben	1218 Lake Shore Dr.	\$0.00
		Action taken	Sent first letter giving until 1/25/19 to properly dispose of garbage.	
1/4/2019	4488	Chris Luebben	2018 6th Street West	\$0.00
		Action taken	Sent first letter giving until 1/25/19 to properly dispose of tires and household goods in trailer (couch, recliner, mattress, box spring)	

1/4/2019	4488 Chris Luebben	2018 6th Street West	\$0.00
	Action taken	Sent first letter giving until 1/25/19 to properly dispose of tires and household goods in trailer (couch, recliner, mattress, box spring)	
1/5/2019	1405 Chris Luebben	122 Stuntz Ave.	\$0.00
	Action taken	Sent first letter giving until 1/29/19 to remove recliner from right-of-way.	
1/5/2019	1405 Chris Luebben	122 Stuntz Ave.	\$0.00
	Action taken	Sent first letter giving until 1/29/19 to remove recliner from right-of-way.	
1/5/2019	1405 Chris Luebben	122 Stuntz Ave.	\$0.00
	Action taken	Sent first letter giving until 1/29/19 to remove recliner from right-of-way.	
1/17/2019	1572 Chris Luebben	712 Main Street East	\$0.00
	Action taken	Sent first letter giving until 2/4/19 to store or dispose of the carpet, TV and couch that are currently outside next to the bldg.	
1/17/2019	1572 Chris Luebben	712 Main Street East	\$0.00
	Action taken	Sent first letter giving until 2/4/19 to store or dispose of the carpet, TV and couch that are currently outside next to the bldg.	
1/17/2019	41 Chris Luebben	1013 Main St. W.	\$0.00
	Action taken	Sent first letter giving until 2/4/19 to remove the old couch from the front porch.	
1/22/2019	1789 Chris Luebben	318 13th Ave East	\$0.00
	Action taken	Sent first letter giving until 1/29/19 to clean-up garbage on ground in alley right-of-way.	
1/22/2019	1789 Chris Luebben	318 13th Ave East	\$0.00
	Action taken	Sent first letter giving until 1/29/19 to clean-up garbage on ground in alley right-of-way.	
1/22/2019	1790 Chris Luebben	316 13th Ave E	\$0.00
	Action taken	Sent first letter giving until 1/31/19 to dispose of garbage, household items & tires by garage & house side door.	
1/22/2019	643 Chris Luebben	1001 Beaser Ave.	\$0.00
	Action taken	Sent first letter giving until 2/1/19 to cleanup the garbage; Megan also called Martin. Said tenants will clean-up.	
1/28/2019	177 Chris Luebben	1117 3rd Street West	\$0.00
	Action taken	Sent first letter giving until 2/11/19 to store or properly dispose of tires in front yard by trash receptacles.	

Maintenance concern Other

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
1/4/2019	1508	Chris Luebben	222 12th Ave. E.	\$0.00
		Action taken	Sent first letter giving until 1/9/19 to clean-up the yard of dog feces	

1/4/2019	1508 Chris Luebben	222 12th Ave. E.	\$0.00
	Action taken	Sent first letter giving until 1/9/19 to clean-up the yard of dog feces	
1/4/2019	1508 Chris Luebben	222 12th Ave. E.	\$0.00
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	Action taken	Sent first letter giving until 1/9/19 to clean-up the yard of dog feces	
1/4/2019	1508 Chris Luebben	222 12th Ave. E.	\$0.00
	Action taken	Sent first letter giving until 1/9/19 to clean-up the yard of dog feces	
1/4/2019	2265 Chris Luebben	716 6th Ave W	\$0.00
	Action taken	Sent first letter giving until 1/25/19 to properly dispose of or store the tires that are by the garage	
1/10/2019	1416 Chris Luebben	118 10th Ave. E.	\$0.00
	Action taken	Sent first letter giving until 1/31/19 to store the tires in an enclosed structure or properly dispose of them.	
1/10/2019	1416 Chris Luebben	118 10th Ave. E.	\$0.00
	Action taken	Sent first letter giving until 1/31/19 to store the tires in an enclosed structure or properly dispose of them.	
1/16/2019	1508	222 12th Ave. E.	\$0.00
	Action taken		
1/18/2019	3411 Chris Luebben	2101 Main Street East	\$0.00
	Action taken	3:01 pm-I called the landlord (Jack Hoglund 715-292-2077) and he said he will talk to the tenant about the tires.	
1/18/2019	3411 Chris Luebben	2101 Main Street East	\$0.00
	Action taken	3:01 pm-I called the landlord (Jack Hoglund 715-292-2077) and he said he will talk to the tenant about the tires.	
1/18/2019	291 Chris Luebben	300 17th Ave. W.	\$0.00
	Action taken	Sent first letter giving until 2/4/19 to trim/cut back the tree branches that are blocking the stop sign on the corner. Also spoke to owner.	
1/21/2019	168 Chris Luebben	215 11th Ave. W.	\$0.00
	Action taken	Sent first letter giving until 1/23/19 to clean up the yard regularly of dog feces.	
1/21/2019	179 Chris Luebben	1005 3rd St. W.	\$0.00
	Action taken	Sent first letter giving until 1/23/19 to clean up the yard regularly of dog feces.	
1/22/2019	2644 Chris Luebben	111 10th St. E.	\$0.00
	Action taken	I left a door hanger on 1/17/19 at 2:33 pm to dispose of the refrigerator.	

1/22/2019	4585	Chris Luebben	522 Chapple Ave.	\$0.00
		Action taken	1/22/19 at 3: 10 pm - I emailed Stephen Schraufnagel the info to do an inspection of the apt. 303 for bed bugs.	
1/22/2019	4585	Chris Luebben	522 Chapple Ave.	\$0.00
		Action taken	1/22/19 at 3: 10 pm - I emailed Stephen Schraufnagel the info to do an inspection of the apt. 303 for bed bugs.	
1/23/2019	4335	Chris Luebben	809 6th Street West	\$0.00
		Action taken	At 12:05 pm 1/23/19 I attached a yellow door hanger to the house giving them 24 hours to remove the snow from the sidewalk.	
1/23/2019	4335	Chris Luebben	809 6th Street West	\$0.00
		Action taken	At 12:05 pm 1/23/19 I attached a yellow door hanger to the house giving them 24 hours to remove the snow from the sidewalk.	
1/23/2019	4345	Chris Luebben	522 9th Avenue West	\$0.00
		Action taken	At 12:05 pm 1/23/19 I attached a yellow door hanger to the house giving them 24 hours to remove the snow from the sidewalk.	
1/23/2019	4345	Chris Luebben	522 9th Avenue West	\$0.00
		Action taken	At 12:05 pm 1/23/19 I attached a yellow door hanger to the house giving them 24 hours to remove the snow from the sidewalk.	
1/23/2019	4345	Chris Luebben	522 9th Avenue West	\$0.00
		Action taken	At 12:05 pm 1/23/19 I attached a yellow door hanger to the house giving them 24 hours to remove the snow from the sidewalk.	
1/23/2019	4345	Chris Luebben	522 9th Avenue West	\$0.00
		Action taken	At 12:05 pm 1/23/19 I attached a yellow door hanger to the house giving them 24 hours to remove the snow from the sidewalk.	
1/23/2019	4345	Chris Luebben	522 9th Avenue West	\$0.00
		Action taken	At 12:05 pm 1/23/19 I attached a yellow door hanger to the house giving them 24 hours to remove the snow from the sidewalk.	
1/25/2019	131	Chris Luebben	217 15th Ave W	\$0.00
		Action taken	Sent first letter giving until 5/6/19 to trim/cut the hedges on the south line of the property.	

Maintenance concern Principal Structure

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
1/2/2019	788	Chris Luebben	507 Chapple Avenue	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to put treatment on exterior of house.	
1/2/2019	2006	Chris Luebben	505/507 5th Ave. East	\$0.00
		Action taken	Sent first letter giving until 1/31/19 to repair/replace broken or missing windows & ext back door.	
1/2/2019	2006	Chris Luebben	505/507 5th Ave. East	\$0.00
		Action taken	Sent first letter giving until 1/31/19 to repair/replace broken or missing windows & ext back door.	

1/2/2019	2006	Chris Luebben	505/507 5th Ave. East	\$0.00
		Action taken	Sent first letter giving until 1/31/19 to eradicate the bed bugs in bedroom & walk-in closet on second level.	
1/2/2019	392	Chris Luebben	523 12th Avenue West	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to put treatment on the exterior of the house	
1/7/2019	597	Chris Luebben	815 15th Ave. W.	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to put treatment on ext of house, replace boarded-up windows, better support porch.	
1/7/2019	3817	Chris Luebben	2200 Lake Shore Drive	\$0.00
		Action taken	I sent a letter on 1/7/19 to finish siding the rear of the bldg., replace or side over any boarded-up windows.	
1/9/2019	1330	Chris Luebben	114 2nd Ave. E.	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to clean exterior of house and replace damaged windows/screens.	
1/9/2019	1416	Chris Luebben	118 10th Ave. E.	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to side the house; reminder to get a Bldg Permit before beginning the work.	
1/12/2019	1629	Chris Luebben	117 3rd St. W.	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to put treatment on exterior of house (stain, paint, siding, etc.)	
1/12/2019	231	Chris Luebben	320 11th Ave. West	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to replace missing siding on house, & replace garage windows or blend in boarded up windows.	
1/14/2019	242	Chris Luebben	320 12th Ave. W.	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to protective coat the ext of the house, and repair & stain/paint the front porch.	
1/14/2019	283	Chris Luebben	304 16th Ave. W.	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to complete the painting of the exterior of the house.	
1/14/2019	613	Chris Luebben	800 14th Ave. West	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to put protective coating on ext of house, and paint/stain porch.	
1/14/2019	1628	Chris Luebben	113 3rd St. W.	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to paint/stain the trim on the ext of the house & the porches (unless treated wood).	
1/14/2019	478	Chris Luebben	615 18th Ave. W.	\$0.00
		Action taken	Asked Stephen Schraufnagel to do an inspection of the property. Sent first letter w/1/11/19 inspection rpt giving until 5/17/19 to repair house.	
1/17/2019	41	Chris Luebben	1013 Main St. W.	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to replace chipped, peeling, or missing siding on front porch & rear encl. porch.	
1/22/2019	1574	Chris Luebben	611 3rd St. E.	\$0.00
		Action taken	Megan McBride invited Sharon Adney to apply for the HIP program.	

1/23/2019	3635	Chris Luebben	1719 6th St E	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to put new treatment on house, replaced cracked windows, & fix side porch.	
1/25/2019	2229	Chris Luebben	609 3rd Avenue W	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to complete siding lower level of house. Must obtain a bldg permit for siding.	
1/25/2019	2206	Chris Luebben	616 3rd Avenue West	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to complete siding remainder of house. Must obtain a bldg permit for siding.	
1/25/2019	2622	Chris Luebben	901 4th avenue west	\$0.00
		Action taken	Sent 1st letter giving until 7/1/19 to complete the siding on the house. Must get a bldg. permit by 2/27/19 for siding.	
1/28/2019	2789	Chris Luebben	1019 4th Ave West	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to replace msiding siding, fix foundation, and replace shingles on roof.	
1/30/2019	2276	Chris Luebben	510 7th Street West	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to complete siding on ext of house. Must renew bldg. permit #6067.	

Maintenance concern Vehicle

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
1/3/2019	437	Chris Luebben	522 16th Ave. W.	\$0.00
		Action taken	Sent first letter giving until 12/28/18 to move/keep the car off the City sidewalk.	
1/10/2019	3040	Chris Luebben	901 11th Ave. West	\$0.00
		Action taken	No letter sent. Vehicle was gone at inspection on 1/8/19 (see pics DSCN 5015, 16)	
1/23/2019	4335	Chris Luebben	809 6th Street West	\$0.00
		Action taken	Sent first letter giving until 2/25/19 to renew the car plates or parked the vehicle in an enclosed structure.	
1/23/2019	4335	Chris Luebben	809 6th Street West	\$0.00
		Action taken	Sent first letter giving until 2/25/19 to renew the car plates or parked the vehicle in an enclosed structure.	
1/23/2019	4335	Chris Luebben	809 6th Street West	\$0.00
		Action taken	Sent first letter giving until 2/25/19 to renew the car plates or parked the vehicle in an enclosed structure.	

City of Ashland, Wisconsin

Department of Planning and Development, Monthly Report

Permit report for the month of February 2019

Permit type **Commercial-Additions,Remodeling,Al**

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6898	MAPLEWOOD HOSPITALITY	101 West Lakeshore Drive	Early Start Permit for restaurant remodel to do preliminary interior demolition work and preparation	\$10,000.00	\$100.00 Check	1295	2/7/2019
6900	ZAC TDB, LLC	3009 East Lakeshore Dr.	Update and consolidate existing fire protection system, Contractor: Johnson Controls	\$30,000.00	\$150.00 Check	3339	2/20/2019
6901	Memorial Medical Center	1615 Maple Lane	Remodel existing building (2,465 sq ft) and new addition (2,442 sq ft) for dental clinic; Contractor: Keller, Inc.	\$1,340,000.00	\$2,458.50 Check	4893	2/25/2019
Summary for 'Permit type' = Commercial-Additions,Remodeling,Alterations (3 detail records)							
Sum				\$1,380,000.00	\$2,708.50		

Permit type **Misc Zoning Fees**

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
6899	Residential Asset Mortgage Pro	721 6th St. W	Conditional Use Permit for long-term housing/sober living home, up to 8 occupants		\$200.00 Check	4354	2/18/2019
6902	Dahl Property Management	2023 6th St W	Site Plan review for renovation of existing building and expansion of parking area		\$150.00 Check	4483	2/25/2019
6903	Dahl Property Management	2023 6th St W	Conditional Use Permit for Professional Services Use (C&S Design and Engineering offices)		\$200.00 Check	4483	2/25/2019
Summary for 'Permit type' = Misc Zoning Fees (3 detail records)							
Sum					\$550.00		

Permit type **Plumbing&Heating**

Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID#	Date issued
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Permit type Plumbing&Heating						
Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID# Date issued

6897	Memorial Medical Center	1615 Maple Lane	Renovate interior of building to accommodate dental clinic per approved Site Plan.	\$219,525.00	\$290.00	4893 2/6/2019
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Summary for 'Permit type' = Plumbing&Heating (1 detail record)

Permit type Residential-Accessory Structures						
Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID# Date issued

6895	Corinne Roy	1317 MacArthur Ave.	New 10' by 12' pre-fabricated accessory structure	\$25.00	Check	3226 2/5/2019
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Summary for 'Permit type' = Residential-Accessory Structures (1 detail record)

Permit type Residential-Remodeling,Alterations,A						
Permit #	Property Owner	Property Address	Description of work	Value of work	Permit fee	Parcel ID# Date issued

6896	James & Jeanne Pearce	815 15th Ave. W.	Replace several windows, replace part of roof	\$3,000.00	\$65.00	Check 597 2/6/2019
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Summary for 'Permit type' = Residential-Remodeling,Alterations,Additions (1 detail record)

\$3,000.00 \$65.00

Grand Total

\$1,602,525.00

\$3,638.50

City of Ashland, Wisconsin

Monthly Property Report

Property report for the month of February 2019

Maintenance concern Accessory Structure

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
2/4/2019	391	Chris Luebben	1115 6th St. W.	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to side or paint/stain the garage.	
2/25/2019	1521	Chris Luebben	220 11th Ave. E.	\$0.00
		Action taken	Sent first letter giving until 3/29/19 to submit the Bldg. Permit for the manufactured fabric structure in the rear yard.	
2/26/2019	1121	Chris Luebben	221 N. 12th Ave. E.	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to put new protective treatment on ext of garage and trim.	
2/27/2019	1124	Chris Luebben	210N 11th Ave. E.	\$0.00
		Action taken	I spoke w/Emery on 2/26/19: he will side the garage. I sent first letter giving until 8/1/19 to put new protective coating on garage.	

