

**FOR THE SAFETY FOR OUR CITIZENS AND STAFF, THE CITY OF ASHLAND
CONTINUES TO CONDUCT THEIR MEETINGS VIRTUALLY**

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ASHLAND CITY COUNCIL MEETING

Tuesday, July 27, 2021 – 5:30 PM

Please silence all cell phones during the meeting

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

3. APPROVAL OF MINUTES

A. July 13, 2021 City Council and Committee of the Whole Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

A. Announcements

B. Appointments

6. CONSENT AGENDA

A. Miscellaneous Meeting Minutes

7. NEW BUSINESS

**A. Due Process Hearing, Discussion and Action to Determine Status of Ward 7 Councilor
(City Attorney) Roll**

**B. Public Hearing Regarding Request by James and Jacqueline Ogilvie to Vacate Two (2)
Portions of Undeveloped Right-of-Way Known as That Part of Platted but Not Open 5th**

Avenue East Adjacent to Lots 1 through 12, Block 379 and Lots 13 through 24 of Block 380 of Ellis Division, and Also That Part of Platted but Not Open 5th Avenue East Adjacent to Lot 7 of Block 17 of Superior Addition to the City of Ashland Wisconsin; and That Part of Platted but Not Open Alleyway Adjacent to Lots 5 through 12 and 16 through 24 of Block 380 of Ellis Division to the City of Ashland Wisconsin (*Planning*) Roll

- C. Approve a Resolution to Vacate Two Portions of Undeveloped City Right-of-Way, Known as That Part of Platted but Not Open 5th Avenue East Adjacent to Lots 1 through 12 Block 379 and Lots 13 through 24 of Block 380 of Ellis Division, and Also That Part of Platted but Not Open 5TH Avenue East Adjacent to Lot 7 of Block 17 of Superior Addition to the City of Ashland Wisconsin; and That Part of Platted but Not Open Alleyway Adjacent to Lots 5 through 12 and 16 through 24 of Block 380 of Ellis Division to the City of Ashland Wisconsin (*Planning*) Roll**
- D. Approve a Resolution for Reallocation of \$100,000 from CDBG CLOSE-Public Facilities Award 21-53 for Slum and Blight Elimination at 501 3rd Street East to CDBG CLOSE-Public Facilities 21-61 for Reconstruction of 6th Street East from 13th Avenue East to 19th Avenue East (*Planning*) Roll**
- E. Approve a Resolution to Adopt an Amendment to Residential Anti-Displacement and Relocation Plan (*Mayor*) Roll**
- F. Approve Change Order No. 16 for the Ashland Police Station Project (*Administrator*) Roll**
- G. Approve Purchase of 2021 Ford F450 Road Rescue Ambulance (*Fire Department*) Roll**
- H. Approve an Amendment to Agreement with Cedar Corporation for Construction Engineering Services for the 2021 Watermain Replacement Project (*Public Works*) Roll**
- I. Approval to Modify the Utility Billing Frequency from Monthly to Bi-Monthly (*Public Works*) Roll**

8. 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

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ASHLAND CITY COUNCIL MEETING MINUTES

Tuesday, July 13, 2021 – 5:30 PM

Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, July 13, 2021 Ashland City Council meeting was called to order by Mayor Debra Lewis, virtually via GoTo Meetings at 5:30 p.m.

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

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

PRESENT: Kevin Seefeldt, Laura Graf, Sarah Jackson, Anne Whiting, Eric Lindell, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: Ana Tochtermann (excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Planning Director Megan McBride, Police Chief Willis Hagstrom, Public Works Director John Butler, Library Director Sarah Adams, Main Street Manager Jaclynn Findlay, and other concerned citizens.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A. June 29, 2021 City Council and Committee of the Whole Meeting Minutes

Haas moved, seconded by Jackson to approve the minutes. The motion carried unanimously by voice vote.

4. CITIZEN PARTICIPATION PERIOD

There were no Citizens present wishing to address the Council.

5. MAYOR'S REPORT

A. Announcements

Lewis announced she is improving after suffering injuries and is back to work this week. She thanked multiple contributors to the 4th of July celebrations including the Chamber, Veterans, Fire Department, High School Band, and Mark Drolson. Bay Days will be held in the downtown over the weekend of July 17 and 18, 2021, and the schedule of events can be found on the Chamber's website. There will be a free concert at the Band Shell on Saturday, July 24, 2021.

6. CONSENT AGENDA

A. Approve an Application Submitted by Patrick Hunt as New Agent for the Alcohol Beverage License for The 5th Quarter, 301 Main Street East, Ashland, WI (Clerk)

B. Approve to Submit Application for a Wisconsin Humanities Recovery Grant for 2022 Operating Expenses for the Vaughn Public Library (Library Director)

C. Miscellaneous Minutes

Lindell moved, seconded by Graf approve the Consent Agenda. The motion passed unanimously by voice vote.

7. NEW BUSINESS

A. Approve to Award Contract to Scott Construction, Inc for the 2021 Roadway Chip Sealing Project (Public Works) Roll

Haas moved, seconded by Pufall to approve to award the contract for the amount of \$73,176.60 plus 10% contingency. The motion passed unanimously by roll call vote.

B. Approve Change Order Number #2 for the 2021 Sanitary Sewer Collection System Repairs Project (Public Works) Roll

Pufall moved, seconded by Lindell to approve the change order for the amount of \$61,488.00 plus 10% contingency. The motion passed unanimously by roll call vote.

C. Approve a Resolution to Postpone a Public Hearing for the Vacation of Portions of Undeveloped Rights-of-Way Known as:

- That Part of Platted but not Open 5th Avenue East Adjacent to Lots 1 through 12 Block 379 and Lots 13 through 24 of Block 380 of Ellis Division, and also that Part of Platted

but not Open 5th Avenue East Adjacent to Lot 7 of Block 17 of Superior Addition to the City of Ashland, Wisconsin; and

• That Part of Platted but not Open Alleyway Adjacent to Lots 5 through 12 and 16 through 24 of Block 380 of Ellis Division to the City of Ashland, Wisconsin (*Planning*) Roll

McBride introduced the item including noting that all public notice requirements have been met. Haas moved, seconded by Moore to approve the resolution. The motion passed unanimously by roll call vote.

D. Approve to Allow Restructuring within the Police Rank Structure as Recommended by the Police Chief (*Police Department*) Voice

Hagstrom introduced the agenda item. Moore moved, seconded by Franek to approve. The motion passed unanimously by roll call vote.

8. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

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COMMITTEE OF THE WHOLE MEETING MINUTES

The Common Council of the City of Ashland will meet as the Committee of the Whole on **July 13, 2021** immediately following the City Council meeting which begins at **5:30 PM** in the Ashland City Hall Council Chambers.

The following items will be considered:

1. Roll Call

The Tuesday, July 13, 2021 City of Ashland Committee of the Whole Meeting was called to order by Council President Kevin Haas at 6:55 pm via GoTo Meetings.

Present: Kevin Seefeldt, Laura Graf, Sarah Jackson, Anne Whiting, Eric Lindell, Kevin Haas, Charlie Ortman, Elizabeth Franek, Dick Pufall, Jackie Moore.

Excused: Ana Tochtermann

Also Present: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, Planning Director Megan McBride, Main Street Manager Jaclynn Findlay, and other concerned citizens.

2. Council President's Report

Haas reported that he is working with Councilors Lindell and Moore to work on virtual meeting options, and will be bringing this item forward to the Committee of the Whole in the near future. He also announced that he has recently lost both his employment and housing although he intends to serve as Ward 7 Councilor and Council President as he does intend to return to Ward 7. This will be brought to Council for discussion and a hearing in the near future.

3. Administrator's Report

Kucera noted that progress continues on the Strategic Planning process. Council can expect a workshop of one-and-a-half days at the end of August, date TBD. More than 400 Community Survey responses have been received to date. Finally, he offered an update on the COVID status in the area including the delta variant and vaccines.

4. Approval of Agenda

Jackson moved, seconded by Pufall to approve the agenda. The motion carried unanimously by voice vote.