Maintenance concern Garbage

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
2/13/2019	1789	Chris Luebben	318 13th Ave East	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to paint, stain or side the small garage OR to demolish it.	

Maintenance concern Other

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
2/13/2019	1156	Chris Luebben	1411 Front Street East	\$0.00
		Action taken	I spoke to the lady that owns The Stove Works & she volunteered to push snow away from Walt's property in the alley in the future.	
2/13/2019	1156	Chris Luebben	1411 Front Street East	\$0.00
		Action taken	I spoke to the lady that owns The Stove Works & she volunteered to push snow away from Walt's property in the alley in the future.	
2/13/2019	1156	Chris Luebben	1411 Front Street East	\$0.00
		Action taken	I spoke to the lady that owns The Stove Works & she volunteered to push snow away from Walt's property in the alley in the future.	

2/13/2019	1156 Chris Luebben	1411 Front Street East	\$0.00
	Action taken	I spoke to the lady that owns The Stove Works & she volunteered to push snow away from Walt's property in the alley in the future.	
2/13/2019	1156 Chris Luebben	1411 Front Street East	\$0.00
	Action taken	I spoke to the lady that owns The Stove Works & she volunteered to push snow away from Walt's property in the alley in the future.	
2/13/2019	1792 Chris Luebben	306 13th Avenue East	\$0.00
	Action taken	Sent first letter giving until 3/4/19 to store or dispose of the tires in the yard.	
2/13/2019	1392 Chris Luebben	701 Main Street East	\$0.00
	Action taken	Sent first letter giving until 3/1/19 to store or dispose of the tires in the yard by the fence.	
2/13/2019	4586 Chris Luebben	515 6th Street West	\$0.00
	Action taken	I gave a door hanger w/snow removal ordinances to the male tenant that was in the yard. He said he didn't know the sidewalk had to be shovelled &	
2/13/2019	1789 Chris Luebben	318 13th Ave East	\$0.00
	Action taken	Sent first letter giving until 3/4/19 to store or dispose of the tires - the trailer cannot be used for storage of goods	
2/14/2019	2484 Chris Luebben	801 5th Avenue East	\$0.00
	Action taken	Sent first letter requiring the wall of snow be removed from along the alley and ROW.	
2/15/2019	4743 Chris Luebben	2521 Lake Shore Drive	\$0.00
	Action taken	Sent first letter to remedy violation regarding snow removal.	
2/15/2019	2338 Chris Luebben	123 8th street east	\$0.00
	Action taken	Sent letter giving until 2/28/19 to put the scaffolding in an encl structure when not being used.	
2/19/2019	2131 Chris Luebben	600 7th Avenue East	\$0.00
	Action taken	First letter sent giving until 3/18/19 to renew the Building Permit to continue work on house.	
2/22/2019	3232 Chris Luebben	1301 9th Ave. West	\$0.00
	Action taken	Attached first letter to door hanger on 2/22/19 to stop burning garbage. I will re-inspect on 3/4/19.	
2/22/2019	3232 Chris Luebben	1301 9th Ave. West	\$0.00
	Action taken	Attached first letter to door hanger on 2/22/19 to stop burning garbage. I will re-inspect on 3/4/19.	
2/22/2019	179 Chris Luebben	1005 3rd St. W.	\$0.00
	Action taken	Put door hanger on door w/copy of ordinance on 2/22/19 at 1:36 pm.	
2/25/2019	1250 Chris Luebben	511 Lake Shore Dr. E.	\$0.00
	Action taken	I left a door hanger with a copy of the Ordinance on 2/19/19 at 12:53 pm (see pics DSCN 5872, 73) to remove snow from sidewalk.	
2/26/2019	1405 Chris Luebben	122 Stuntz Ave.	\$0.00
	Action taken	Plunkett's Pest Control confirmed bed bugs on premises. I sent 1st letter to exterminate bed bugs.	

2/26/2019	1405 Chris Luebben	122 Stuntz Ave.	\$0.00
	Action taken	Plunkett's Pest Control confirmed bed bugs on premises. I sent 1st letter to exterminate bed bugs.	
2/26/2019	4585 Chris Luebben	522 Chapple Ave.	\$0.00
	Action taken	Sent first letter giving until 3/28/19 to give us a copy of the elevator re-certification.	
2/26/2019	1121 Chris Luebben	221 N. 12th Ave. E.	\$0.00
	Action taken	Sent first letter giving until 3/26/19 to remove the upholstered recliner and chairs from the front porch.	
2/28/2019	1195 Chris Luebben	1100 East Lakeshore Driv	\$0.00
	Action taken	Sent first letter asking that snow not be pushed onto corner in a way to create a visibility/safety issue.	
2/28/2019	296 Chris Luebben	1700 3rd Street West	\$0.00
	Action taken	Sent first letter asking that snow not be pushed onto corner in a way to create a visibility/safety issue.	
2/28/2019	3208 Chris Luebben	1506 Beaser Avenue	\$0.00
	Action taken	2/27/19 1:40 pm - I inspected the property and found that the sidewalk hasn't been shovelled. I spoke to owner to resolve.	

Maintenance concern Principal Structure

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
2/1/2019	4510	Chris Luebben	622 Chapple Avenue	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to put protective treatment on the ext of the house in areas as needed.	
2/4/2019	391	Chris Luebben	1115 6th St. W.	\$0.00
		Action taken	First letter sent giving until 7/1/19 to replace missing or detached siding on house.	
2/13/2019	1396	Chris Luebben	104 7th Ave. E.	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to put new protective treatment on ext of house. Sent HIP info also.	
2/14/2019	1385	Chris Luebben	617 Main Street East	\$0.00
		Action taken	Sent first letter giving until 7/1/19 to replace the missing bricks on front of bldg & replace glass above front door	
2/22/2019	1521	Chris Luebben	220 11th Ave. E.	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to put new protective coating on bldg, new roofing, & replace boarded-up windows.	
2/25/2019	1856	Chris Luebben	418 Stuntz Avenue	\$0.00
		Action taken	Sent first letter giving until 8/1/19 to paint, stain, or side the ext of house and to paint or stain the trim.	

Maintenance concern Vehicle

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
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2/6/2019	1381 Chris Luebben	607 Main Street East	\$0.00
	Action taken	Sent first letter giving until 2/28/19 to license car or put in an enclosed structure.	
2/6/2019	1391 Chris Luebben	707 Main St. East	\$0.00
	Action taken	Sent first letter giving until 2/28/19 to license car or put in enclosed structure.	
2/6/2019	1391 Chris Luebben	707 Main St. East	\$0.00
	Action taken	Sent first letter giving until 2/28/19 to license car or put in enclosed structure.	
2/6/2019	1391 Chris Luebben	707 Main St. East	\$0.00
	Action taken	Sent first letter giving until 2/28/19 to license car or put in enclosed structure.	
2/7/2019	2572 Chris Luebben	508 8th St. W.	\$0.00
	Action taken	Sent first letter giving until 2/28/19 to renew plates or park veh in enclosed structure	
2/18/2019	1711 Chris Luebben	308 3rd St. E.	\$0.00
	Action taken	Sent first letter to prop. owner & gave copies to tenants on door hanger asking them to remove vehicles from across City sidewalk.	
2/18/2019	1711 Chris Luebben	308 3rd St. E.	\$0.00
	Action taken	Sent first letter to prop. owner & gave copies to tenants on door hanger to register GMC Sierra PU truck w/plate MA5386 or store veh.	
2/19/2019	1711 Chris Luebben	308 3rd St. E.	\$0.00
	Action taken	Sent first letter to prop. owner & gave copies to tenants on door hanger to register Hummer w/plate 234-YRK or store veh.	
2/27/2019	1416 Chris Luebben	118 10th Ave. E.	\$0.00
	Action taken	Sent first letter giving until 3/28/19 to register the Volkswagen Jetta w/expired plate #719-MSY & put current sticker on rear plate.	
2/28/2019	622 Chris Luebben	800 Beaser Ave.	\$0.00
	Action taken	Sent first letter giving until 3/11/19 to remove Ford pickup truck from the City sidewalk.	
2/28/2019	3208 Chris Luebben	1506 Beaser Avenue	\$0.00
	Action taken	2/27/19 1:40 pm - I inspected the property and found only 1 veh (red van) unregistered in taken apart. I spoke to owner to resolve.	
2/28/2019	3208 Chris Luebben	1506 Beaser Avenue	\$0.00
	Action taken	2/27/19 1:40 pm - I inspected the property and found only 1 veh (red van) unregistered in taken apart. I spoke to owner to resolve.	
2/28/2019	626	816 Beaser Ave.	\$0.00
	Action taken		

Maintenance concern Zoning

Date	Parcel ID#	Office Contact	Property Address	Amount of citation
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2/25/2019 1228 Chris Luebben 700 St. Claire

\$0.00

Action taken First letter was sent notifying owner that a building permit is necessary for the work done on the house.

CITY OF ASHLAND, WISCONSIN

Year to Date Permit Evaluation Report

Permit type	Value of work	Total permit fee
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Commercial-Additions,Remodeling,Alterations

Summary for 'Permit type' = Commercial-Additions,Remodeling,Alterations (8 detail records)

Sum	\$2,101,180.00	\$5,424.40
Percent	88.26%	79.71%

Commercial-Miscellaneous

Summary for 'Permit type' = Commercial-Miscellaneous (1 detail record)

Sum		\$60.00
Percent		0.88%

Demolition/Moving

Summary for 'Permit type' = Demolition/Moving (1 detail record)

Sum		\$10.00
Percent		0.15%

Misc Zoning Fees

Summary for 'Permit type' = Misc Zoning Fees (4 detail records)

Sum		\$800.00
Percent		11.76%

Plumbing&Heating

Summary for 'Permit type' = Plumbing&Heating (1 detail record)

Sum	\$219,525.00	\$290.00
Percent	9.22%	4.26%

Residential-Accessory Structures

Summary for 'Permit type' = Residential-Accessory Structures (3 detail records)

Sum	\$35,000.00	\$86.00
Percent	1.47%	1.26%

Permit type	Value of work	Total permit fee
Residential-Remodeling,Alterations,Additions		
Summary for 'Permit type' = Residential-Remodeling,Alterations,Additions (3 detail records)		
Sum	\$25,000.00	\$135.00
Percent	1.05%	1.98%
Grand Total	\$2,380,705.00	\$6,805.40

SUBJECT: Operators' Licenses

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Police Department

EXHIBITS:

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED:

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permit the Mayor and/or Clerk to schedule items directly for Council action when a timely decision is needed by the City. The City Clerk has chosen to direct this item directly to Council pursuant to the authority granted to her in Chapter 51, Ashland City Ordinances.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The following individual has applied for an operator's license:

Christine M. Petersdorf

SUBJECT: Approve the Resolution Creating the Redevelopment Authority of the City of Ashland, Wisconsin and Its By-Laws (*Roll*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: City Administrator, Police Chief, City Attorney

EXHIBITS:

1. Proposed Resolution
2. Exhibit A: Bylaws of the Authority
3. WI Statute 66.1333

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

This is a housekeeping matter to follow up on the action taken by Council on February 5, 2019 to authorize staff to move forward to create a Redevelopment Authority in the City of Ashland.

At the February 5, 2019 City Council meeting George moved, Moore seconded a motion to approve the creation of a Redevelopment Authority in the City of Ashland to assist in financing the Ashland Police Department Facility. The motion passed 7-4 by roll call vote; opposed were Ketring, Ullman, Ortman, and Franek.

Pursuant to the previous directive of the Council, the City Attorney has drafted a resolution and bylaws for approval by the Council.

COMMON COUNCIL
OF THE
CITY OF ASHLAND, WISCONSIN

Resolution No. _____

RESOLUTION CREATING THE REDEVELOPMENT AUTHORITY
OF THE CITY OF ASHLAND, WISCONSIN

WHEREAS, the City of Ashland, Wisconsin (the "City") is a municipal corporation organized and existing under and pursuant to the laws of the State of Wisconsin and is authorized by Section 66.1333, Wisconsin Statutes (the "Redevelopment Authority Law"), by proper resolution of the Common Council, to declare that there is a need in the City for a redevelopment authority which, upon the making of certain findings and declarations by this Common Council, shall be a public body corporate and politic authorized to transact business and exercise any and all powers, duties and functions set out in Section 66.1333, Wisconsin Statutes for redevelopment authorities; and

WHEREAS, it is the finding, determination and declaration of this Common Council that there exists within the City a need for blight elimination, slum clearance and urban renewal programs and projects; and

WHEREAS, it is the finding, determination and declaration of this Common Council that the City would derive public benefits from the creation of a redevelopment authority and the exercise by the redevelopment authority of its powers under the Redevelopment Authority Law, including by way of illustration but not limitation, the following public benefits: the elimination or prevention of substandard, deteriorated, unsanitary, and blighted areas; the provision and retention of gainful employment opportunities for the citizens of the City; an increase in the City's tax base; and the stimulation of the flow of investment capital into the City with resultant beneficial effects upon the economy in the City; and

WHEREAS, it is the finding, determination and declaration of this Common Council that the public interest will be served if the City were to create a redevelopment authority in the City.