5. Discussion Items

A. Discussion and Possible Action Regarding Creating a Demolition Recycling and Reuse Ordinance per the Historic Preservation Commission (*Planning*)

McBride introduced the item including background and prior discussion of the Plan Commission, Lindell moved, seconded by Pufall to bring the item back to the Committee of the Whole after McBride

6. Adjournment

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

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SUBJECT: Appointments**RECOMMENDATION:** Approval**DEPARTMENT OF ORIGIN:** Mayor**CLEARANCES:** Mayor**EXHIBITS:** 1. Offers to Volunteer**EXPENDITURES REQUIRED:** N/A**AMOUNT BUDGETED:** N/A**APPROPRIATION
REQUIRED:** N/A**TREASURER'S
CERTIFICATE:** N/A

COMPLIANCE WITH ORD. 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 Mayor 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: N/A**SUMMARY STATEMENT:**

The Mayor respectfully requests approval of the following appointments:

Disabled Parking

Carol Ante, re-appointment, term expires: 8-10-2024

Brian Munson, re-appointment, term expires: 8-11-2023

Harbor Commission

Allan Smiles, re-appointment, term expires: July 31, 2024

Randy Harvey, re-appointment, term expires: July 31-2024

Main Street Board

Kyle Elfson, re-appointment, term expires: 7/28/22

Katie Gellatly, re-appointment, term expires: 7/28/22

Kevin Porter, re-appointment, term expires: 7/28/22

Sustainability Committee

Tamara Sylte, re-appointment, term expires:6/28/23
Cheyanne Reeves, re-appointment, term expires 6/28/23
Kate Ullman, replacing Jessica Eckhardt, term expires:6/28/22

Housing Committee

Liz Seefeldt, replacing Samantha Ray, term expires: October 22,2021

OFFER TO VOLUNTEER FORM

Mayor of Ashland, City of Ashland, 601 W. Main St, Ashland, WI 54806
Phone: 715-682-7071 Fax: 715-682-7048 bwhalen@coawi.org

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

Handicap Parking Committee

Brief statement of education and training:

High School 1 year @ WISC. - Degree in Accounting
CNA

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)

Volunteer @ Bargain Hut, Ashland Co Board
for 18 yrs, worked @ Sheriff Dept 15 yrs, Bridal
store for over 15 yrs, Co Nurse (CNA) 18 yrs, Foster
parent. Grew up in Mason area, married 41 yrs
Reading, puzzles, crocheting, Camping, sewing, knitting
family time Co-Chair for Handicap Comm.
18 kids 24 Gr. Kids 14 Gr. Gr. Kids 3 Gr. Gr. Grand Kids

Individual References or Referred by (include phone #):

Contact Information:

Carol J Ante

Name (print)

610-2nd Ave W Ashland, WI
54806

Address

Phone

7-20-12

Date

Email:

OFFER TO VOLUNTEER FORM

Mayor of Ashland, City of Ashland, 601 W. Main St, Ashland, WI 54806
Phone: 715-682-7071 Fax: 715-682-7048 bwhalen@coawi.org

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

Handicapped Parking

Brief statement of education and training:

3/97 Graduate from DeVry in Addison, IL Bachelor in CIS
2 years Multi-Media training at IL Institute of Art

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)

Disabled Veteran with major back pain & arthritis
Born Ashland 1968 stayed through ^{High School} 1987 returned 2002 to date
U.S. Army 10/87 - 12/91 College 3/92 - 3/97 & 1998 - 2000
Returned 2002 to help my Grandmother. I refurbished
a home for her to live in next to mine. I like
to work with wood & walk for exercise.

Individual References or Referred by (include phone #):

Bob & Carol Ante

Contact Information:

Brian Munson

Name (print)

Phone

575 2451 Ave. W. Ashland

Address

12-7-2010

Date

OFFER TO VOLUNTEER FORM

Mayor of Ashland, City of Ashland, 601 W. Main St, Ashland, WI 54806
 Phone: 715-682-7071 Fax: 715-682-7048 bwhalen@coawi.org

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

Historic Preservation Commission
Harbor Commission

Brief statement of education and training:

High School, College, Tech School
Ashland High UW, Madison Milwaukee Area Tech

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)

- Life long Ashland Resident
- Owner of Ashland Taverns for 32 years
- One of first Hist. Pres. Comm. members
- Member of the chamber of commerce's
Design Grant Program Committee and its
Predecessor, the Main Street Program Design
Committee since 1991

Individual References or Referred by (include phone #):

Steve Schrautwagel

Contact Information:

Ashlan J Smiles

Name (print)

Phone

(Office)

1121 Vaughan Ave, Ashland, WI

Address

4-12-11

Date

Patti Ekstrom

From: noreply@civicplus.com
Sent: Monday, September 16, 2019 2:45 PM
To: Patti Ekstrom; Denise Oliphant
Subject: Online Form Submittal: Offer to Volunteer - Committee

Offer to Volunteer - Committee

OFFER TO VOLUNTEER - COMMITTEE

I would like to be considered a nominee for the following Committee(s):

Sustainability Committee

Brief statement of education, work experience, or training

I have been the Market Manager of the Ashland Area Farmer's Market for the last four market seasons. I also sit on the board and have a strong connection to the local farming community. Additionally, I work at The BRICK Ministries as both the Office Manager and Bookkeeper. In part, my duties include overseeing the volunteer program, which includes coordinating 100+ active volunteers. I graduated with honors from Northland College in 2017 with dual majors in Natural Resources and Nature & Humanities Studies.

Biography

I moved to Ashland from Panama City, Florida the fall of 2013 to attend school at Northland College. Over the last six years, I have become well known within Ashland as a cashier at Sixth Street Market, the Market Manager at the Ashland Area Farmer's Market, and as a staff member at The BRICK Ministries. I currently live in a tiny house with my partner and three cats. I am deeply passionate about community work, with a particular interest in food security. I am currently learning to knit, enjoy walking and reading, and am constantly looking for new ways to get involved in the community!

References

Liz Seefeldt, Executive Director of The BRICK Ministries, 715-

Sean Godfrey, President of the Ashland Area Farmer's Market,

Name

Cheyenne Reeves

Email Address

Address	1320 5th Ave E (PO Box 985)
City	Ashland
State	Wisconsin
Zip Code	54806
Phone Number	
Cell/Work Number	

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Kate Ullman

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:

Parks and Recreation (or other as needed)
City of Ashland RLF Advisory Committee

Brief statement of education and training:

My educational background is in Education and Economics.

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 currently teach part time at Northland and am
a mother to a toddler. I previously taught High School
Social studies and have a strong interest in
Civil engagement.

Individual References or Referred by (include phone #):

Sara Hudson

Contact Information:

Name (Print)

Phone Number

Address

Email:

Date

City of Ashland – Plan Commission Meeting Minutes

A meeting of the Ashland Plan Commission was held on **Tuesday, June 22, 2021 at 6:30 p.m.** via GoToMeeting.

Committee Members Present: Ana Tochterman, David Mettillle, Mayor Lewis, Laurie Gregor, Eric Lindell

Committee Members Absent: John Beirl, Katie Gellatly

Staff Present: Megan McBride

Applicants Present: Ken Welker (on behalf of Crossroads Human Services)

Mayor Lewis opened the meeting at 6:30 p.m.

Agenda

1) Approval of Agenda

Motion to approve the agenda by David Mettillle, seconded by Laurie Gregor. Passed unanimously.

2) Consent Agenda

a) Approval of minutes from the April 6, 2021 Plan Commission meeting

Motion to approve the minutes from the June 6, 2021 Plan Commission meeting by Eric Lindell, seconded by Laurie Gregor. Passed unanimously.

3) Public Comment (non-agenda items)

None.

4) Action Items

a) Public Hearing and Vote regarding Amendment to Unified Development Ordinance Chapter 781 to permit emergency residential facilities within the Light Industrial zoning district. Applicant: Crossroads Outreach

Motion to go into public hearing by Eric Lindell, seconded by Ana Tochterman. Unanimously approved.

Megan McBride summarized the Class 2 public hearing notice that was issued prior to the meeting, as well as the staff report provided in the Plan Commission packet detailing the standards for review. She provided context that the Planning Department has been working with Crossroads since the winter time to identify the best procedure for allowing them to request an emergency residential facility use at their Ellis Avenue location at 3600 Ellis Ave. A separate application would come forward for a Conditional

Use Permit in the future, and at this time the item for consideration is specifically to allow emergency residential facilities as an allowable use within the Light Industrial zoning district. The staff recommendation for the requested UDO text amendment was approval based on compliance with the standards for review, as well as additional review and input provided by staff from the Center on Wisconsin Strategies' Legacy Alliance Communities for Health as part of the City's Health in All Policies project. The proposed amendment was evaluated for potential negative impacts or health outcomes, such as access to public transportation and medical services within this industrial zoning district. Given that access to public transportation and medical services is also available within the 2 areas currently zoned as Light Industrial (LI) within the City, these were not identified as concerns and therefore would not overshadow the benefits of expanding opportunities for this needed community use.

Ken Welker with Crossroads Human Services explained that they utilize their property at 3600 Ellis Avenue for job training and light manufacturing associated with their addiction recovery services, and that being able to incorporate a short-term residential component within the same building would benefit the individuals they serve and the overall community. He emphasized the importance of providing safe, stable housing for creating successful outcomes from recovery programs, particularly since many of the people they serve come from a state of homelessness or housing insecurity. Being able to provide their clients with housing which is away from negative influences and also connected to their reclamation workshop where they teach job skills would improve efficiency and program outcomes.

Ana Tochtermann asked if the term "short-term housing" and emergency residential facility were used interchangeably within the staff report.

Megan McBride clarified that these terms were used interchangeably, because the definition of short-term housing within the UDO specifies that it be related to residential stays of approximately 6 months or less.

Ana Tochtermann asked if the proposed change would impact only the area of Light Industrial (LI) zoning within which the Crossroads building is located, or if it would also impact the area zoned LI which is located near the Industrial Park.

Megan McBride clarified that it would impact all properties currently zoned Light Industrial (LI).

Motion to go out of public hearing by Ana Tochtermann, seconded by David Mettillie. Passed unanimously.

Mayor Lewis thanked Ken Welker and Crossroads Human Services for the services they provide. She spoke in favor of expanding the allowance of emergency residential facilities within the community to help address community housing needs, with emergency residential facilities identified as a need which we currently have a shortage of resources to address. She said that it is heartening to see the successes that Crossroads has had in helping people through recovery and also providing life and job skills, and felt that being able to offer this type of residential support would further add to the services they offer.

Ana Tochterman asked if the current request includes the Conditional use Permit for the use at this location.

Megan McBride clarified that the current request is simply for the UDO text amendment to include emergency residential facility as a conditional use in the LI district, and that a separate CUP request would come forward at a later meeting.

Motion to recommend approval of Unified Development Ordinance text amendment to allow Emergency Residential Facility as a conditional use in the Light Industrial (LI) zoning district as presented in the staff report by Ana Tochterman, seconded by Eric Lindell. Passed unanimously.

- b) Public Hearing and Vote regarding Amendment to Unified Development Ordinance Chapter 781 to create reference to a new demolition recycling and reuse ordinance governing demolition of structures which are not blighted/damaged

Motion to go into public hearing by Eric Lindell, seconded by Laurie Gregor. Unanimously approved.

Megan McBride explained the public hearing notice which was issued for this matter, and that several area contractors had been contacted for input when the Historic Preservation Commission was drafting the proposed ordinance. No public input was received prior to the meeting. She explained that the Unified Development Ordinance (UDO) amendments for consideration would build a demolition delay into the current Demolition Permit review process, and require that structures over 25 years in age which do not meet the specified definition of blight recycle or reuse at least ten percent of materials by volume. This ordinance amendment was unanimously recommended by the Historic Preservation Commission, and is intended to further community historic preservation as well as sustainability goals.

Eric Lindell requested that Planning staff bring information regarding anticipated timeframes and costs associated with the proposed demolition reuse and recycling plan requirements to the Committee of the Whole discussion of this item.

Motion to go out of public hearing by Eric Lindell, seconded by David Mettelle. Passed unanimously.

5) Announcements/Reports/Comments/Questions

None.

6) Adjournment

Motion to adjourn by Laurie Gregor. Seconded by Eric Lindell. Passed unanimously.

Meeting was adjourned at 7:31 pm. Minutes done by Megan McBride.

City of Ashland - Housing Committee Meeting Minutes

A meeting of the Ashland Housing Committee was held on **Wednesday, June 9, 2021 at 8:00 a.m. via GoTo Meetings.**

Committee Members Present: Liz Franek, Sam Ray, Kaas Baichtal, Anne Whiting, and Megan McBride

Committee Members Absent: Kathy Beeksma

Staff Present: Chris Luebben, Mayor Lewis

Citizens Present: Millie Rounsville

Mayor Lewis opened the meeting at 8:00 a.m.

Agenda

1) Consent Agenda

Motion to approve the agenda by Sam Ray. Seconded by Kaas Baichtal. Passed unanimously.

2) a.) Approve minutes from the May 12, 2021 Housing Committee meeting

Motion to table approval of the minutes from May 12, 2021 Housing Committee meeting by Sam Ray, seconded by Kaas Baichtal. Passed unanimously.

3) Citizen Comments

None.

4) Old business

a) Updates on progress with CDBG, HIP, and property maintenance

Community Development Block Grant (CDBG) –Megan McBride informed the committee that an updated flyer with the 2021 household income limits has been created, and was sent to a variety of community partners to post. Information will also be provided to realtors to provide to prospective homebuyers. A project totaling approximately \$15,000 in project cost recently was completed, bringing the overall fund balance to approximately \$175,000. Multiple loans are anticipated to be repaid in the near future, so additional efforts will be done to market the variety of project types which CDBG funds can support.

HIP – Chris Luebben said that she recently received two (2) new HIP applications.

Kaas Baichtal inquired if we can start earlier in the year seeking contractors for HIP work. Chris Luebben responded that ads to solicit bids from contractors were released in November of 2020 and again in May of 2021, with no results. Chris explained that she will continue to work to find qualified contractors and/or volunteers to move approved projects forward.

Property Maintenance – Chris Luebben explained that that property maintenance continues to focus on issues involving garbage and long grass in the City.

b) Updates and discussion regarding Task Force to address homelessness

Millie Rounsville with Northwest Wisconsin Community Services Agency explained that the Task Force is working to open a 24 hour shelter in Ashland this fall. An offer was put in on a property contingent upon receipt of a grant to support the project, and the location will be announced if the purchase offer is accepted.

Mayor Deb Lewis noted that a new council member was sworn in the previous evening and expressed concerns that a homeless shelter would draw people from other areas. She asked if there are requirements or restrictions that other communities utilize to limit this.

Millie Rounsville responded that there isn't evidence to suggest that a homeless shelter will draw in people from other areas, but a local need has been identified which the shelter would be designed to serve.

5) New Business

a) Review and vote on Resolution to submit a Community Development Block Grant Coronavirus (CDBG-CV) application

Mayor Lewis explained that the proposed resolution is for the City to apply for Community Development Block Grant funding, which is specifically designated for COVID-19 relief. The grant application is to secure funds for acquisition of a suitable building for a homeless shelter, with the remaining grant funding used for necessary renovations. The City would be a pass-through for this grant, and NWCSA would own and operate the shelter.

Millie Rounsville explained that the issue of homelessness was worsened by COVID-19 in many ways, which is why this proposed use is an eligible activity with CDBG-CV funding.

Motion to recommend approval of the Resolution to submit a CDBG-CV grant for acquisition and renovation of a homeless shelter by Liz Franek, seconded by Sam Ray. Passed unanimously.

b) Discussion about zoning and licensing regulations for rooming houses

Mayor Deb Lewis reviewed the definition of rooming house, which typically has separate living spaces with shared kitchen, restrooms and common spaces. Rooming houses are inspected and licensed.

Millie Rounsville noted that rooming houses can meet the needs of people who need affordable housing and do not need a lot of space, while ensuring that proper licensing and inspections are completed to promote health and safety.