NOW, THEREFORE, BE IT RESOLVED:

1. On the basis of the findings and determinations herein recited, this Common Council declares that there is a need for and does hereby create a redevelopment authority in the City, to be known as the "Redevelopment Authority of the City of Ashland, Wisconsin" (the "Authority"), authorized to transact business and exercise any and all powers granted to a redevelopment authority under the Redevelopment Authority Law as amended from time to time.

2. This Resolution shall be effective immediately upon its passage and approval. Upon such approval, the City Clerk shall promptly notify the Mayor of the adoption of this Resolution by delivering a certified copy hereof to him or her, and the Mayor shall, with the confirmation of a four-fifths vote of this Common Council, appoint seven (7) qualified resident persons to serve as commissioners of the Authority for the staggered initial terms provided in Section 66.1333(3)(b) of the Wisconsin Statutes. One commissioner shall be a member of this Common Council and no more than 2 commissioners shall be officers of the City.

3. This Common Council hereby approves the Bylaws of the Authority in the form attached hereto as Exhibit A.

Adopted and approved this 26th day of February, 2019.

(SEAL)

Councilor

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

EXHIBIT A

Bylaws of the Authority

(See Attached)

**BYLAWS OF THE
REDEVELOPMENT AUTHORITY OF THE
CITY OF ASHLAND, WISCONSIN**

Adopted _____, ____

Effective _____, ____

**ARTICLE I
THE AUTHORITY**

Section 1. Name of Authority. The name of the Authority shall be Redevelopment Authority of the City of Ashland, Wisconsin.

Section 2. Seal of Authority. The Authority shall have no seal.

Section 3. Offices of the Authority. The principal offices of the Authority shall be at 601 Main Street West, Ashland, Wisconsin. In addition, the Authority may from time to time have offices at such other place or places as it deems necessary. The location of the Authority's principal offices may be changed by appropriate resolution of the Authority.

**ARTICLE II
OFFICERS**

Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice-Chairperson and a Secretary (who shall be Executive Director) who shall be elected or appointed as hereinafter set forth.

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. The Chairperson and Executive Director are authorized to execute on behalf of the Authority all contracts, deeds, notes and other forms of obligations or instruments when duly authorized by the Commissioners of the Authority to do so. At each meeting the Chairperson shall submit such recommendations and information as the Chairperson may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson, and in case of the resignation or death of Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Authority shall appoint a new Chairperson.

Section 4. Secretary. The Secretary shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all duties incident to the office.

The Secretary shall have the care and custody of all funds of the Authority and shall deposit the

same in the name of the Authority in such bank or banks as the Authority may select. The Secretary shall sign all orders and checks for the payment of money and shall pay out and disburse such monies under the direction of the Authority. Except as otherwise authorized by resolution of the Authority, all such orders and checks shall be countersigned by the Chairperson. The Secretary shall keep regular books or accounts showing receipts and expenditures and shall render to the Authority, at least quarterly (or oftener when requested), an account of the Authority's transactions and also of the financial condition of the Authority. The Secretary shall give such bond for the faithful performance of the Secretary's duties as the Authority may determine.

Section 5. Executive Director. The Executive Director shall serve as Secretary to the Authority and shall be the chief administrative officer of the Authority and shall direct, manage and supervise the Authority's administrative operation and technical activities in accordance with and subject to the direction of the Authority.

Section 6. Deputy Executive Director. The Deputy Executive Director shall serve as the Deputy Secretary to the Authority and shall perform the duties of the Executive Director and Secretary in the Executive Director's absence.

Section 7. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time-to-time be required by the Authority or by the bylaws or rules and regulations of the Authority.

Section 8. Election or Appointment. The Chairperson and Vice-Chairperson shall be elected from among the Commissioners of the Authority immediately following adoption of these bylaws and thereafter at the first regular or special meeting of the Authority held in the month of March in each calendar year and shall hold office until the next succeeding first day of April, or until their successors are elected and qualified.

The Executive Director and Deputy Executive Director shall be appointed by the Authority. Any persons appointed to fill the office of Executive Director or Deputy Executive Director, or any vacancy therein, shall have such term as the Authority fixes.

Section 9. Vacancies. Should the offices of Chairperson or Vice-Chairperson become vacant, the Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the office of Secretary becomes vacant, the Authority shall appoint a successor, as aforesaid.

Section 10. Additional Personnel. The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the applicable laws of the State of Wisconsin. The selection and compensation of such personnel shall be determined by the Authority, subject to compliance with any ordinances of the City of Ashland and laws of the State of Wisconsin.

ARTICLE III MEETINGS

Section 1. Meetings. The Chairperson of the Authority may call all meetings when he/she deems it expedient. All regular and special meetings of the Authority shall be held at 601 Main

Street West, Ashland, Wisconsin, or in such other public place as the Authority deems appropriate and is physically accessible to persons with disabilities. All regular and special meetings, hearings, records and accounts of the Authority shall be open to the public and in compliance with the ordinances of the City of Ashland, Wisconsin.

Section 2. Special Meetings. The Chairperson of the Authority shall call a special meeting upon the request of two members of the Authority or the Chairperson for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered to each member of the Authority or may be mailed to the business or home address of each member of the Authority at least two days prior to the date of such special meeting. At such special meeting, no business shall be considered other than as designated in the call.

Section 3. Order of Business - Agenda. The Secretary shall prepare an agenda for each meeting. The order of business shall generally be as follows:

- I. ROLL CALL - (RECOGNITION OF GUESTS OPTIONAL)
- II. APPROVAL OF MINUTES
- III. COMMUNICATIONS AND PUBLIC APPEARANCES
- IV. SECRETARY'S REPORT
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

Section 4. Motions. The name of the maker of the motion and the second to the motion shall be duly recorded in the minutes of the meeting.

Section 5. Voting. The voting on all questions coming before the Authority shall be by a roll call vote.

Section 6. Parliamentary Procedure. The parliamentary procedure in Authority meetings shall be governed by Roberts Rules of Order.

Section 7. Quorum. The powers of the Authority shall be vested in the Commissioners thereof in office from time to time. Four Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

ARTICLE IV AMENDMENTS

Section 1. Amendments to Bylaws. The bylaws of the Authority may be amended after an amendment has been introduced at any regular meeting or special meeting and referred to the next regular special meeting. Adoption of an amendment shall be by a two-thirds vote of the members of the Authority, provided, however that the Common Council must also approve any amendment by 2/3 vote.

66.1333 Blight elimination and slum clearance.

- (1) SHORT TITLE. This section shall be known and may be cited as the "Blight Elimination and Slum Clearance Act".
- (2) FINDINGS. In addition to the findings and declarations made in ss. [66.1331 \(2\)](#) and [66.1337](#), it is found and declared that the existence of substandard, deteriorated, slum and blighted areas and blighted properties is a matter of statewide concern. It is the policy of this state to protect and promote the health, safety, morals and general welfare of the people of the state in which these areas and blighted properties exist by the elimination and prevention of these areas and blighted properties through the utilization of all means appropriate for that purpose, thereby encouraging well-planned, integrated, stable, safe and healthful neighborhoods, the provision of healthful homes, a decent living environment and adequate places for employment of the people of this state and its communities in these areas and blighted properties. The purposes of this section are to provide for the elimination and prevention of substandard, deteriorated, slum and blighted areas and blighted properties through redevelopment and other activities by state-created agencies and the utilization of all other available public and private agencies and resources. State agencies are necessary in order to carry out in the most effective and efficient manner the state's policy and declared purposes for the prevention and elimination of substandard, deteriorated, slum and blighted areas and blighted properties. State agencies shall be available in all the cities in the state to be known as the redevelopment authorities of the particular cities and carry out and effectuate the provisions of this section when the local legislative bodies of the cities determine there is a need for them to carry out within their cities the powers and purposes of this section. Assistance which may be given by cities or any other public bodies under this section is a public use and purpose for which public money may be expended. The necessity in the public interest for the provisions of this section is declared a matter of legislative determination. Nothing in this subsection contravenes, repeals or rescinds the finding or declaration of necessity before the recreation of this subsection on June 1, 1958.
- (2m) DEFINITIONS. In this section, unless the context clearly indicates otherwise:
- (a) "Abandoned highway corridor" means land in any city designated by the department of transportation for use as part of an expressway or a freeway, which is no longer designated by the department for that purpose.
- (am) "Arts incubator" has the meaning given in s. [41.60 \(1\) \(a\)](#).
- (ar) "Authority" means a redevelopment authority.
- (b) "Blighted area" means any of the following:
1. An area, including a slum area, in which there is a predominance of buildings or improvements, whether residential or nonresidential, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provision for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime, and is detrimental to the public health, safety, morals or welfare.
 2. An area which by reason of the presence of a substantial number of substandard, slum, deteriorated or deteriorating structures, predominance of defective or inadequate street layout, faulty lot layout in relation to size, adequacy, accessibility or usefulness, unsanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the fair value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, substantially impairs or arrests the sound growth of a city, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals, or welfare in its present condition and use.
 3. An area which is predominantly open and which because of obsolete platting, diversity of ownership, deterioration of structures or of site improvements, or otherwise, substantially impairs or arrests the sound growth of the community.

- (bm)** “Blighted property” means any property within a city, whether residential or nonresidential, which by reason of dilapidation, deterioration, age or obsolescence, inadequate provisions for ventilation, light, air or sanitation, high density of population and overcrowding, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency or crime, and is detrimental to the public health, safety, morals or welfare, or any property which by reason of faulty lot layout in relation to size, adequacy, accessibility or usefulness, insanitary or unsafe conditions, deterioration of site or other improvements, diversity of ownership, tax or special assessment delinquency exceeding the fair market value of the land, defective or unusual conditions of title, or the existence of conditions which endanger life or property by fire and other causes, or any combination of such factors, substantially impairs or arrests the sound growth of a city, retards the provisions of housing accommodations or constitutes an economic or social liability and is a menace to the public health, safety, morals or welfare in its present condition and use, or any property which is predominantly open and which because of obsolete platting, diversity of ownership, deterioration of structures or of site improvements, or otherwise, substantially impairs or arrests the sound growth of the community.
- (c)** “Blight elimination, slum clearance and urban renewal program,” “blight elimination and urban renewal program,” “redevelopment, slum clearance or urban renewal program,” “redevelopment or urban renewal program,” and “redevelopment program,” mean undertakings and activities for the elimination and for the prevention of the development or spread of blighted areas.
- (d)** “Blight elimination, slum clearance and urban renewal project,” “redevelopment and urban renewal project,” “redevelopment or urban renewal project,” “redevelopment project,” “urban renewal project,” and “project” mean undertakings and activities in a project area for the elimination and for the prevention of the development or spread of slums and blight, and may involve clearance and redevelopment in a project area, or rehabilitation or conservation in a project area, or any combination or part of the undertakings and activities in accordance with a “redevelopment plan,” “urban renewal plan,” “redevelopment or urban renewal plan,” “project area plan,” or “redevelopment and urban renewal plan,” either one of which means the redevelopment plan of the project area prepared and approved as provided in sub. (6). These undertakings and activities include all of the following:
1. Acquisition of all or a portion of a blighted area.
 2. Demolition and removal of buildings and improvements.
 3. Installation, construction, or reconstruction of streets, utilities, parks, playgrounds, and other improvements necessary for carrying out in the project area the objectives of this section in accordance with the redevelopment plan.
 4. Disposition of any property acquired in the project area, including sale, initial leasing or retention by the authority itself, at its fair value for uses in accordance with the redevelopment plan.
 5. Carrying out plans for a program of voluntary or compulsory repair and rehabilitation of buildings or other improvements in accordance with the redevelopment plan.
 6. Acquisition of any other real property in the project area where necessary to eliminate unhealthful, insanitary or unsafe conditions, lessen density, eliminate obsolete or other uses detrimental to the public welfare, or otherwise to remove or prevent the spread of blight or deterioration, or to provide land for needed public facilities.
 7. Studying the feasibility of and initial design for an arts incubator, developing and operating an arts incubator, and applying for a grant or loan under s. [41.60](#) in connection with an arts incubator.
 8. Studying the feasibility of an initial design for a technology-based incubator and developing and operating a technology-based incubator.
- (e)** “Bonds” means any bonds, including refunding bonds; notes; interim certificates; certificates of indebtedness; debentures; or other obligations.

- (g) "Local legislative body" means the board of alderpersons, common council, council, commission or other board or body vested by the charter of the city or other law with jurisdiction to enact ordinances or local laws.
- (h) "Project area" means a blighted area which the local legislative body declares to be in need of a blight elimination, slum clearance and urban renewal project.
- (i) "Public body" means the state or any city, county, town, village, town board, commission, authority, district, or any other subdivision or public body of the state.
- (j) "Real property" includes all lands, together with improvements and fixtures, and property of any nature appurtenant to the lands, or used in connection with the lands, and every estate, interest, right and use, legal or equitable, in the lands, including terms for years and liens by way of judgment, mortgage or otherwise.
- (t) "Technology-based incubator" means a facility that provides a new or expanding technically-oriented business with all of the following:
 1. Office and laboratory space.
 2. Shared clerical and other support service.
 3. Managerial and technical assistance.

66.1333(3) (3) REDEVELOPMENT AUTHORITY.