Liz Franek said she feels that the addition of more rooming houses in the community could really help with the homeless situation.

Kaas Baichtal expressed that the definition and regulations should be reviewed and clarified.

Mayor Deb Lewis suggested that this topic be discussed at a future meeting, after examples from other communities are gathered and relevant community partners are contacted for their input in any local policy changes related to rooming houses.

- c) Discussion and recommendations regarding future fundraising strategies and program goals for the Housing Improvement Grant Program

Tabled until the next Housing Committee meeting.

6) Announcements

The next meeting is scheduled for July 14, 2021 at 8:00 am via Go To Meetings.

7) Adjournment

Motion to adjourn made by Kaas Baichtal, seconded by Anne Whiting. Passed unanimously.
--

Meeting was adjourned at 9:15 am. Minutes by Chris Luebben and Megan McBride.

City of Ashland - Housing Committee Meeting Minutes

A meeting of the Ashland Housing Committee was held on **Wednesday, May 12, 2021 at 8:00 a.m. via GoTo Meetings.**

Committee Members Present: Liz Franek, Sam Ray, Kathy Beeksma, Kaas Baichtal, Anne Whiting, and Megan McBride

Committee Members Absent: N/A

Staff Present: Chris Luebben, Mayor Lewis

Citizens Present: Millie Rounselle

Mayor Lewis opened the meeting at 8:00 a.m.

Agenda

1) Consent Agenda

Motion to approve the agenda by Sam Ray. Seconded by Kaas Baichtal. Passed unanimously.

2) a.) Approve minutes from the April 14, 2021 Housing Committee meeting

Motion to approve minutes from April 14, 2021 Housing Committee meeting, after the following changes were made:

Also present at the April 14, 2021 meeting was Liz Franek, B&B clarification, and voucher clarification.

Motion to approve made by Sam Ray, seconded by Liz Franek. Passed unanimously.

3) Citizen Comments

Kaas Baichtal said that the Ashland Business Alliance recently had a discussion regarding housing development at their meeting. They identified the need for housing for new professionals, particularly healthcare professionals, who would like to relocate to Ashland for work but struggle to find quality rental housing. An idea that came out of this discussion was for the City to extend utilities to desirable areas of the community which would be suitable for housing development.

4) Old business

a) Updates on progress with CDBG, HIP, and property maintenance

CDBG - Megan McBride noted that two projects were completed within the last month, one project which involved extensive basement repairs and the other was the replacement of a roof.

Property Maintenance – Chris Luebben commented that property maintenance violations continue for garbage issues around the City. She included Community Springtime clean-up flyers with letters sent out the past 2 weeks.

The Mayor noted that the Community Springtime clean-up on May 8, 2021 was highly successful. The City Administrator would like to schedule a second clean-up possibly in the Fall.

HIP – Chris Luebben noted that she recently received two (2) new HIP applications, which will be reviewed for program eligibility.

b) Updates and discussion regarding Task Force to address homelessness

The Task Force has identified the need for a 24-hour shelter as a priority. Logistics which are involved in this effort include building a shelter, staffing, coordinating supportive services, and funding. The City is exploring the possibility of applying for Community Development Block Grant funding for COVID-19 relief (CDBG-CV), and has received approval of the Letter of Intent to do so. The full application will be due in July.

Millie Rounsville explained challenges that they are experiencing through their voucher program, which can provide vouchers to homeless individuals for hotel stays. Both funding and the ability to find available hotel rooms are challenges, prompting the need for a more permanent shelter to address these growing community needs. The Task Force has been exploring several different locations for a shelter, and is in negotiation with one property owner.

Liz Franek suggested that public input be gathered related to the location and need for a homeless shelter, particularly once a location is determined.

The Mayor agreed that public outreach and education will be very important during the planning and renovation of a new shelter.

5) New Business

a) Discussion of opportunities and strategies for facilitating additional housing development to meet identified community needs

Megan McBride provided a presentation highlighting language from the Comprehensive Plan and Housing Strategic Plans related to Ashland's housing needs, and in-fill sites which could be amenable to housing development. She explained that Commonwealth will be moving forward in 2022-2023 with their 51-unit affordable housing development, and asked the committee for input regarding priorities and strategies for attracting other types of housing which have been identified as community needs.

Mayor Lewis said that the City's focus needs to be on affordability since these projects are less likely to happen otherwise. She also emphasized the importance of developing underutilized infill lots, which can use existing infrastructure and add vibrancy.

Anne Whiting noted the need for housing for middle income people as well, including both rental and ownership options.

Millie Rounselle said that City of Superior is exploring offering buildable parcels for free to people who can demonstrate approved financing for construction of a new home on the lot as a means of incentivizing infill development.

Mayor Lewis suggested that additional outreach and education about Accessory Dwelling Units (ADU's) could also help to promote desirable infill development.

Anne Whiting emphasized the need for all types of housing, and that promoting affordable housing does not preclude development of needed market rate housing as well.

Mayor Lewis said that the City's role in facilitating housing development is in connecting opportunities with developers.

Millie Rounselle asked if Ashland allows boarding/rooming houses, and if we currently have any in the City.

Mayor Lewis suggested that the Housing Committee further discuss the topic of boarding and rooming houses to review current regulations.

6) Announcements

None

The next meeting is scheduled for June 9, 2021 at 8:00 am via Go To Meetings.

7) Adjournment

Motion to adjourn made by Kaas Baichtal, seconded by Anne Whiting. Passed unanimously.
--

Meeting was adjourned at 9:18 am. Minutes by Chris Luebben and Megan McBride.

**POLICE AND FIRE COMMISSION MEETING
VIA VIDEO CONFERENCE
January 4, 2021**

1. Call to Order

The meeting was called to order at 5:15 p.m. by Gordon Gilbertson.

2. Roll Call

Present: Gordon Gilbertson, Sarah Granley, Ed Monroe, Kate Siegler and Matt Horning

Also Present: Police Chief Bill Hagstrom, Fire Chief David Wegener

3. Approval of Agenda

A motion was made by Ed Monroe, seconded Kate Siegler to approve the agenda items. The motion passed unanimously.

4. Approval of Minutes from November 2, 16, 30 and December 17, 2020 meetings

A motion was made by Matt Horning, seconded by Ed Monroe to approve the minutes from November 2, 16, 30 and December 17, 2020 meetings.

The motion passed unanimously.

5. Police Department Business

a. Administrative Report

- Chief Hagstrom went over his report that was emailed previously to Commissioners. He stated call volume was down a bit because of Covid-19 but E.D. calls were up during the holidays. He stated Barb Henry retired with a short notice so a replacement for her position should be done soon.
- Bryce Hall started as a special temporary drug investigator. This position will be for a 6-month duration.
- There are two possible retirements coming in 2021.

A motion was made by Ed Monroe, seconded by Kate Siegler to approve Chief Hagstrom's report and place it on file. The motion passed unanimously.

6. Fire Department Business

a. Administrative Report:

- Chief Wegener went over his report that was previously emailed to the Commission members. He said Barb Henry's retirement came as a surprise and they are trying to work through the challenges. They will make changes to the job description and work with HR to fill the position.
- The year-end data at 2500 calls for 2020 was a little lower than 2019. They are short-staffed and can't do as many Duluth transports.
- They held their 39th annual toy drive and 500 children received toys.
- The Fire Department has been able to obtain vaccines from MMC for staff members but so far, vaccinations are not mandatory.

A motion was made by Kate Siegler, seconded by Matt Horning to accept Chief Wegener's report and place it on file. The motion passed unanimously.

7 Next Meeting Date

The next regular meeting of the Police and Fire Commission will be March 1, 2021 at 5:15 p.m.

8. Closed Session as authorized by Wisconsin State Statute 19.85(1) (c) to discuss:

- a. Fire Dept. – Personnel/ Probationary Reports and discuss personnel issues
- b. Police Dept. – Personnel/ Probationary Reports and discuss personnel issues
- c. Approval of new Police Officer
- d. Police Chief selection and letter of recommendation for each of the interviewed candidates

A motion was made by Kate Siegler, seconded by Ed Monroe to go into closed session. The motion passed unanimously.

9. Return to Open Session

A motion was made by Kate Siegler, seconded by Matt Horning to return to open session. The motion passed unanimously.

10. Report Action Taken in Closed Session

- a. Approved Chief Wegener's probationary reports on three employees
- b. Approved Chief Hagstrom's probationary report on one employee

11. Adjournment

A motion was made by Ed Monroe, seconded by Kate Siegler to adjourn. The meeting adjourned at 5:41 p.m.

Respectfully submitted

Kathy Holevatz
Recording Secretary

**POLICE AND FIRE COMMISSION SPECIAL MEETING
VIA VIDEO CONFERENCE
January 8, 2021**

1. Call to Order

The meeting was called to order at 11:00 a.m. by Gordon Gilbertson.

2. Roll Call

Present: Gordon Gilbertson and Kate Siegler

Excused: Sarah Granley, Matt Horning and Ed Monroe

There was not a quorum however the two commissioners meet with Police Chief Bill Hagstrom to interview and introduce a candidate for police officer

3. Approval of Agenda

Kate Siegler approved the agenda

4. Closed Session as authorized by Wisconsin State Statute 19.85(1) (c) to interview one candidate for part-time police officer:

A motion was made by Gordy Gilbertson, seconded by Kate Siegler to go into closed session. The motion passed.

5. Return to Open Session

A motion was made by Gordy Gilbertson, seconded by Kate Siegler to return to open session. The motion passed.

6. Report Action Taken in Closed Session

One candidate was interviewed for a part-time position. Chief Hagstrom indicated this candidate would be hired contingent upon completing and passing a drug screen, physical and psychological testing. The two commissioners present agreed with his selection.

7. Adjournment

A motion was made by Gordy Gilbertson, seconded by Kate Siegler to adjourn. The meeting adjourned at 11:27 a.m.

Respectfully submitted

Kathy Holevatz
Recording Secretary

**POLICE AND FIRE COMMISSION
SPECIAL MEETING
Via Video Conference
February 8, 2021**

1. CALL TO ORDER:

The meeting was called to order by Gordon Gilbertson at 5:20 p.m.

2. ROLL CALL:

Present: Kate Siegler, Matthew Horning, Sarah Nelson Granley and Gordon Gilbertson

Absent: Ed Monroe

Also Present: Fire Chief Dave Wegener, Mayor Lewis, HR Director Jennifer Bouley, Rick Olivio from Daily Press

3. APPROVAL OF AGENDA ITEMS:

A motion was made by Kate Siegler, seconded by Matt Horning to approve the agenda items as written. Motion passed unanimously.

4. RETIREMENT ANNOUNCEMENT OF FIRE CHIEF DAVID WEGENER AND DISCUSSION OF A TEMPORARY REPLACEMENT

Discussion was held regarding how to proceed with selecting a temporary Fire Chief. There are currently three captains at the Fire Department. Chief Wegener stated all three had expressed some interest in filling the temporary position. The Commissioners want to proceed quickly so the current chief has time to train the person selected.

A motion was made by Matt Horning to have the recording secretary create a posting for the interim Fire Chief position to include that the applicants submit a resume' and letter of interest, and to have this notice posted/distributed tomorrow, February 9, 2021. The motion passed unanimously. The due date to turn in the resumes' and letters will be by noon on Friday, February 12, 2021.

5. DISCUSSION OF PROCESS TO BE USED IN THE HIRING OF A NEW FIRE CHIEF

Item number 5 will be postponed and discussed at a special meeting to be held on February 15, 2021 at 5:15 p.m. HR Director Jennifer Bouley stated she would email commissioners information on the steps they took when recently hiring the Police Chief.

A decision will be made on February 15 at the special meeting to choose the Interim Fire Chief.

6. ADJOURNMENT

A motion was made by Kate Siegler seconded by Matt Horning to adjourn. The motion passed unanimously and the meeting adjourned at 5:50 p.m.

Respectfully submitted,

Kathy Holevatz
Recording Secretary
Police and Fire Commission

**POLICE AND FIRE COMMISSION
SPECIAL MEETING
Via Video Conference
February 15, 2021**

1. CALL TO ORDER:

The meeting was called to order by Ed Monroe at 5:15 p.m.

2. ROLL CALL:

Present: Ed Monroe, Kate Siegler, Matthew Horning, Sarah Nelson Granley

Excused: Gordon Gilbertson

Also Present: Fire Chief Dave Wegener, Mayor Lewis, HR Director Jennifer Boulley, Rick Olivio from The Daily Press

3. APPROVAL OF AGENDA ITEMS:

A motion was made by Kate Siegler, seconded by Sarah Granley to approve the agenda items as written. Motion passed unanimously.

4. CLOSED SESSION AS AUTHORIZED BY WISCONSIN STATE STATUTE 19.85(1)(C) TO SELECT A TEMPORARY REPLACEMENT FOR FIRE CHIEF

A motion was made by Matt Horning, seconded by Kate Siegler to go into closed session. A roll call vote was taken and passed unanimously.

5. RETURN TO OPEN SESSION

A motion was made by Kate Siegler, seconded by Sarah Granley to return to open session. A roll call vote was taken and passed unanimously.

6. REPORT ACTION TAKEN IN CLOSED SESSION

A motion was made, seconded and passed unanimously to approve Stuart Matthias as Interim Fire Chief.

7. DISCUSSION AND REVIEW OF THE PROCESS TO BE USED IN HIRING A FIRE CHIEF

After some discussion, commissioners decided they would like to do a search that was similar to the last Police Chief search, but more streamlined, taking less time. Commissioners want local and external candidates to apply and to have the application submission open for one month. HR Director Jennifer Boulley stated she could move forward with the process starting tomorrow. She also said she checked with the Finance Director and there is money in the PFC budget to hire McGrath consultants if the Commission wishes to. Ed Monroe stated McGrath added validation to the process and brought forth some good information. Siegler agreed.

Also discussed was:

- Having the background checks done as the applications come in instead of waiting until the one-month deadline as this would save some time
- Videotaping the interviews in case a commissioner is not able to attend an interview
- Mentioned the probationary period and perhaps negotiate this when hiring

A motion was made by Kate Siegler, seconded by Ed Monroe to engage McGrath Consultants in the hiring process. The motion passed unanimously.

8. ADJOURNMENT

A motion was made by Matt Horning, seconded by Kate Siegler to adjourn. The meeting adjourned at 6:05 p.m.

Respectfully submitted,

Kathy Holevatz
Recording Secretary
Police and Fire Commission

**POLICE AND FIRE COMMISSION MEETING
VIA VIDEO CONFERENCE
March 1, 2021**

1. Call to Order

The meeting was called to order at 5:15 p.m. by Ed Monroe.

2. Roll Call

Present: Ed Monroe, Kate Siegler and Matt Horning

Excused: Gordon Gilbertson and Sarah Granley

Also Present: Police Chief Bill Hagstrom, Interim Fire Chief Stuart Matthias, Mayor Deb Lewis and Kelly Garro

3. Approval of Agenda Items

A motion was made by Kate Siegler, seconded Matt Horning to approve the agenda items. The motion passed unanimously.

4. Approval of Minutes from January 4 and 8, February 8 and 15, 2021

A motion was made by Matt Horning, seconded by Kate Siegler to approve the minutes from January 4 and 8, and February 8 and 15, 2021 meetings.

The motion passed unanimously.

5. Police Department Business

a. Administrative Report

- Chief Hagstrom went over his report that was previously emailed to Commissioners. He stated call volume was consistent with this time of year which is less calls after the holidays. E.D. calls dropped which is also typical for after the holiday season
- There was more time for proactive work such as issuing parking tickets
- Kelly Garro was selected to replace Barb Henry and is doing an outstanding job at both stations
- Bryce Hall continues to work as special temporary drug investigator to help free up time for Inv. Brandon Marten so he can work exclusively on drug investigations.
- Covid vaccinations were offered to the department with approximately 80% getting the vaccine
- Part-time officer Larry Koivisto was hired on 2/18/21 and will be able to start soon
- Interviews will be held on March 4 to hire a new officer since Sgt. Curt Greene will retire March 2. Matt Albertus was the only officer to sign up for an open Sergeant position
- Sgt. Curt Greene is retiring on March 2, 2021 after over 22 years of dedicated service

A motion was made by Kate Siegler seconded by Matt Horning to approve Chief Hagstrom's report and place it on file. The motion passed unanimously.