- (a)
 1. It is found and declared that a redevelopment authority, functioning within a city in which there exists blighted areas, constitutes a more effective and efficient means for preventing and eliminating blighted areas in the city and preventing the recurrence of blighted areas. Therefore, there is created in every city with a blighted area a redevelopment authority, to be known as the "redevelopment authority of the city of". An authority is created for the purpose of carrying out blight elimination, slum clearance, and urban renewal programs and projects as set forth in this section, together with all powers necessary or incidental to effect adequate and comprehensive blight elimination, slum clearance and urban renewal programs and projects.
 2. An authority may transact business and exercise any of the powers granted to it in this section following the adoption by the local legislative body of a resolution declaring in substance that there exists within the city a need for blight elimination, slum clearance and urban renewal programs and projects.
 3. Upon the adoption of the resolution by the local legislative body by a two-thirds vote of its members present, a certified copy of the resolution shall be transmitted to the mayor or other head of the city government. Upon receiving the certified copy of the resolution, the mayor or other head of the city government shall, with the confirmation of four-fifths of the local legislative body, appoint 7 residents of the city as commissioners of the authority.
 4. The powers of the authority are vested in the commissioners.
 5. In making appointments of commissioners, the appointing power shall give due consideration to the general interest of the appointee in a redevelopment, slum clearance or urban renewal program and shall, insofar as is possible, designate representatives from the general public, labor, industry, finance or business group, and civic organizations. Appointees shall have sufficient ability and experience in related fields, especially in the fields of finance and management, to assure efficiency in the redevelopment program, its planning and direction. One of the 7 commissioners shall be a member of the local legislative body. No more than 2 of the commissioners may be officers of the city in which the authority is created.
 6. Commissioners shall receive their actual and necessary expenses, including local traveling expenses incurred in the discharge of their duties.
- (b) The commissioners who are first appointed shall be designated by the appointing power to serve for the following terms: 2 for one year, 2 for 2 years, one for 3 years, one for 4 years, and one for 5 years, from the date of their appointment. After the first appointments, the term of office is 5 years. A commissioner

holds office until a successor is appointed and qualified. Removal of a commissioner is governed by s. [66.1201](#). Vacancies and new appointments are filled in the manner provided in par. [\(a\)](#).

(c) The filing of a certified copy of the resolution adopted under par. [\(a\)](#) with the city clerk is prima facie evidence of the authority's right to proceed, and the resolution is not subject to challenge because of any technicality. In any suit, action or proceeding commenced against the authority, a certified copy of the resolution is conclusive evidence that the authority is established and authorized to transact business and exercise its powers under this section.

(d) Following the adoption of a resolution, under par. [\(a\)](#), a city is precluded from exercising the powers provided in s. [66.1331 \(4\)](#), and the authority may proceed to carry on the blight elimination, slum clearance and urban renewal projects in the city, except that the city is not precluded from applying, accepting and contracting for federal grants, advances and loans under the housing and community development act of 1974 (P.L. [93-383](#)).

(e)

1. An authority has no power in connection with any public housing project.

2. Persons otherwise entitled to any right, benefit, facility, or privilege under this section may not be denied the right, benefit, facility, or privilege in any manner for any purpose nor be discriminated against because of sex, race, color, creed, sexual orientation, status as a victim of domestic abuse, sexual assault, or stalking, as defined in s. [106.50 \(1m\) \(u\)](#), or national origin.

(f) An authority is an independent, separate and distinct public body and a body corporate and politic, exercising public powers determined to be necessary by the state to protect and promote the health, safety and morals of its residents, and may take title to real and personal property in its own name. The authority may proceed with the acquisition of property by eminent domain under ch. [32](#), or any other law relating specifically to eminent domain procedures of redevelopment authorities.

(g) An authority may employ personnel as required to perform its duties and responsibilities under civil service. The authority may appoint an executive director whose qualifications are determined by the authority. The director shall act as secretary of the authority and has the duties, powers and responsibilities delegated by the authority. All of the employees, including the director of the authority, may participate in the same pension system, health and life insurance programs and deferred compensation programs provided for city employees and are eligible for any other benefits provided to city employees.

(5) POWERS OF REDEVELOPMENT AUTHORITIES.

(a) An authority may exercise all powers necessary or incidental to carry out and effectuate the purposes of this section, including the power to do all of the following:

1. Prepare redevelopment plans and urban renewal plans and undertake and carry out redevelopment and urban renewal projects within the corporate limits of the city in which it functions.

2. Enter into any contracts determined by the authority to be necessary to effectuate the purposes of this section. All contracts, other than those for personal or professional services, in excess of \$25,000 are subject to bid and shall be awarded to the lowest qualified and competent bidder. The authority may reject any bid required under this paragraph. The authority shall advertise for bids by a class 2 notice, under ch. [985](#), published in the city in which the project is to be developed. If the estimated cost of a contract, other than a contract for personal or professional services, is between \$3,000 and \$25,000, the authority shall give a class 2 notice, under ch. [985](#), of the proposed work before the contract is entered into.

3. Within the boundaries of the city, acquire by purchase, lease, eminent domain, or otherwise, any real or personal property or any interest in the property, together with any improvements on the property, necessary or incidental to a redevelopment or urban renewal project; hold, improve, clear or prepare for redevelopment or urban renewal any of the property; sell, lease, subdivide, retain or make available the property for the city's use; mortgage or otherwise encumber or dispose of any of the property or any interest in the property; enter into contracts with redevelopers of property containing covenants, restrictions and conditions regarding the use of the property in accordance with a redevelopment or urban

renewal plan, and other covenants, restrictions and conditions that the authority considers necessary to prevent a recurrence of blighted areas or to effectuate the purposes of this section; make any restrictions, conditions or covenants running with the land and provide appropriate remedies for their breach; arrange or contract for the furnishing of services, privileges, works or facilities for, or in connection with a project; temporarily operate and maintain real property acquired by it in a project area for or in connection with a project pending the disposition of the property for uses and purposes that may be deemed desirable even though not in conformity with the redevelopment plan for the area; within the boundaries of the city, enter into any building or property in any project area in order to make inspections, surveys, appraisals, soundings or test borings, and obtain a court order for this purpose if entry is denied or resisted; own and hold property and insure or provide for the insurance of any real or personal property or any of its operations against any risks or hazards, including paying premiums on any insurance; invest any project funds held in reserves or sinking funds or the funds not required for immediate disbursement in property or securities in which savings banks may legally invest funds subject to their control; redeem its bonds issued under this section at the redemption price established in the bonds or purchase the bonds at less than redemption price, all bonds so redeemed or purchased to be canceled; develop, test and report methods and techniques, and carry out demonstrations and other activities, for the prevention and elimination of slums and blight; and disseminate blight elimination, slum clearance and urban renewal information.

4.

- a.** Borrow money and issue bonds; execute notes, debentures, and other forms of indebtedness; apply for and accept advances, loans, grants, contributions, and any other form of financial assistance from the city in which it functions, from the federal government, the state, county, or other public body, or from any sources, public or private for the purposes of this section, and give such security as may be required and enter into and carry out contracts or agreements in connection with the security; and include in any contract for financial assistance with the federal government for or with respect to blight elimination and slum clearance and urban renewal such conditions imposed pursuant to federal laws as the authority considers reasonable and appropriate and that are not inconsistent with the purposes of this section.
- b.** Any debt or obligation of the authority is not the debt or obligation of the city, county, state or any other governmental authority other than the redevelopment authority itself.
- c.** Issue bonds to finance its activities under this section, including the payment of principal and interest upon any advances for surveys and plans, and issue refunding bonds for the payment or retirement of bonds previously issued by it. Bonds shall be made payable, as to both principal and interest, solely from the income, proceeds, revenues, and funds of the authority derived from or held in connection with its undertaking and carrying out of projects or activities under this section. Payment of the bonds, both as to principal and interest, may be further secured by a pledge of any loan, grant or contribution from the federal government or other source, in aid of any projects or activities of the authority under this section, and by a mortgage of all or a part of the projects or activities. Bonds issued under this section are not an indebtedness within the meaning of any constitutional or statutory debt limitation or restriction of the state, city or of any public body other than the authority issuing the bonds, and are not subject to any other law or charter relating to the authorization, issuance or sale of bonds. Bonds issued under this section are declared to be issued for an essential public and governmental purpose and, together with interest and income, are exempt from all taxes. Bonds issued under this section shall be authorized by resolution of the authority, may be issued in one or more series and shall bear a date, be payable upon demand or mature at a time, bear interest at a rate, be in a denomination, be in a form either with or without coupon or registered, carry conversion or registration privileges, have rank or priority, be payable in a medium of payment, at a place, and be subject to terms of redemption, with or without premium, be secured in a manner, and have other characteristics, as provided by the resolution, trust indenture or mortgage issued pursuant to the transaction. Bonds issued under this section shall be executed as provided in s. [67.08 \(1\)](#) and may be registered under s. [67.09](#). The bonds may be sold or exchanged at public sale or by private negotiation with bond underwriters as the authority provides. The bonds may be sold or

exchanged at any price that the authority determines. If sold or exchanged at public sale, the sale shall be held after a class 2 notice, under ch. [985](#), published before the sale in a newspaper having general circulation in the city and in any other medium of publication that the authority determines. Bonds may be sold to the federal government at private sale, without publication of any notice, at not less than par, and, if less than all of the authorized principal amount of the bonds is sold to the federal government, the balance may be sold at private sale at not less than par at an interest cost to the authority that does not exceed the interest cost to the authority of the portion of the bonds sold to the federal government. Any provision of law to the contrary notwithstanding, any bonds issued under this section are fully negotiable. In any suit, action or proceeding involving the validity or enforceability of any bond issued under this section or the security for any bond, any bond reciting in substance that it has been issued by the authority in connection with a project or activity under this section is deemed to have been issued for that purpose and the project or activity is deemed to have been planned, located and carried out in accordance with this section.

5. Establish a procedure for preservation of the records of the authority by the use of microfilm, another reproductive device, optical imaging, or electronic formatting, if authorized under s. [19.21 \(4\) \(c\)](#). The procedure shall assure that copies of the records that are open to public inspection continue to be available to members of the public requesting them. A photographic reproduction of a record or copy of a record generated from optical disc or electronic storage is deemed the same as an original record for all purposes if it meets the applicable standards established in ss. [16.61](#) and [16.612](#).
6. Authorize the chairperson of the authority or the vice chairperson in the absence of the chairperson, selected by vote of the commissioners, and the executive director or the assistant director in the absence of the executive director to execute on behalf of the authority all contracts, notes and other forms of obligation when authorized by at least 4 of the commissioners of the authority to do so.
7. Commence actions in its own name. The authority shall be sued in the name of the authority. The authority shall have an official seal.
8. Exercise other powers that may be required or necessary to effectuate the purposes of this section.
9. Exercise any powers of a housing authority under s. [66.1201](#) if done in concert with a housing authority under a contract under s. [66.0301](#).

SUBJECT: Approve Wisconsin Retirement System Pension Category Protective With Social Security for Part-Time Employees Who are Eligible for WRS per Wisconsin Statute 40.02 (48)(bm) *(Roll)*

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: Mayor
Administrator

EXHIBITS: 1. WRS Employer Rates 2018-2019

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:

The former City Administrator approved a part-time "as needed" Transfer Emergency Medical Technician (TEMT) position to assist with ambulance inter-facility transfers which started on April 19, 2018. The position does not assist with fire duties. A fire department full-time employee who was eligible for WRS benefits under a protective category that includes duty disability benefits, terminated full-time employment and is currently staffing the TEMT position. This employee continues to be eligible for the WRS benefits. The employee has been classified as a general category employee which does not include duty disability benefits.

This TEMT made 39 transfers in 2018. These are 39 transfers that would not have been made by the fire department.

Average collection per randomly selected five transfer calls = \$650 multiplied by 39 calls = \$25,350.

Total personnel cost for the 39 transfer calls = \$5,631.80

Estimated net cash to City after personnel expense and LifeQuest billing fees = \$17,563

The TEMT position has been proven beneficial for the City.

Under Wisconsin Statute 40.02 (48) (bm) an employer may determine an Emergency Medical Technician (EMT) is a protective occupation participant, and the employer may do so without determining that the principal duties of the EMT involve active fire suppression. The effective date of a determination that an EMT is protective category is the date ETF is notified of the classification; service prior to that date must remain under the general employment category. EMTs classified as general employees are not eligible for ETF-administered duty-disability benefits.

The additional TEMT personnel cost would have been \$231.65 for 2018, if the employee was classified as a protective occupation participant.

If Council approves this protective occupation participant category, it would apply to personnel in the TEMT position that meets the eligibility requirements for WRS.

**WRS Employer Rates
Current / Future Rates Inquiry**

03/01/2019

This page allows you to view current and future employer rates.

Employer Selection: 0962-000 :: ASHLAND, CITY OF ▼

[Return to Homepage](#)

Employer Name ASHLAND, CITY OF

Employer Number 0962-000

General							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2018	6.70	0.00	6.70	0.00	0.00	0.00	13.40
2019	6.55	0.00	6.55	0.00	0.00	0.00	13.10

Elected Officials, Judges, State Executive Pay Plan							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2018	6.70	0.00	6.70	0.00	0.00	0.00	13.40
2019	6.55	0.00	6.55	0.00	0.00	0.00	13.10

Protective with Social Security <i>Police</i>							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2018	6.70	0.00	10.70	0.00	0.92	0.00	18.32
2019	6.55	0.00	10.55	0.00	0.67	0.00	17.77

Protective without Social Security <i>Fire</i>							
Calendar Year	Employee Required	Benefit Adjust	Employer Required	Prior Service	Duty Disability	Sick Leave	Total
2018	6.70	0.00	14.90	0.00	0.92	0.00	22.52
2019	6.55	0.00	14.95	0.00	0.67	0.00	22.17

SUBJECT: Approve to Expand a Limited-Term Employee Position to Temporary Full-Time through December 31, 2019, and to Approve Re-Directing 2019 Budget Funding for this Position *(Roll)*

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: City Administrator
HR Department
Finance Department
Public Works Department

EXHIBITS:

EXPENDITURES REQUIRED: \$41,000.00 Public Works and Finance Budget

AMOUNT BUDGETED: \$16,250 Public Works 2019 Budget - Fund 100
\$24,750 Finance 2019 Budget - Fund 100

APPROPRIATION REQUIRED: None

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD:

SUMMARY STATEMENT:

The Public Works (PW) Department and the Finance Department have lost ground in keeping up with administrative and financial tasks. The two departments are dependent on one another for financial information and reporting. The Departments are requesting that hours for a currently employed, Limited Term Employee (LTE), be expanded to a temporary full time position through December 31, 2019.

The estimated annual cost for expanding the current employee's position from an LTE to Temporary Full-Time through December 31, 2019 is \$41,000, which is an hourly rate of \$15.50 plus benefits. This LTE already receives Wisconsin Retirement System benefits due to their annual hours being over 1200 in prior months. The 2019 budget funds that the Council may re-direct for this position, is taken from the current Public Works' budget for LTEs of \$16,250 and \$24,750 from the Finance Department's budget due to changes in employees' medical elections for 2019.

If there would be a continued need for this expanded LTE position, the outcomes and continued funding of this position would be discussed during the 2020 budget sessions.

The anticipated schedule for this position is to assist with administrative duties for the Public Works and Finance Department during the months of March through May, work for the Streets and Parks division of PW from June through October, and administrative duties again in November and December.

The PW Department consists of two administrative personnel, the Administrative Manager and the PW Clerk. In February of 2018, with the position vacancies of the Public Works Director and the Utility Manager, the Administrative Manager accepted additional duties as the Interim PW Director. The PW Department is responsible for various Public Service Commission (PSC) reporting information, project accounting, and financial audit information, and has fallen behind in these responsibilities and other administrative and financial responsibilities. This resulted in a need for additional assistance with various routine office tasks and finance reporting. In previous years, the Interim PW Director had an LTE who performed administrative and accounting duties, and also worked in the streets/parks departments, and continue on as an LTE to assist the administrative personnel.

This LTE has assisted the PW Department to be successful in completing tasks in a timely manner including those for the Finance Department. The PW Department has a list of duties that this person could assist with to continue catching-up with financial and administrative duties. This individual has demonstrated exceptional work ethic and initiative. The employee's willingness to work in both an administrative setting and out in the field has provided the much needed assistance the PW Department was looking for.

There is also a need in the Finance Department for assistance with various tasks including filing records to financial audit schedules for 2018, to meeting the goal of issuing quarterly budget-to-actual financial statements for the General Fund. The Finance Director's time is continuing to be directed to higher level tasks of financial projections, project funding, and budgeting City-wide. It is now March 2019, and the Finance Director has barely made a dent in completing the financial audit schedules for 2018. This scenario has been continuing for many years and has to change. The accounting information needs to be brought up to date through 2019 to provide timely financial data for decision making and strategic planning. With the assistance of this Temporary Full-Time Employee, the Finance Director can redirect other Finance Department staff's time more efficiently.

The benefit of expanding the current LTE's position to temporary full-time for the City and keeping the current individual employed for the remainder of the year, is that this employee is trained in both administrative duties and working out in the field for the streets and parks departments.

The Public Works and Finance Departments are requesting approval to re-direct funds for personnel wages and to keep the current employee in this temporarily funded position.

SUBJECT: Approve Award to The Jamar Company for the 2019 HVAC Improvements Contract for Public Works and Utility Buildings *(Roll)*

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Department
Finance Department

EXHIBITS: 1. Standard Form of Bid Analysis

EXPENDITURES REQUIRED:

	Bid Price	Contingency	Construction Price	
Public Works	\$ 83,247.08	\$ 8,324.70	\$ 91,571.78	Fund 450
Waste Water	\$ 120,708.27	\$12,070.83	\$132,779.10	Fund 690
Water	<u>\$ 13,527.65</u>	<u>\$ 1,352.77</u>	<u>\$ 14,880.42</u>	Fund 680
	\$217,483.00	\$21,748.30	\$239,231.30	

AMOUNT BUDGETED: \$ 80,000 Fund 450 - Building Capital

APPROPRIATION REQUIRED: \$ 11,571.78 Reduce Transfer from Fund 450 to Fund 470
132,779.10 - Fund 690 Wastewater Utility - cash on hand
14,880.42 - Fund 680 Water Utility - current year cash flow
\$159,231.30 - Total

TREASURER'S CERTIFICATE: The Treasurer'S Office Has Certified On February 28, 2019, That The Jamar Company, 4701 Mike Colalillo Dr., Duluth, MN 55807, 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:

In June of 2018, the council was presented with information regarding the condition of multiple City facility roofs, HVAC systems and masonry work. At that time the Council approved entering into a contract with

Cedar Corporation to provide design engineering work for these projects, including replacement of numerous HVAC units, replacement of the roofs, and repair of the masonry work. During the fall and winter the Public Works Department and Cedar Corporation worked together to review and prepare a bid package. The first phase of the project is the 2019 HVAC replacement. The second phase of the project is the roof replacement and building repairs, which will be bid at a later date.

The HVAC project generally consists of replacement of existing HVAC equipment on seven (7) of the City of Ashland municipal buildings. The buildings include three (3) waste water utility buildings, the water treatment building and the public works building.

Advertisement for the 2019 HVAC Improvement Project occurred on February 13th and 20th, bids were received on February 27, 2019, from three (3) bidders.

The Jamar Company, Duluth, MN \$217,483.00
Blakeman Plumbing & Heating, Ashland, WI \$228,800.00
KBK Services, Inc., Ashland, WI \$231,000.00

The Public Works Department recommends entering into an agreement with The Jamar Company for the 2019 HVAC Replacement Project at a cost of \$217,483.00 and approve a 10% construction contingency of \$21,748.30.

STANDARD FORM OF BID ANALYSIS

WHEREAS the City of Ashland (hereinafter referred to as the OWNER) has received bids on the 27th day of February 2019 for the 2019 HVAC Improvements (hereinafter referred to as the Project); and

WHEREAS Cedar Corporation (hereinafter referred to as ENGINEER) has been retained by the OWNER to prepare bid tabulations, analyze bid results, and consult with the OWNER on the award of contracts.

The ENGINEER hereby consults as follows:

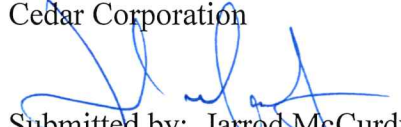
1. Bids were received from three (3) bidders. Base Bids ranged from a low of \$217,483.00 to a high of \$231,000.00. A summary of the bid tabulation is attached.
2. Based upon ENGINEER's analysis of the bids received on the above PROJECT, the responsive low bidder is:

The Jamar Company
4701 Mike Colalillo Drive
Duluth, MN 55807

Bid Amount: \$217,483.00

3. It is understood that by this analysis, that the ENGINEER does not guarantee the Contractor's performance which is covered by the Contractor's bond, but it is a statement by the ENGINEER that the ENGINEER has no information which would lead the ENGINEER to believe that the Contractor does not have the necessary equipment and personnel to complete the PROJECT in compliance with the drawings and specifications within reasonable tolerances generally accepted in the trade.
4. It is further understood that this analysis is not a representation that the ENGINEER has reviewed the proposal for possible legal irregularities which should be a function of the OWNER'S legal counsel, and at the option of the OWNER.
5. It is further understood that in the event that OWNER feels that the Contract should be awarded on some basis other than price, the OWNER should defer further action on this PROJECT until a thorough legal review can be made by OWNER'S legal counsel.

Cedar Corporation



Submitted by: Jarrod McCurdy
Date: March 1, 2019

BID TABULATION

2019 HVAC IMPROVEMENTS ASHLAND, WI

February 27, 2019

Contractor	Bid Amount	Bid Bond	Addn. No. 1
Jamar Company Duluth, MN	\$217,483.00	✓	✓
Blakeman Plumbing & Heating Ashland, WI	\$228,800.00	✓	✓
KBK Services, Inc. Ashland, WI	\$231,000.00	✓	✓

SUBJECT: Approve a Resolution to Issue a Conditional Use Permit to Allow Professional Services at 2023 6th Street West, Zoned Mixed Residential/Commercial (MRC), Applicant: Dahl Property Management (*Voice*)

RECOMMENDATION: Approval with Conditions

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Planning & Development
Planning Commission (*unanimously approved on March 5, 2019*)

EXHIBITS:

1. Proposed Resolution
2. Plan Commission Staff Report, 03-05-2019, RE: Dahl Property Mgmt
3. Correspondence from Dahl Property Management, 02-18-2019
4. Ariel Mapping, 2023 6th Street West
5. Zoning Map: 2023 6th Street West
6. Site Plan with Landscaping
7. Floor Plan: 2023 6th Street West
8. Renderings

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE:

COMPLIANCE WITH ORDINANCE 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: The proposed development conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan. While the Comprehensive Plan directs the City to pursue initiatives that would attract new businesses to the area, it also emphasizes the importance of assisting existing businesses to thrive and expand as a central mechanism for economic development and keeping local dollars in the community. Relocation to this site will allow for additional office space which is needed as C&S Design continues to grow and expand. The Comprehensive Plan specifically emphasizes the need to "maintain and grow an educated, skilled and industrious workforce" (p. 18). Relocation to this site will allow for additional office space for this expanding business, as well as capacity for future expansion as the sizable lot located directly adjacent to the parcel in

question is also owned by Dahl Property Management. Therefore, this new location will better meet the current and future needs of the business and create opportunities for the type of workforce expansion encouraged in the Comprehensive Plan.

SUMMARY STATEMENT:

See attached staff report and site plan for details.

RESOLUTION

No. _____

RESOLUTION TO ISSUE A CONDITIONAL USE PERMIT TO ALLOW PROFESSIONAL SERVICES AT 2023 6TH STREET WEST IN THE MIXED RESIDENTIAL/COMMERCIAL (MRC) DISTRICT, PARCEL #201-04483-0000, APPLICANT: DAHL PROPERTY MANAGEMENT.

WHEREAS, the Common Council of the City of Ashland is authorized to approve Conditional Use Permits; and

WHEREAS, the Plan Commission held a Public Hearing on March 5, 2019, and has recommended approval of the Conditional Use Permit with the following conditions:

- a. Approval of Site Plan by the Planning Commission

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that the Conditional Use Permit to allow professional services at 2023 6th Street West is in accordance with the Ashland Unified Development Ordinance and is hereby approved.

PASSED: March 12, 2019

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

Applicant

Date

*Applicant understands and accepts the conditions of approval indicated in this Resolution

*Applicant was provided notice of the approval by Common Council within 5 business days of such approval

STAFF REPORT

Plan Commission – March 5th, 2019

Agenda Item # 5A: Conditional Use Permit Request to allow professional services
Zoning District: Mixed Residential Commercial (MRC)
Property Address: 2023 6th Street West
Parcel #: 201-04483-0000
Applicant: Dahl Property Management
Staff Contact: Megan McBride

Background

Dahl Property Management (DPM) is requesting a Conditional Use Permit (CUP) to allow professional services at 2023 6th Street West. The property owner intends to renovate the existing building into office and work space to accommodate C&S Design and Engineering (currently located at 803 Lake Shore Drive West). Relocation to this site would allow additional office space for this existing business while simultaneously improving the surrounding neighborhood through the renovation of the structure and the addition of a quiet, relatively low-impact commercial use in this Mixed Residential/Commercial area.

Exterior renovations to the existing building and site will include:

- New roofing, siding, windows and doors (see Site Plan for additional details)
- Paving and striping of the existing parking area on the south side of the building, and expansion of the parking area to accommodate staff and clients
- Landscaping

Interior renovations to the building will include:

- New wiring and HVAC system
- Addition of office, workspace, a conference room, kitchen/breakroom, and lobby

Standards for Review

The City of Ashland's Unified Development Ordinance Section 3.9 (C) Conditional Use Permit – Approval Criteria (and all subsections thereof), create the legal framework to regulate, administer, and enforce the conditional use standards for the City of Ashland.

Conditional Use Review

The following decision criteria were used to review the submitted conditional use:

1. **Consistency with Comprehensive Plan.** The proposed development conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan. While the Comp Plan directs the City to pursue initiatives that would attract new businesses to the area, it also emphasizes the importance of assisting existing businesses to thrive and expand as a central mechanism for economic development and keeping local dollars in the community. Relocation to this site will allow for additional office space which is needed as C&S Design continues to grow and expand. The Comprehensive Plan specifically emphasizes the need to "maintain and grow an educated, skilled and industrious workforce" (p. 18). Relocation to this site will allow for additional office space

for this expanding business, as well as capacity for future expansion as the sizeable lot located directly adjacent to the parcel in question is also owned by Dahl Property Management. Therefore, this new location will better meet the current and future needs of the business and create opportunities for the type of workforce expansion encouraged in the Comp Plan.

2. **Compatibility.** The proposed use is compatible with that of existing development within 200 feet of the site, within 500 feet along the same street, and with anticipated future development in the vicinity. The property is predominately surrounded by residential uses and is located in the Mixed Residential/Commercial (MRC) district. The intent of commercial uses located in the MRC district as outlined in the UDO is that they serve the local community and that they do not create a disturbance to surrounding residential properties. The proposed use exemplifies the type of commercial use desired in the MRC district as it provides services heavily relied upon by local property and business owners, and is a low-traffic, predominately office use that will not result in noise, traffic or other disturbances to the surrounding residences.
3. **Importance of Services to the Community.** C&S Design and Engineering provides architectural and engineering services to a variety of homeowners, businesses and local institutions. The ability for them to continue this service with the capacity to grow and expand as demand increases is important for fostering the ongoing improvement of the built environment of our community.
4. **Neighborhood Protections.** The proposed use will not create negative impacts for the surrounding neighborhood as it will not generate any noise, odor, traffic or other significant disturbances to the surrounding properties. The renovation of the existing structure will provide a benefit to the neighborhood, and the provision of required screening landscaping on the east side of the property will soften views of the parking area to traffic traveling west along 6th Street West.
5. **Conformance with Other Requirements:** The development must conform to all other provisions of the UDO, including but not limited to:
 - Obtain a Sign Permit for new signage

Review Recommendation

Staff recommends APPROVAL of the Conditional Use Permit contingent on the following conditions:

- a. Approval of Site Plan by the Planning Commission

Additionally, as a Public Hearing is scheduled for the proposed Conditional Use Permit, the Plan Commission should hear all input from the public prior to making a decision. The required Class 2 Public Hearing notice was issued and discretionary letters were sent to property owners within 200 feet of the proposed development.

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.



February 18, 2019

City of Ashland
Department of Planning & Development
601 W Main Street
Ashland, WI. 54806

To whom it may concern:

I would like to remodel the existing building located at 2023 6th St. West in Ashland and convert it into office space. Dahl Property Management (DPM), would use the same foot print and upgrade the roofing, siding, windows, doors and entire interior to allow for the new office space of C&S Design and Engineering. I have included a plan to show the new layout.

As of right now, DPM would reuse the block façade on the south and west side of the buildings but would change the color scheme. New architectural shingles would be installed along with LP smart siding for the remainder of the exterior. The interior would get all new wiring and a HVAC system. The parking lot would get enlarged to accommodate more parking for staff and clients. DPM would like to install a sign at some point if the budget allows. The sign could either be on the building or a separate pole type sign similar to the existing sign for C&S currently located at 803 Lake Shore Drive.

The closest office space to this location would be Brown Heating and Cooling located one block west. The new location would serve as a quiet business with minimal traffic due to the nature of its business. C&S is growing and this location allows for the addition of two or three office spaces as compared to the current location.