6. Fire Department Business

a. Administrative Report:

- Interim Chief Matthias went over his report and reviewed call stats for the last two months.
- There were 424 calls in the last two months, 24 in the last two days
- John Swanson is a new hire firefighter/paramedic from the Milwaukee area with four years of experience
- Reviewed training and employee anniversaries
- The Fire Department has been able to obtain vaccines from MMC for staff members and about 75% chose to be vaccinated.

A motion was made by Kate Siegler, seconded by Matt Horning to accept Interim Chief Matthias' report and place it on file. The motion passed unanimously.

7. Next Meeting Date

The next regular meeting of the Police and Fire Commission will be May 3, 2021 at 5:15 p.m.

8. Update on coordination with McGrath for hiring a Fire Chief

HR Director Jennifer Boulley was not in attendance to give this update.

Mayor Lewis stated Boulley had reached out to McGrath and was told two of their people will be working with the City for the Fire Chief hiring process. The position was going to be posted publicly.

Matt Horning suggested coming up with possible dates for special meetings to keep the process moving.

9. Closed Session as authorized by Wisconsin State Statute 19.85(1) (c) to discuss:

- a. Fire Dept. – Personnel/ Probationary Reports and discuss personnel issues
- b. Police Dept. – Personnel/ Probationary Reports and discuss personnel issues
- c. Approval of new Police Officer
- d. Police Chief selection and letter of recommendation for each of the interviewed candidates

A motion was made by Matt Horning, seconded by Kate Siegler to go into closed session. The motion passed unanimously.

10. Return to Open Session

A motion was made by Kate Siegler, seconded by Matt Horning to return to open session. The motion passed unanimously.

11. Report Action Taken in Closed Session

A motion was made by Kate Siegler, seconded by Matt Horning to approve both Chiefs probation updates including Interim Chief Matthias' recommendation to approve the permanent hire for Brandon Frierhood effective March 16, 2021. The motion passed unanimously.

A motion was made by Ed Monroe, seconded by Kate Siegler to adjourn. The meeting adjourned at 5:55 p.m.

Respectfully submitted,
Kathy Holevatz and Kelly Garro
Recording Secretaries

**POLICE AND FIRE COMMISSION
SPECIAL MEETING
Via Video Conference
March 9, 2021**

1. CALL TO ORDER:

The meeting was called to order by Gordon Gilbertson at 12:22 p.m.

2. ROLL CALL:

Present: Gordon Gilbertson, Kate Siegler, and Ed Monroe

Excused: Matt Horning and Sarah Granley

Also Present: Police Chief Bill Hagstrom

3. APPROVAL OF AGENDA ITEMS:

A motion was made by Ed Monroe, seconded by Kate Siegler to approve the agenda items. Motion passed unanimously.

4. CLOSED SESSION AS AUTHORIZED BY WISCONSIN STATE STATUTE 19.85(1)(C) TO INTERVIEW TWO CANDIDATES FOR A POLICE OFFICER POSITION

A motion was made by Kate Siegler, seconded by Ed Monroe to go into closed session. The motion passed unanimously.

5. RETURN TO OPEN SESSION

A motion was made by Kate Siegler, seconded by Ed Monroe to return to open session. The motion passed unanimously.

6. REPORT ACTION TAKEN IN CLOSED SESSION

The commission unanimously approved Chief Hagstrom's recommendation to hire William Voss for the current open position and Ashley Kusba for the second opening upon her completion of her Law Enforcement Associates Degree in May. This would be contingent upon both candidates passing medical, drug, psychological testing and background checks.

7. ADJOURNMENT

A motion was made by Kate Siegler seconded by Ed Monroe to adjourn. The motion passed unanimously and the meeting adjourned at 2:00 p.m.

Respectfully submitted,

Kathy Holevatz
Recording Secretary
Police and Fire Commission

**POLICE AND FIRE COMMISSION
SPECIAL MEETING
Via Video Conference
March 22, 2021**

1. CALL TO ORDER:

The meeting was called to order by Gordy Gilbertson at 5:15 p.m.

2. ROLL CALL:

Present: Gordy Gilbertson, Ed Monroe, Kate Siegler, Matthew Horning, Sarah Nelson Granley

Also Present: HR Director Jennifer Boulley

3. APPROVAL OF AGENDA ITEMS:

A motion was made by Ed Monroe, seconded by Kate Siegler to approve the agenda items with one amendment. The Acting Fire Chief requested discussion on hiring. That item was added as number 5 to this agenda. The motion passed unanimously.

4. REVIEW/APPROVE MCGRATH CONTRACT FOR FIRE CHIEF ASSESMENT TESTING

Jennifer Boulley went over the McGrath contract with Commissioners. After a short discussion, a motion was made by Kate Siegler, seconded by Matt Horning to approve the McGrath contract for the amount of \$3,000 which covers four applicants and includes consultants time, and preparation. The motion passed unanimously.

5. FIRE DEPARTMENT APPLICANT

Commission President Gordy Gilbertson stated the Acting Fire Chief, Stuart Matthias, contacted him informing him of his interest in hiring an applicant that was interviewed in May of 2020. Matthias wanted to know if he could hire him now or if he had to reapply. It was the consensus of the Commission that the applicant reapply since almost a year has passed. No formal action was taken.

6. ADJOURNMENT

A motion was made by Ed Monroe, seconded by Matt Horning to adjourn. The meeting adjourned at 5:25 p.m.

Respectfully submitted,

Kathy Holevatz
Recording Secretary
Police and Fire Commission

**SPECIAL POLICE AND FIRE COMMISSION MEETING
VIA VIDEO CONFERENCE
April 15, 2021**

1. Call to Order

The meeting was called to order at 8:31 a.m. by Gordon Gilbertson

2. Roll Call

Present: Ed Monroe, Kate Siegler, Gordon Gilbertson, Sarah Granley, Matt Horning

Also Present: HR Director Jennifer Boulley, Dr. Tim McGrath of McGrath Consultants, Malayna Maes of McGrath Consultants, Mike Stried of McGrath Consultants, Mayor Deb Lewis, Kelly Garro recording secretary

3. Approval of Agenda Items

A motion was made by Ed Monroe, seconded by Matt Horning to approve the agenda items. The motion passed unanimously.

4. Review Interview Details

HR Director Jennifer Boulley was the moderator of the meeting and will also be asking the interview questions. Introductions of those present followed. Jennifer then went over the interview schedule. She said there would be interviews at 9 and 11 a.m. and the last one at 2 p.m. The interviews would be 1.5 hours each and will be recorded. Malayna Maes volunteered to be the time-keeper.

5. Closed Session as Authorized by 19.85(1)(c) to interview candidates for Fire Chief

a. Discussion and determination of candidate for Fire Chief

A motion was made by Ed Monroe, seconded by Matt Horning to go into closed session at 8:46 a.m. The motion passed unanimously.

6. Return to Open Session

A motion was made by Ed Monroe, seconded by Matt Horning to return to open session. The motion passed unanimously.

7. Report Action Taken in Closed Session

Candidates were interviewed for the position of Fire Chief. Discussion was held. A motion was made to appoint Stuart Matthias Fire Chief, pending conditions of employment including physical and psychological assessments. The motion passed by majority vote. Gordon Gilbertson will notify Stuart Matthias, Jennifer Boulley of HR will notify the other candidates of the commission's decision. Ed Monroe will contact the Daily Press.

8. Adjournment

A motion was made by Ed Monroe, seconded by Matt Horning to return to open session. The motion passed unanimously.

Respectfully submitted,
Kelly Garro and Kathy Holevatz
Police & Fire Commission Recording Secretaries

**POLICE AND FIRE COMMISSION MEETING
VIA VIDEO CONFERENCE
May 3, 2021**

1. Call to Order

The meeting was called to order at 5:15 p.m. by Gordon Gilbertson.

2. Roll Call

Present: Gordon Gilbertson, Ed Monroe and Melissa O'Connor

Excused: Matthew Horning and Kate Seigler

Also Present: Police Chief Bill Hagstrom, Fire Chief Stuart Matthias

3. Approval of Agenda Items

A motion was made by Ed Monroe, seconded by Gordon Gilbertson to approve the agenda items. Motion was passed unanimously.

4. Approval of Minutes from March 1, 9, 22, and April 15, 2021

A motion was made by Ed Monroe, seconded by Melissa O'Connor to approve minutes from March 1, 9, 22 and April 15, 2021 meetings. Motion was passed unanimously.

5. Police Department Business

a) Administrative Report

Chief Hagstrom went over his report that was previously emailed to the Commissioners. His report touched on the following points:

- The department has been busy lately with the warmer weather, there were 1430 calls in the last 2 months.
- Office Assistant Kelly Garro has advanced past probation early because she is doing so well.
- Red Cliff Tribe has been doing food box donations for the public. They have been to Ashland three times now. Chief Hagstrom has assisted in distributions of food boxes and coordinating this event. This event has been going so well that the Police Department is taking over a donation of their own, which is 1200 food boxes that will be distributed on Wednesday, May 5th.
- Sold first leased vehicle at a profit of \$6,000. Profits that are made off of unmarked vehicles being leased should help pay for marked squads that have longer leases. Leasing vehicles is proving to be positive.
- Training is back in full attendance with officers able to obtain their required annual training hours.
- Investigations have been busy with drug overdose calls the past few months and Detectives have been making arrests.
- Lt. Scott Morland has been coordinating a child abduction response team along with members of the Bayfield County Sheriff's Department.

A motion was made by Ed Monroe, seconded by Melissa O'Connor to approve Chief Hagstrom's report and place it on file. Motion was passed unanimously.

6. Fire Department Business

a) Administrative Report

Chief Matthias went over his report that was previously emailed to the Commissioners. His report highlighted the following:

- There were 424 calls in last two months, this is 10% increase over the previous reporting period.
- Staffing is down five positions. One new hire will start in May.
- The Chief has been spending many hours doing HR related work.
- Pinning ceremonies were held for Brandon Friermood and Dale Jolma.
- Reviewed training, there were 856 hours of training completed.

- Rescue Task Force Training was held at city hall on three separate days. Ashland Police Dept, Bayfield County and Ashland County Sheriff Departments all completed classroom and hands on training.
- Brandon Friermood completed his one year anniversary in March.

A motion was made by Ed Monroe, Second Melissa O'Connor to approve Chief Matthias's report and place it on file. Motion was passed unanimously.

7. Next Meeting Date

The next regular meeting for the Police and Fire Commission will be July 12, 2021 at 5:15 p.m.

8. Closed Session as Authorized by Wisconsin State Statute 19.85(1)(c) to discuss:

- a) Fire Dept – Personnel Probationary Reports & Personnel Discussion
- b) Police Dept – Personnel Probationary Reports & Personnel Discussion

A motion was made by Gordon Gilbertson, seconded by Ed Monroe to go into closed session. Motion was passed unanimously.

9. Return to Open Session

A motion was made by Ed Monroe, seconded by Gordy Glibertson to return to open session at 5:55 pm. Motion was passed unanimously.

10. Report Action Taken in Closed Session

- Approve and accept the Fire Department's Personnel Probationary Report.
- Approve Chief Matthias's request and recommendations to pay staff to be on call starting now through end of August 2021 and also hiring Paramedics that do not have firefighting certification but agree to obtain certification in house within 1 year of being hired. Approval will be needed from Union and City Finance Dept.
- Approve and accept the Police Department's Personnel Probationary Report, including extending one officer's probation an additional three months.
- Approve Chief Hagstrom's selection of Matt Albertus to Sergeant.

11. Adjournment

A motion was made by Melissa O'Connor, seconded by Ed Monroe to adjourn meeting at 6:00 pm.

Respectfully Submitted
Kathy Holevatz & Kelly Garro
Recording Secretaries

**POLICE AND FIRE COMMISSION
SPECIAL MEETING
VIA VIDEO CONFERENCE
JUNE 30, 2021**

1. Call to Order

The meeting was called to order at 12:04 p.m., by Gordon Gilbertson.

2. Roll Call

Present: Gordon Gilbertson, Ed Monroe and Kate Siegler

Excused: Matthew Horning and Melissa O'Connor

Also Present: Fire Chief Stuart Matthias, Lieutenant Matt Spangler, and Local #875 President John Baker

3. Approval of Agenda Items

A motion was made by Ed Monroe, seconded by Kate Siegler to approve the agenda items. Motion was passed unanimously.

4. Closed Session to conduct interviews with Fire Department candidate(s). Please take notice that pursuant to 19.85 (1) (c) & (f) Wisconsin Statutes, the Commission may convene in closed session to the purpose of interviewing, evaluating, and conducting employment of Fire Department candidates.

A motion was made by Kate Siegler, seconded by Ed Monroe to go into closed session. Motion was passed unanimously.

5. Return to Open Session

A motion was made by Ed Monroe, seconded by Kate Siegler to return to open session at 4:00 pm. Motion was passed unanimously.

6. Report Action Taken in Closed Session

The commission unanimously approved hiring three candidates for the Fire Dept, which were Elisa Wilson, John Blakeman, and Chris McNeill. This is contingent upon all three candidates passing medical, drug and psychological tests, along with background/reference check.

7. Adjournment

A motion was made by Kate Siegler, seconded by Ed Monroe to adjourn meeting at 4:06 pm. Motion was passed unanimously.

Respectfully Submitted,

Kelly Garro

Recording Secretary

Police and Fire Commission

SUBJECT: Due Process Hearing, Discussion and Action to Determine Status of Ward 7 Councilor
(City Attorney) Roll

RECOMMENDATION: As Council Determines

DEPARTMENT OF ORIGIN: Council President

CLEARANCES: Mayor
Council President

EXHIBITS:

1. Email to Mayor Lewis, July 13, 2021
2. Excerpt of WI State Statutes
3. Determining the Residency of Municipal Officers, Claire Silverman, Legal Counsel for the League of WI Municipalities, December 2004
4. Appointments and Vacancies FAQ

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 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:

SUMMARY STATEMENT:

As stated at the July 3, 2021 Committee of the Whole meeting, Ward 7 Councilor Kevin Haas announced that he had recently been displaced due to a change in his employment. He was temporarily staying at a residence which was outside of Ward 7, but working to find housing within the boundaries of Ward 7.

With the openness that Haas has shared with Council regarding his intentions to resume residency in Ward 7, Council is asked to determine the status of his position as Ward 7 Councilor. The attached excerpt of the WI State Statute 6.10(5) states "A person shall not lose residence when the person leaves home and goes into another state or county, town, village, or ward of this state for temporary purposes with an intent to return."

In a previous event similar to this, the City Attorney had noted, "It is the City Council who determines the

qualifications of its members, that is, determines if a member is a resident or not of his or her elective district. WI Statutes 62.11(3)(a). As the City Council determines the eligibility of its members, it is appropriate to hold a due process hearing in which facts and evidence will be presented to the Council, and *the Councilor* will have an opportunity to question the evidence, present his own evidence, and provide his own testimony for the Council to make its determination. ... At the conclusion of the evidence deliberation will be held and a vote will be needed in open session."

Email to Mayor Lewis, July 13, 2021

Deb,

Below is a statement that I'd like to make to council regarding my housing situation. Please let me know where you think this would best fit, public comment or under your announcements.

Mayor Lewis, Fellow Councilors,

As some of you know, I have unexpectedly lost my employment and subsequently, have also lost my housing. I have been searching for housing within Ward 7 since the beginning of June with no leads or success. The temporary housing I have secured is not in Ward 7. I am continuing my search for housing within the ward and intend to return to Ward 7 at the first available opportunity.