I would be happy to answer questions or concerns. Thank you for considering my project. I look forward to working with you.

Sincerely

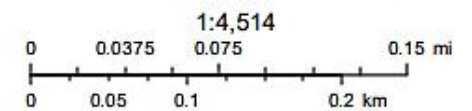
A handwritten signature in black ink, appearing to read "Hans Dahl", with a stylized, looping flourish at the end.

Hans Dahl
Member

2023 6th Street West



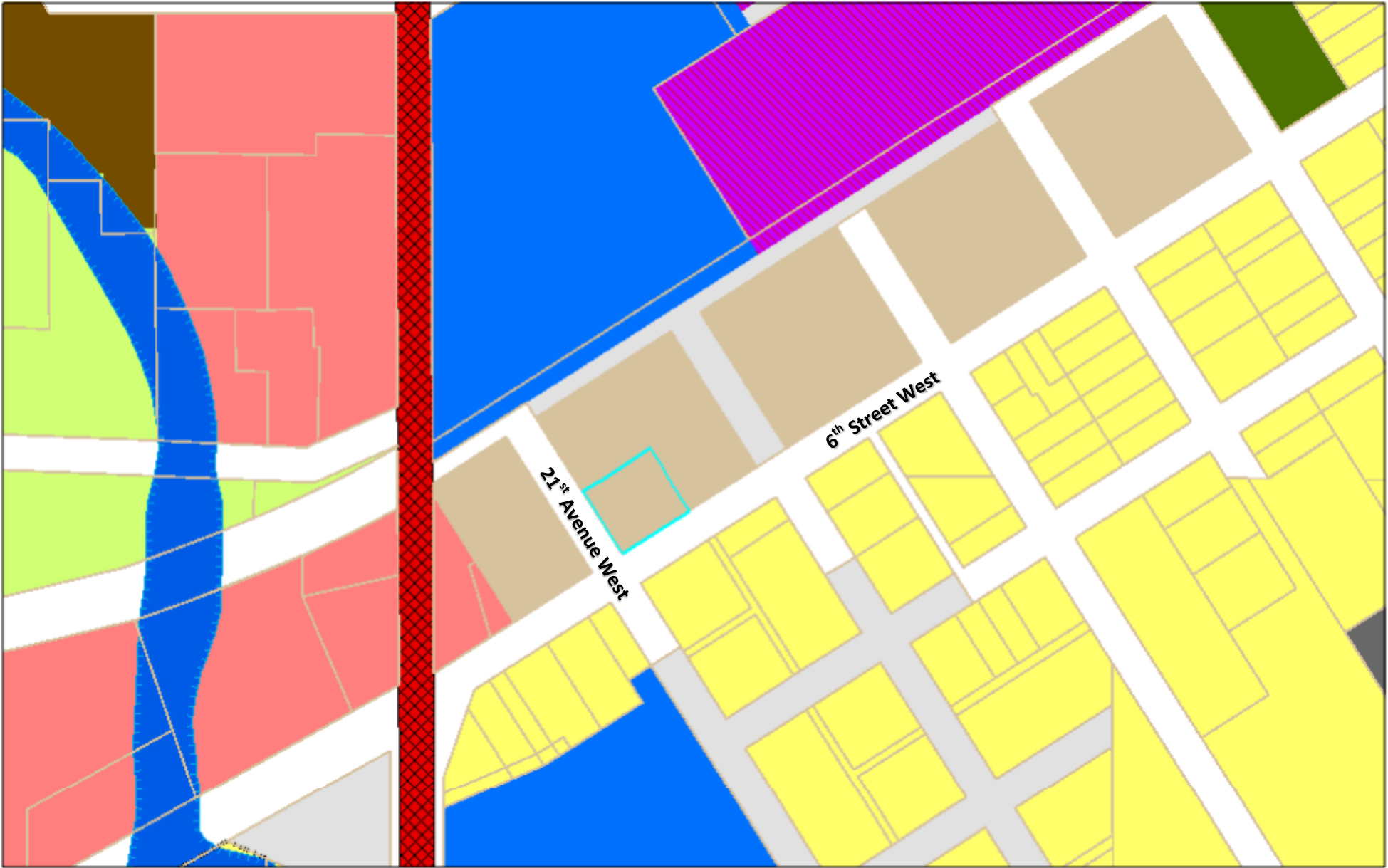
2/25/2019, 9:34:05 AM



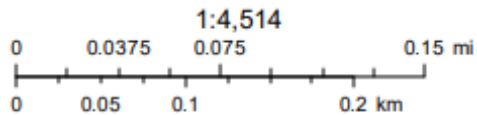
City of Ashland Public Works Department, GIS Division
Copyright City of Ashland Public Works Department, GIS Division

Department of Public Works Engineering
Copyright 2018 City of Ashland

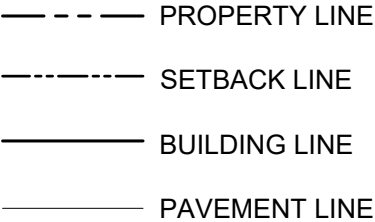
Zoning Map: 2023 6th Street West



-  Mixed Residential/Commercial (MRC)
-  Single-Family Residential (R-1)
-  Regional Commercial (RC)
-  Public/Institutional (PI)



City of Ashland Public Works Department, GIS Division
City of Ashland Public Works and Planning Department



Project Ashland, WI 54806

SITE PLAN



REVISIONS:

DESIGNED: **L.D.**

DRAWN:

SCALE: **AS NOTED**

DATE: 02/23/19

PROJECT NO.
19-3316

SHEET NO.

C100

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1

first floor plan

1/4" = 1'-0"



PROPOSED FOR:

2023 6th Street West

Project Ashland, WI 54806

FLOORPLAN



DESIGN & ENGINEERING
with framework design inc
803 Lake Shore Drive West, Ashland, WI 54806
Telephone (715) 662-0388www.csdesignengineering.com

APPROVED:

REVISIONS:

DESIGNED: L.D.

DRAWN: -

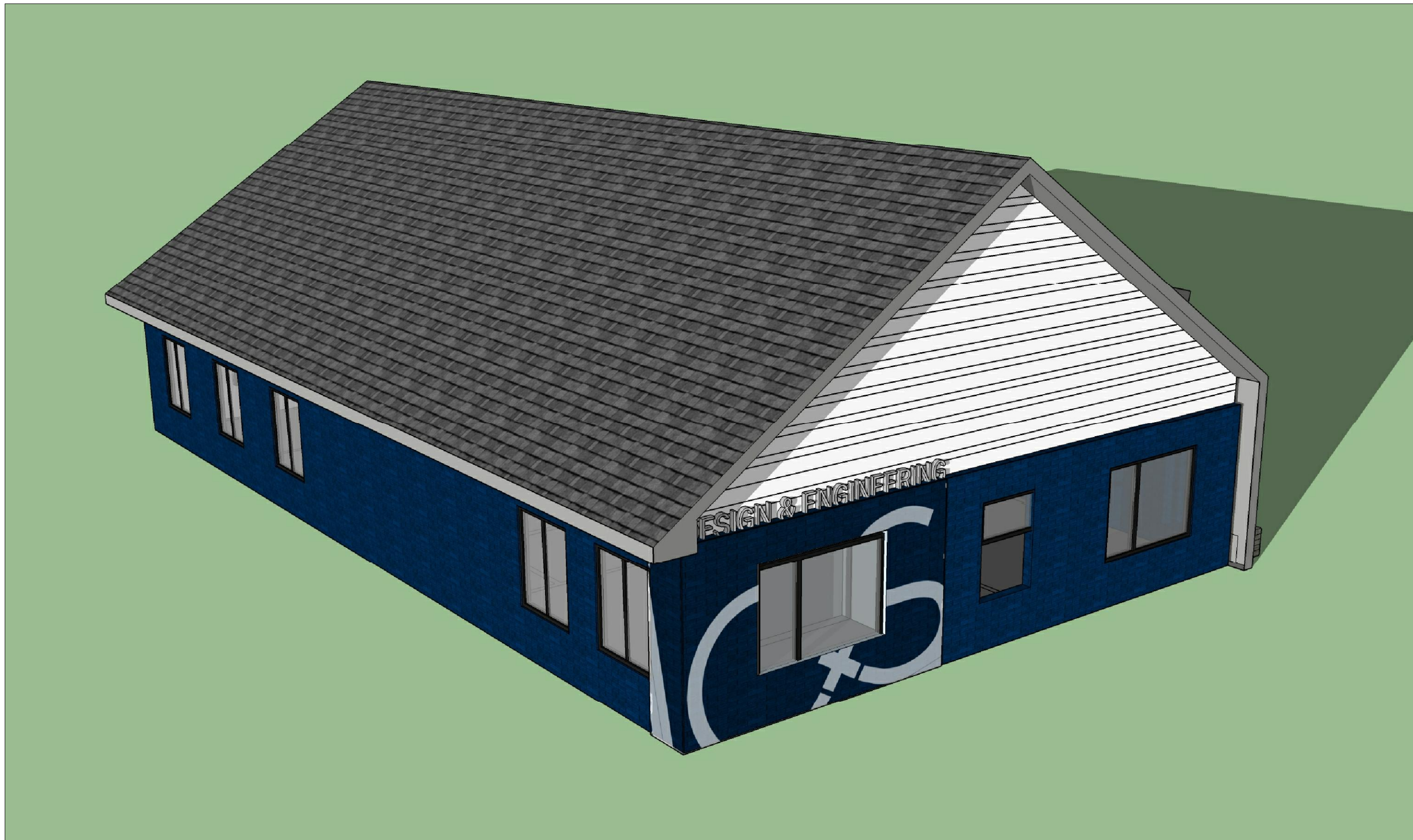
SCALE: AS NOTED

DATE: 02/23/19

PROJECT NO.
19-3316

SHEET NO.
A100

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1 Rendering
NTS



2 Rendering
NTS



3 Rendering
NTS

PROPOSED FOR:
2023 6th Street West

Project Ashland, WI 54806

FLOORPLAN



APPROVED:

REVISIONS:

DESIGNED: L.D.

DRAWN: -

SCALE: AS NOTED

DATE: 02/23/19

PROJECT NO.
19-3316

SHEET NO.

A200

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SUBJECT: Approve An Ordinance To Amend Chapter 47: Ashland City Ordinances, Parks And Recreation Committee, and Repeal and Recreate Chapter 454: Ashland City Ordinances, Planting, Maintaining, and Removing Trees And Shrubs *(Voice)*

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Parks and Recreation Committee
Public Works Department
Parks and Recreation Department
Administration

EXHIBITS:

1. Proposed Ordinance - Chapter 47
2. Proposed Ordinance Changes - Chapter 47
3. Proposed Ordinance - Chapter 454
4. Proposed Ordinance Changes - Chapter 454

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, (Council Rules) permit the Mayor and/or Clerk to schedule items directly for Council action when a timely decision is needed by the City. The Mayor has chosen to direct this item directly to Council pursuant to the authority granted to her in Chapter 51, Ashland City Ordinances, due to the need for timely action.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: The item aligns with the Authentic Ashland 2035: A Comprehensive Plan for the the City of Ashland and the Comprehensive Outdoor Recreation Plan.

SUMMARY STATEMENT:

The Public Works and Parks and Recreation Departments have been working together to update Ordinances 47 and 454 to reflect that the Parks and Recreation Committee shall serve as the Tree Management Advisory Committee, and will serve in an advisory capacity to the City of Ashland.

Ordinance 47 defines the membership of the Parks and Recreation Committee and as the acting Tree Advisory Committee. The proposed ordinance shows recommended changes in red.

Ordinance 454 not only updates the membership of the Tree Management Advisory Committee but also better defines the process on how the maintenance/removal of public trees will be done. The proposed ordinance shows recommended changes in red.

In order to be a Tree City USA, a community must meet four standards: maintain a Tree Board, approve a Tree Care Ordinance, coordinate a Community Forestry Program with an annual budget, and hold an Arbor Day Observance and Proclamation.

More information can be found at <https://www.arborday.org/programs/treecityusa/standards.cfm>.

City staff wish to continue the status of being a Tree City USA, and recommend Council approval of the ordinance changes to achieve this.

ORDINANCE TO AMEND CHAPTER 47 (1808), ASHLAND CITY ORDINANCES, PARKS AND RECREATION COMMITTEE.

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of March 12, 2019 for the purpose of amending Sections 47.01, 47.02(a)(1), 47.03, and 47.07 of Chapter 47, Ashland City Ordinances, Parks and Recreation Committee.

SECTION I:

Section 47.01: Purpose, shall be amended by inserting as the second paragraph:

The Parks and Recreation Committee will also serve as the Tree Management Advisory Committee which shall serve in an advisory capacity to the City of Ashland.

SECTION II:

Section 47.02(a)(1): Membership and Organization, shall be amended by adding:

At least two members of the committee will have a knowledge/background in forestry.

SECTION III:

Section 47.03: Duties, shall be amended by adding:

(i) Advise the City on all matters pertaining to tree and landscape planting, maintenance, and removal in the City of Ashland.

(j) Oversee the development and maintenance of an Urban Forestry Management Plan and make recommendations to the City for policy, regulation, or ordinance changes necessary to implement such a plan.

SECTION IV:

Section 47.07: Referrals to the Committee, shall be amended by adding to the paragraph:

services or tree and landscape planting, maintenance, and removal in the City to the Parks and Recreation Committee for review, study and reports.

SECTION V:

This ordinance shall take effect upon passage and publication.

PASSED: March 12, 2019
PUBLISHED:

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

CHAPTER 47. PARKS AND RECREATION COMMITTEE.

47.01. Purpose. The Parks and Recreation Committee was created to advise the City of Ashland's Parks and Recreation Department, Ashland Common Council and other City of Ashland Departments to provide and improve the recreational resources of the City for the enhancement of the quality of life for residents, the larger regional community, and visitors. The goals of this ordinance will be accomplished through preserving, maintaining, and improving services, facilities, park lands, parkways, trails, campgrounds, and open spaces within the City of Ashland and building collaborations with regional partners.

The Parks and Recreation Committee will also serve as the Tree Management Advisory Committee which shall serve in an advisory capacity to the City of Ashland.

The Parks and Recreation Committee shall study and make recommendations regarding recreation issues affecting Ashland community members and undertake such projects as requested by the City's governing body. The Committee shall, from time to time as it deems desirable:

- (a) Recommend actions to improve, maintain, and equip the playgrounds and recreational spaces of the City of Ashland.
- (b) Recommend recreational programs, activities, exhibitions, games, contests, and festivals, etc. for the recreation of residents and visitors.
- (c) Recommend the adoption of suitable rules, regulations and bylaws for the use of City recreational facilities and parks, and the conduct of all persons while on or using same.
- (d) Recommend the acquisition of property or buildings for recreation purposes.
- (e) Recommend partnerships and collaborations in pursuit of municipal goals.

47.02. Membership and Organization.

(a) The Ashland Parks and Recreation Committee (PRC) shall be composed of seven (7) members appointed by the Mayor and confirmed by the Common Council to serve staggered three year terms commencing on May 1st.

(1) Appointment of the six (6) citizen members, of the Committee shall be from a list recommended by the committee to the Mayor and appointed annually at the reorganizational meeting of the Common Council on the third Tuesday of April.
At least two members of the committee will have a knowledge/background in forestry.

(2) The Mayor shall appoint, and the Council shall confirm, one (1) member of the Common Council to serve on the Committee; the Council appointment shall

be appointed annually at the reorganizational meeting of the Council and shall serve by virtue of his/her seat on the Council.

(3) Of the initial citizen appointments:

- (A) Two (2) shall be for three (3) years.
- (B) Two (2) shall be for two (2) years.
- (C) Two (2) shall be for (1) year.

(4) Members shall serve until their successors have been appointed.

(b) Members of the Committee shall elect their own Chair and Vice-Chair annually at the committee's first meeting in May.

(c) If any committee member has three (3) unexcused absences or resigns, the Committee may declare the position vacant and request the Mayor to fill the vacancy (for the remainder of the term) pursuant to the provisions of this section.

47.03. Duties. The Parks and Recreation Committee shall:

(a) Establish policies and procedures for the proper administration of the parks and recreation programs of the City.

(b) Recommend to the Common Council the acquisition of certain lands and buildings deemed necessary for use of City Parks and Recreational programs, the location of which shall be reviewed by the City Plan Commission.

(c) Cooperate with all agencies, groups, clubs and individuals concerned with parks, conservation and recreation in the City.

(d) Unless otherwise expressly provided, the Committee may perform its duties without first obtaining the consent of the Common Council but in no event is the committee empowered to financially obligate the City of Ashland in any manner without the consent of the Common Council.

(e) Encourage citizen participation.

(f) Present or discuss policies and programs affecting parks and recreation; to study issues.

(g) Provide input on the values, goals, and objectives of a program; develop program plans; and contribute to continuous feedback.

(h) Make recommendations to both the Parks and Recreation Department and the Common Council for maintaining and improving overall quality program/service deliveries.

(i) Advise the City on all matters pertaining to tree and landscape planting, maintenance, and removal in the City of Ashland.

(j) Oversee the development and maintenance of an Urban Forestry Management Plan and make recommendations to the City for policy, regulation, or ordinance changes necessary to implement such a plan.

47.04. Meetings and Public Notice.

(a) The Committee shall meet as determined by the Committee.

(b) All agenda items will be reviewed by the Committee Chair and staff for validity and urgency of the request and determine when and if that item should be placed on a Committee agenda.

(c) The Committee shall operate under Robert's Rules of Order.

(d) All regular and special meetings of the Committee shall comply with the public meeting requirements of Wisconsin Statutes.

(e) All meeting notices shall comply with the public meeting notice requirements of Wisconsin Statutes.

(f) All meeting notices and agendas shall be issued by the Parks and Recreation Department.

47.05. Quorum. A quorum shall be a majority of the full Committee.

47.06. Reports and Record Keeping.

(a) Committee members shall select one among themselves, or a Parks and Recreation Department staff member, to record the minutes of each meeting of the Committee. A written record of all meetings shall be kept and approved at the next subsequent meeting of the Committee.

(b) Committee reports and recommendations shall be reduced to writing and shall not be included on a Council agenda until reduced to writing and submitted by the Committee to the City Clerk.

(c) The City Clerk is the record custodian for the City. All committee minutes and records shall be filed with the City Clerk.

47.07. Referrals to the Committee. The Common Council of the City of Ashland may refer any matter pertaining to City parks and recreation projects, programs, services or tree and landscape planting, maintenance, and removal in the City to the Parks and Recreation Committee for review, study and reports.

DRAFT

ADOPTED: 47 (1808) 6/11/2013

ORDINANCE TO REPEAL CHAPTER 454 (829) AND RECREATE CHAPTER 454, ASHLAND CITY ORDINANCES, PLANTING, MAINTAINING, AND REMOVING TREES AND SHRUBS

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of March 12, 2019 for the purpose of repealing and recreating Chapter 454, Ashland City Ordinances, Planting, Maintaining, and Removing Trees and Shrubs.

SECTION I:

Chapter 454 (829), and subsequent amendments thereto, shall be repealed upon adoption of this ordinance.

SECTION II

Create Chapter 454 as follows:

CHAPTER 454. PLANTING, MAINTAINING, AND REMOVING TREES AND SHRUBS.

454.01. Purpose. It is hereby declared to be the policy of the City of Ashland, Wisconsin, to regulate and control the planting, transplanting, removal, maintenance and protection of trees and shrubs in the City in order to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or property of the City; to promote and enhance the beauty and general welfare of the City; to prevent damage to any public sewer or water main, streets, sidewalk or other public property; to protect trees and shrubs located in public areas from undesirable and unsafe planting, removal, treatment and maintenance practices; and to guard all trees and shrubs within the City against the spread of disease or pests. It is the intent of the Common Council that the provisions of this ordinance shall apply to all trees, shrubs or plants growing or hereafter planted in or upon any public right-of-way or other premises owned or controlled by the City.

454.02 Definitions. Whenever the following words or terms are used in this ordinance, they shall be construed to have the following meaning:

(a) Person. The word “person” shall mean person, firm, association, or corporation.

(b) Public trees and shrubs. The words “public trees and shrubs” shall mean all trees or shrubs located or to be planted on any park, playground or other property owned or controlled by the City or on any public street, alley, sidewalk or highway within the public right-of-way.

454.03. Tree Management Advisory Board. The Parks and Recreation Committee will also serve as the Tree Management Advisory Committee which shall serve in an advisory capacity to the City of Ashland. The Committee shall advise the City on all matters pertaining to tree and landscape planting, maintenance, and removal in the City of Ashland. The Committee shall also oversee the development and maintenance of an Urban Forestry Management Plan and make recommendations to the City for policy, regulation, or ordinance changes necessary to implement such a plan. The Committee Board shall consist of seven members appointed by the Mayor, subject to ratification by the Common Council. At least two members of the committee will have a knowledge/background in forestry. One member shall be appointed as Chairperson. Each Board member will

serve a three-year term, except that the initial Board shall serve staggered terms of office as determined by the City Clerk. Board members shall serve without compensation. In the event that a vacancy occurs, the successor shall be appointed by the Mayor, subject to ratification by the Common Council to fill the unexpired portion of the term.

454.04. Director of Public Works or Designee. The Director of Public Works or the Director's designee shall direct, regulate and control the planting, care, and removal of all public trees and shrubs within the City and shall cause the provisions of this ordinance to be enforced.

454.05. Private Planting on Public Property. No person shall plant any tree, shrub or plant of any kind on any public property, including property between the lot line and curb or improved portion of any street or alley, without first having consulted the Director of Public Works or his designee and obtaining the applicable permit(s) from the Public Works Department.

454.06. Planting, Care and Removal of Public Trees and Shrubs.

(a) Permit Required. No person or public utility shall plant, transplant, move, treat, spray, brace, trim, prune, cut above or below ground, disturb, alter or do surgery on a public tree or shrub within the city, or cause such acts to be done by others without first consulting the Director of Public Works or designee and obtaining the applicable permit(s) from the Public Works Department.

(b) Requirements and Conditions of Permits.

(1) As a condition of granting the removal of a public tree or shrub, the Director of Public Works or designee may require that the permittee plant one or more trees or shrubs in place of the one removed, and no permittee under such a conditional permit shall fail, refuse or neglect to plant trees or shrubs of the type, size, and in the location specified in their permit.

(2) If any public tree or shrub which is not a nuisance as defined in this ordinance, is to be removed at the request of the owner of the abutting property, the City shall not be obliged to effect such removal, but if the removal is made by the City, such owner of the abutting property shall pay to the City the full cost thereof.

454.07. House Moving Permits. No person shall move any building, structure or object exceeding 13 1/2 feet in height or width upon, over or along any public right-of-way or other public place without first obtaining written permission from the Director of Public Works or designee who may require the applicant to furnish a bond or cash deposit in the amount of \$1,500 to cover the cost of repairing or replacing any public trees or shrubs which are injured as a result of the moving operations, specify the route to be taken and impose any other conditions reasonably necessary for the protection of nearby public trees from injury.

454.08. Injury to Trees and Shrubs Prohibited. No person shall, without the consent of the owner in the case of a private tree or shrub, or without the consent of the Director of Public Works or designee in the case of a public tree or shrub, does, or causes to be done by others, any of the following acts:

(a) Secure, fasten or run any rope, wire, sign, unprotected electrical installation or other device or material to,

around or through a tree or shrub.

(b) Break, injure, mutilate, deface, kill or destroy or permit any fire to burn where it will injure any tree or shrub.

(c) Permit any toxic chemical, gas, smoke, salt brine, oil or other injurious substance to seep, drain to be emptied upon or about any tree or shrub.

(d) Erect, alter, repair or raze any building or structure without placing suitable guards around all nearby public trees or shrubs which may be injured by such operations.

(e) Knowingly permit any unprotected electric service wire to come in prolonged contact with any public tree or shrub.

(f) Remove any guard, stake or other device or material intended for the protection of a public tree or shrub or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer.

454.09. Obstruction of View at Intersection Prohibited. Notwithstanding any other provision of this ordinance, no person shall maintain, plant or permit to remain on any private or public premises situated at the intersection of two or more streets in the City any hedge, tree, shrub, or other growth which may obstruct the view of the operator of any motor vehicle approaching such intersection to the extent that such operator is unable to observe other vehicles or pedestrians approaching or crossing said intersection. The Director of Public Works, or designee, shall have the authority to declare any such hedge, tree, shrub, or growth to be a public nuisance.

454.10. Authority over Public Trees and Shrubs. The Director of Public Works or designee shall have the authority to plant, trim, prune, spray, preserve, renew and remove public trees and shrubs or cause such work to be done as may be necessary to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or property of the City; to promote and enhance the beauty and general welfare of the City; to prevent damage to any public sewer or water main, streets, sidewalk or other public property; to protect trees and shrubs located in public areas from undesirable and unsafe planting, removal, treatment and maintenance practices; and to guard all trees and shrubs within the City against the spread of disease or pests.

454.11. Removal of Public Trees or Shrubs.

(a) Whenever the Director of Public Works or designee proposes planting, pruning or removal of any living shade tree or shrub in the property between lot line and curb or improved portion of any street or alley that, in the opinion of the Director of Public Works or designee, does not present a hazardous condition posing imminent danger to public safety, he shall so notify the owner of the abutting land or the owner's agent in writing.

(b) In the event that the Director of Public Works or designee identifies a living shade tree or shrub in the property between lot line and curb or improved portion of any street or alley that, in the opinion of the

Director of Public Works or designee, presents a hazardous condition posing imminent danger to public safety, he shall have the authority to trim, prune or remove the public tree or shrub without notification to the owner of the abutting land or the owner's agent.

(c) After receiving such notification, the owner of the abutting land or owner's agent may appeal the need for the specified work in accordance with Section 454.13.

454.12. Authority over Private Trees and Shrubs.

(a) The Director of Public Works or designee shall have the authority to trim and/or remove private trees and shrubs or cause such work to be done as may be necessary to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or property of the City; to prevent damage to any public sewer or water main, streets, sidewalk or other public property; and to guard all trees and shrubs within the City against the spread of disease or pests.

(b) The Director of Public Works or designee shall have the authority to enter upon private premises after notifying the land owner for the purpose of examining any tree for disease located upon or over such premises and carrying out any of the provisions of this section.

454.13. Removal of Private Trees or Shrubs.

(a) Whenever the Director of Public Works or designee shall find, on examination, that a tree on private property is diseased, dead or damaged, he shall notify the owner or owner's agent in writing, or by publication in a newspaper of general circulation in the City, that the tree shall be removed by the owner within 30 days, or the tree will be removed by the City and the land owner shall pay to the City the full cost thereof.

(b) After receiving such notification, the owner or owner's agent may appeal the need for the specified work in accordance with Section 454.13.

454.14. Public Tree Removal Appeal. A land owner or owner's agent who receives a notification from the Director of Public Works or designee regarding the removal or alternation of a public or private tree or shrub may, within ten (10) days of receipt of the notification, advise the Public Works Director or designee in writing of the nature of the objection and request a conference with the Public Works Director or designee. The Director of Public Works or designee shall schedule such a conference within ten (10) days of receiving the request. If the person objecting to the order wishes to further appeal the results of the conference, that person may, within five (5) days of the conference, make a written request to appeal the order by requesting a hearing before the Parks and Recreation Committee. The request for a hearing before the Parks and Recreation Committee shall be made in writing to the Public Works Director or designee. The Committee shall schedule a hearing of the appeal within fifteen (15) days of receiving the appeal. Within ten (10) days of the hearing, the Committee shall notify the appellant of its decision in writing. The Committee may affirm, cancel, or modify the order, in its discretion, to best conform such order to the intent of this ordinance. The decision of the Committee shall become final after it is reviewed by the Common Council.

Notwithstanding anything to the contrary contained within ordinance, in the event the Director of Public Works

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indicates that his/her department is unable to comply with any provision of this ordinance he/she shall notify the City Administrator, who may issue a waiver from any provision of this ordinance. In the event a waiver is not granted, the Director of Public Works may appeal to the Common Council.

454.14. Interference with Director of Public Works Prohibited. No person shall prevent, delay or interfere with the Director of Public Works or the Director's agents or employees while they are engaged in carrying out any work or activities authorized by this chapter.

454.15. Penalties. Any person who shall violate any provision of this chapter shall upon conviction thereof forfeit not less than \$75.00 nor more than \$500.00 together with the costs of prosecution. Unlawful action in respect to each separate tree or shrub shall be deemed to be a separate violation.

SECTION III:

This ordinance shall take effect upon passage and publication.

Councilperson

PASSED: March 12, 2019
PUBLISHED: March 23, 2019

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

CHAPTER 454. PLANTING, MAINTAINING, AND REMOVING TREES AND SHRUBS.

454.01. Purpose. It is hereby declared to be the policy of the City of Ashland, Wisconsin, to regulate and control the planting, transplanting, removal, maintenance and protection of trees and shrubs in the City in order to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or property of the City; to promote and enhance the beauty and general welfare of the City; to prevent damage to any public sewer or water main, streets, sidewalk or other public property; to protect trees and shrubs located in public areas from undesirable and unsafe planting, removal, treatment and maintenance practices; and to guard all trees and shrubs within the City against the spread of disease or pests. It is the intent of the Common Council that the provisions of this ordinance shall apply to all trees, shrubs or plants growing or hereafter planted in or upon any public right-of-way or other premises owned or controlled by the City.

454.02 Definitions. Whenever the following words or terms are used in this ordinance, they shall be construed to have the following meaning:

(a) Person. The word “person” shall mean person, firm, association, or corporation.

(b) Public trees and shrubs. The words “public trees and shrubs” shall mean all trees or shrubs located or to be planted on any park, playground or other property owned or controlled by the City or on any public street, alley, sidewalk or highway within the public right-of-way.

454.03. Tree Management Advisory Board. The Parks and Recreation Committee will also serve as the Tree Management Advisory Committee which shall serve in an advisory capacity to the City of Ashland. The Committee shall advise the City on all matters pertaining to tree and landscape planting, maintenance, and removal in the City of Ashland. The Committee shall also oversee the development and maintenance of an Urban Forestry Management Plan and make recommendations to the City for policy, regulation, or ordinance changes necessary to implement such a plan. The Committee Board shall consist of seven members appointed by the Mayor, subject to ratification by the Common Council. At least two members of the committee will have a knowledge/background in forestry. One member shall be appointed as Chairperson. Each Board member will serve a three-year term, except that the initial Board shall serve staggered terms of office as determined by the City Clerk. Board members shall serve without compensation. In the event that a vacancy occurs, the successor shall be appointed by the Mayor, subject to ratification by the Common Council to fill the unexpired portion of the term.

454.04. Director of Public Works or Designee. The Director of Public Works or the Director’s designee shall direct, regulate and control the planting, care, and removal of all public trees and shrubs within the City and shall cause the provisions of this ordinance to be enforced.

454.05. Private Planting on Public Property. No person shall plant any tree, shrub or plant of any kind on any public property, including property between the lot line and curb or improved portion of any street or alley, without first having consulted the Director of Public Works or his

designee and obtaining the applicable permit(s) from the Public Works Department.

454.06. Planting, Care and Removal of Public Trees and Shrubs.

(a) Permit Required. No person or public utility shall plant, transplant, move, treat, spray, brace, trim, prune, cut above or below ground, disturb, alter or do surgery on a public tree or shrub within the city, or cause such acts to be done by others without first consulting the Director of Public Works or designee and obtaining the applicable permit(s) from the Public Works Department.

(b) Requirements and Conditions of Permits.

(1) As a condition of granting the removal of a public tree or shrub, the Director of Public Works or designee may require that the permittee plant one or more trees or shrubs in place of the one removed, and no permittee under such a conditional permit shall fail, refuse or neglect to plant trees or shrubs of the type, size, and in the location specified in their permit.

(2) If any public tree or shrub which is not a nuisance as defined in this ordinance, is to be removed at the request of the owner of the abutting property, the City shall not be obliged to effect such removal, but if the removal is made by the City, such owner of the abutting property shall pay to the City the full cost thereof.

454.07. House Moving Permits. No person shall move any building, structure or object exceeding 13 1/2 feet in height or width upon, over or along any public right-of-way or other public place without first obtaining written permission from the Director of Public Works or designee who may require the applicant to furnish a bond or cash deposit in the amount of \$1,500 to cover the cost of repairing or replacing any public trees or shrubs which are injured as a result of the moving operations, specify the route to be taken and impose any other conditions reasonably necessary for the protection of nearby public trees from injury.

454.08. Injury to Trees and Shrubs Prohibited. No person shall, without the consent of the owner in the case of a private tree or shrub, or without the consent of the Director of Public Works or designee in the case of a public tree or shrub, does, or causes to be done by others, any of the following acts:

(a) Secure, fasten or run any rope, wire, sign, unprotected electrical installation or other device or material to, around or through a tree or shrub.

(b) Break, injure, mutilate, deface, kill or destroy or permit any fire to burn where it will injure any tree or shrub.

(c) Permit any toxic chemical, gas, smoke, salt brine, oil or other injurious substance to seep, drain to be emptied upon or about any tree or shrub.

(d) Erect, alter, repair or raze any building or structure without placing suitable guards around all nearby public trees or shrubs which may be injured by such operations.

(e) Knowingly permit any unprotected electric service wire to come in prolonged contact with any public tree or shrub.

(f) Remove any guard, stake or other device or material intended for the protection of a public tree or shrub or close or obstruct any open space about the base of a public tree or shrub designed to permit access of air, water and fertilizer.

454.09. Obstruction of View at Intersection Prohibited. Notwithstanding any other provision of this ordinance, no person shall maintain, plant or permit to remain on any private or public premises situated at the intersection of two or more streets in the City any hedge, tree, shrub, or other growth which may obstruct the view of the operator of any motor vehicle approaching such intersection to the extent that such operator is unable to observe other vehicles or pedestrians approaching or crossing said intersection. The Director of Public Works, or designee, shall have the authority to declare any such hedge, tree, shrub, or growth to be a public nuisance.

454.10. Authority over Public Trees and Shrubs. The Director of Public Works or designee shall have the authority to plant, trim, prune, spray, preserve, renew and remove public trees and shrubs or cause such work to be done as may be necessary to **eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or property of the City; to promote and enhance the beauty and general welfare of the City; to prevent damage to any public sewer or water main, streets, sidewalk or other public property; to protect trees and shrubs located in public areas from undesirable and unsafe planting, removal, treatment and maintenance practices; and to guard all trees and shrubs within the City against the spread of disease or pests.**

454.11. Removal of Public Trees or Shrubs.

(a) Whenever the Director of Public Works or designee proposes planting, pruning or removal of any living shade tree or shrub in the property between lot line and curb or improved portion of any street or alley **that, in the opinion of the Director of Public Works or designee, does not present a hazardous condition posing imminent danger to public safety, he shall so notify the owner of the abutting land or the owner's agent in writing.**

(b) **After receiving such notification, the owner of the abutting land or owner's agent may appeal the need for the specified work in accordance with Section 454.13**

(c) **In the event that the Director of Public Works or designee identifies a living shade tree or shrub in the property between lot line and curb or improved portion of any street or alley that, in the opinion of the Director of Public Works or designee, presents a hazardous condition posing imminent danger to public safety, he shall have the authority to trim, prune or remove the public tree or shrub without notification to the owner of the abutting land or the owner's agent.**

454.12. Authority over Private Trees and Shrubs.

(a) The Director of Public Works or designee shall have the authority to trim and/or remove private trees and shrubs or cause such work to be done as may be necessary to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or property of the City; to prevent damage to any public sewer or water main, streets, sidewalk or other public property; and to guard all trees and shrubs within the City against the spread of disease or pests.

(b) The Director of Public Works or designee shall have the authority to enter upon private premises after notifying the land owner for the purpose of examining any tree for disease located upon or over such premises and carrying out any of the provisions of this section.

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(a) Whenever the Director of Public Works or designee shall find, on examination, that a tree on private property is diseased, dead or damaged, he shall notify the owner or owner's agent in writing, or by publication in a newspaper of general circulation in the City, that the tree shall be removed by the owner within 30 days, or the tree will be removed by the City and the land owner shall pay to the City the full cost thereof.

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Notwithstanding anything to the contrary contained within ordinance, in the event the Director of Public Works indicates that his/her department is unable to comply with any provision of this ordinance, he/she shall notify the City Administrator, who may issue a waiver from any provision

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of this ordinance. In the event a waiver is not granted, the Director of Public Works may appeal to the Common Council.

454.14. Interference with Director of Public Works Prohibited. No person shall prevent, delay or interfere with the Director of Public Works or the Director's agents or employees while they are engaged in carrying out any work or activities authorized by this chapter.

454.15. Penalties. Any person who shall violate any provision of this chapter shall upon conviction thereof forfeit not less than \$75.00 nor more than \$500.00 together with the costs of prosecution. Unlawful action in respect to each separate tree or shrub shall be deemed to be a separate violation.

SUBJECT: Approve a Memorandum of Understanding between the City of Ashland and Ashland County Health and Humans Services Department to Implement the Brighter Futures Initiative After School Program (*Voice*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: City Administrator
City Attorney

EXHIBITS: 1. Memorandum of Understanding

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORDINANCE 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, (Council Rules) permit the Mayor and/or Clerk to schedule items directly for Council action when a timely decision is needed by the City. The Mayor has chosen to direct this item directly to Council pursuant to the authority granted to her in Chapter 51, Ashland City Ordinances, due to the need for timely action.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: NA

SUMMARY STATEMENT:

The Parks and Recreation Department has been asked to collaborate with the Ashland County Health and Human Services Department, Children and Families Unit, to implement the Brighter Futures Initiative Grant for an After School Program for students in grades 6-12 at the Bretting Community Center and Central Railyard Concessions Building.

The Memorandum of Understanding (MOU) outlines the basic responsibilities of the County and Ashland Parks and Recreation Department for use of buildings for the program, procurement of supplies, and hiring and training of mentors.

The Parks and Recreation Department recommend Council approve a Memorandum of Understanding between

the City of Ashland and Ashland County Health and Humans Services Department to implement the Brighter Futures Initiative After School Program.



City of Ashland, Wisconsin ~ Parks and Recreation Department
400 4th Ave West Ashland ~ WI 54806 ~ www.ashlandparks.org

**Memorandum of Understanding (MOU)
Between City of Ashland Parks & Recreation Department and
The Ashland County Health and Human Services Department –
Children and Family Unit**

This document is an agreement between Ashland Parks & Recreation, hereinafter called APR, and The Ashland County Health and Human Services Department, here in after called the County. The MOU outlines the roles and responsibilities of APR and the County regarding use of the Bretting Community Center, hereinafter called BCC, the Central Railyard Concession Building, hereinafter called the CRYCB, and the hiring of staff for the Brighter Futures Initiative After School Program (SPARK) to meet.

Under this agreement, APR shall schedule SPARK at the BCC or CRYCB seven (7) days /week from the hours of 3:00-7:00pm at no cost. Additional dates and time can be added at no additional cost. APR will also provide storage space for SPARK in the gym or CRYCB storage rooms. To promote and encourage enrollment in the BFI program and use of the BCC, the County has agreed to purchase equipment (such as couches, end tables, charging stations, chairs, etc) for all BCC patrons to use – at no cost to BCC or APR.

Under this agreement APR shall also assist with the recruitment, hiring, screening, and training of up to 10 qualified limited term employees (LTEs) to work as mentors, tutors and volunteers. Mentors and Tutors will be paid staff of the County or Northland College Work Study Students or Interns.

Under the agreement, APR shall schedule SPARK at the discretion of APR. The County shall be responsible for running SPARK on a daily basis, purchase supplies to run SPARK, monitor students and staff, assist in creating and upholding SPARK policies and rules. The County also agrees to reimburse the City for background check performed on employees and for the hourly wages and benefits, includes Workers Comp, of the LTEs. The County shall inform APR of program changes /cancellation, be responsible for all equipment in the BCC/CYRCB after each meeting and be responsible for locking up the BCC/CRYCB after use during non-business hours (Monday-Friday after 6:30pm, Saturday and Sundays after 6pm).

It is mutually understood and agreed by and between the parties that the MOU shall be in effect and automatically renewed on an annual basis until the funding for the program ends or unless:

1. *Modification:* Modifications to the MOU shall be stated in writing and mutually agreed on by both parties within thirty (30) days upon receipt of changes.
2. *Termination:* This MOU may be terminated upon thirty (30) days written notice from either the APR or the County.

This MOU becomes effective upon the signature by the parties below.

Debra Lewis, Mayor
City of Ashland

Date

Denise Oliphant
City Clerk

Date

David Mettillie, President
Ashland City Council

Date

Jeff Beirl, County Administrator
Ashland County

Date

Terry Barningham, Director
The Ashland County Health and Human
Services Department

Date

SUBJECT: Approve to Waive Bids per Ordinance 194 and Enter into a Professional Services Agreement with an Independent Consultant for Project Oversight and Coordination of Services for the Kreher Park Redevelopment (*Voice*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: City Administrator
Harbor Commission/Marina Manager
City Attorney
Finance Director

EXHIBITS:

EXPENDITURES REQUIRED: Not to Exceed \$15,000

AMOUNT BUDGETED: \$ 50,000.00 2018 CIP Superfund Site Redevelopment

APPROPRIATION REQUIRED: \$ 15,000 Fund TBD

TREASURER'S CERTIFICATE: TBD

COMPLIANCE WITH ORDINANCE 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, (Council Rules) permit the Mayor and/or Clerk to schedule items directly for Council action when a timely decision is needed by the City. The Mayor has chosen to direct this item directly to Council pursuant to the authority granted to her in Chapter 51, Ashland City Ordinances, due to the need for timely action.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN OF RECORD: This item corresponds to the following plans: Authentic Ashland 3015: A Comprehensive Plan for the City of Ashland, City of Ashland Waterfront Development Plan, and City of Ashland Comprehensive Outdoor Recreation Plan.

SUMMARY STATEMENT:

City staff are seeking approval to enter into a contract with an independent consultant for project management/oversight and project coordination of the Ashland/NSP Lakefront Superfund Site (AKA Kreher Park Redevelopment).

Under this Professional Services Agreement, the independent consultant would be a representative of the City and work with the contracted engineering firm to ensure the design plans meet the Record of Decision and

other regulatory agency standards. They would coordinate with all parties involved in the redevelopment effort, ensure the needed project changes have a timely resolution, and continue open communication between all parties involved.

The Professional Services Agreement is not to exceed \$15,000 and will be made available to Council closer to the meeting date.

Staff recommends Council approval waiving bids as allowed per Ordinance 194 and enter into a Professional Services Agreement with a independent consultant for project oversight and coordination of services for the Kreher Park Redevelopment.