My intention is to continue to serve the citizens of Ward 7 as faithfully and vigorously as I have over the last three and a half years while I continue to search for housing. I have been informed by the Mayor and City Attorney, that council decides the qualification for someone to serve on council and has voted on these types of situations in the past. I am fully prepared to continue serving if the council sees fit, or tender my resignation if that is the direction council decides to take.

Best,

Kevin Haas
Ward 7

6.10 Elector residence. Residence as a qualification for voting shall be governed by the following standards:

- (1) The residence of a person is the place where the person's habitation is fixed, without any present intent to move, and to which, when absent, the person intends to return.
- (2) When a married person's family resides at one place and that person's business is conducted at another place, the former place establishes the residence. If the family place is temporary or for transient purposes, it is not the residence.
- (3) When an elector moves his or her residence from one ward or municipality to another ward or municipality within the state at least 28 days before the election, the elector may vote in and be considered a resident of the new ward or municipality where residing upon registering at the proper polling place or other registration location in the new ward or municipality under s. 6.55 (2) or 6.86 (3) (a) 2. If the elector moves his or her residence later than 28 days before an election, the elector shall vote in the elector's former ward or municipality if otherwise qualified to vote there.

NOTE: In *One Wisconsin Now et al. v. Thomsen et al*, 15-cv-324, 198 F. Supp. 3d 896, the United States District Court, Western District of Wisconsin ordered that "the increase of the durational residency requirement from 10 days to 28 days is unconstitutional."

- (4) The residence of an unmarried person sleeping in one ward and boarding in another is the place where the person sleeps. The residence of an unmarried person in a transient vocation, a teacher or a student who boards at different places for part of the week, month, or year, if one of the places is the residence of the person's parents, is the place of the parents' residence unless through registration or similar act the person elects to establish a residence elsewhere. If the person has no parents and if the person has not registered elsewhere, the person's residence shall be at the place that the person considered his or her residence in preference to any other for at least 28 consecutive days before an election. If this place is within the municipality, the person is entitled to all the privileges and subject to all the duties of other citizens having their residence there, including voting.

NOTE: In *One Wisconsin Now et al. v. Thomsen et al*, 15-cv-324, 198 F. Supp. 3d 896, the United States District Court, Western District of Wisconsin ordered that "the increase of the durational residency requirement from 10 days to 28 days is unconstitutional."

- (5) A person shall not lose residence when the person leaves home and goes into another state or county, town, village or ward of this state for temporary purposes with an intent to return.
- (6) As prescribed by article III of the constitution, no person loses residence in this state while absent from this state on business for the United States or this state; and no member of the armed forces of the United States gains a residence in this state because of being stationed within this state.
- (7) A guest at a national or a state soldiers' home in this state, a guest at a home for the aged supported by benevolence, or a patient of any county home or other charitable institution, resides in the municipality where the home is located and within the ward where the guest or patient sleeps, unless before becoming a guest or patient at the home the guest or patient elects to maintain his or her prior residence as his or her voting residence.

(7m)

- (a) The residence of a person who is detained, or committed and institutionalized, under s. 51.20, 971.14, or 971.17 or ch. 980 shall be determined by applying the standards under sub. (1) to whichever of the following dates is applicable to the circumstances of the person:
 1. For a person detained or committed under s. 51.20, the date that the person was detained under s. 51.20 (2) or, if the person was not detained under s. 51.20 (2), the date that the person was committed under s. 51.20 (13).
 2. For a person committed under s. 971.14 or 971.17, the date of the offense or alleged offense that resulted in the person's commitment.
 3. For a person detained or committed under ch. 980, the date that the person committed the sexually violent offense that resulted in the sentence, placement, or commitment that was in effect when the state filed a petition under s. 980.02 against the person.
- (b) That the person's habitation was fixed at the place established under par. (a) before he or she was detained or committed shall be considered prima facie evidence that the person intends to return to that place. The prima facie evidence of intent to return to the place determined under par. (a) may be rebutted by presenting information that indicates that the person is not likely to return to that place if the person's detention or commitment is terminated.
- (8) No person gains a residence in any ward or election district of this state while there for temporary purposes only.
- (9) No person loses the right to vote at the person's place of residence while receiving public assistance or unemployment insurance even if the legal settlement for assistance is elsewhere.
- (10) If a person moves to another state with an intent to make a permanent residence there, or, if while there the person

- (11) Neither an intent to acquire a new residence without removal, nor a removal without intent, shall affect residence.
- (12) Student status shall not be a consideration in determining residence for the purpose of establishing voter eligibility.
- (13) A military elector under s. 6.22 (1) (b) who is the spouse or dependent of another military elector may elect to take as his or her residence either the individual's most recent residence in this state or the residence of the individual's spouse or the individual providing his or her support.

History: 1971 c. 304 s. 29 (2); 1975 c. 85, 94, 199; 1977 c. 26; 1979 c. 260; 1983 a. 192, 484; 1985 a. 304; 1987 a. 391; 1991 a. 316; 1997 a. 39; 2001 a. 16, 51; 2011 a. 23; 2015 a. 261.

Voter residency and absentee voting is discussed. 60 Atty. Gen. 214.

Voting residency of family members of military personnel stationed in Wisconsin is discussed. 61 Atty. Gen. 269.

Upon marriage to a Wisconsin serviceman, a nonresident wife may take the Wisconsin voting residence of her husband. 61 Atty. Gen. 365.

17.03 Vacancies, how caused. Except as otherwise provided, a public office is vacant when:

- (1) The incumbent dies.
- (2) The incumbent resigns.
- (3) The incumbent is removed.
- (4) The incumbent ceases to be a resident of:
 - (a) This state; or
 - (b) If the office is legislative, the district from which elected; or
 - (bm) If the office is a district attorney, the prosecutorial unit from which elected; or
 - (c) If the office is local and elective, the county, city, village, town, district or area from which elected, except as provided ss. 60.30 (6), 119.08 (1) (c) and 120.05 (1) (d); or
 - (d) If the office is local and appointive, and residency, subject to s. 66.0502, is a local requirement, the county, city, village, town, district, or area within which the duties of the office are required to be discharged.
- (4m) In the case of a school district office, the incumbent is absent from the district for a period exceeding 60 days.
- (5) Whether or not sentenced to imprisonment, the incumbent is convicted and sentenced by a state or federal court for treason, felony or other crime of whatsoever nature punishable by imprisonment in any jail or prison for one year or more or for any offense involving a violation of the incumbent's official oath. A vacancy so created is not affected by a stay of execution of judgment. Reversal of the judgment, but not a pardon, immediately restores the incumbent to office if the term has not expired and entitles the incumbent to the emoluments of the office for the time the incumbent would have served in the office but for the judgment.
- (6) A competent tribunal voids the election or appointment; or adjudges the incumbent to be incapable of understanding the objective of the elective process; or places the incumbent under guardianship, unless the court finds that the incumbent competent to exercise the right to vote.
- (7) A person elected or appointed or reelected or reappointed to any office neglects or refuses to take and file the official oath or to execute or renew the official bond if required, or to file the oath or bond as prescribed by law.
- (8) The incumbent neglects or refuses to execute and file an additional bond, when lawfully required, as prescribed by law.
- (9) A person elected or appointed to fill a vacancy or for a full term declines the office in writing or dies before qualifying or declines in writing or dies before the time when, by law, the person should enter upon the duties of the office to which elected or appointed.
- (10) If the office is elective, the incumbent's term expires, except for the office of sheriff, coroner, register of deeds or district attorney.
- (11) If the office is a school board seat, the first annual school meeting of a school district fails to elect school board members for the district.
- (12) The offices are established upon the creation by the legislature of a new county and a new town.
- (13) Any other event occurs which is declared by any special provision of law to create a vacancy.

History: 1971 c. 154; 1971 c. 304 s. 29 (1); 1979 c. 249; 1983 a. 484; 1985 a. 304, 312, 332; 1987 a. 391; 1989 a. 31, 241; 2005 a. 387; 2012.

Cross-reference: See s. 59.20 (1) for county supervisor residency requirement.

Cross-reference: See s. 196.675 for vacancies in office if district attorney, city attorney, assistant city attorney, or judicial officer is employed by a common carrier.

City officers are subject to s. 17.03 vacancy provisions. *Wellnitz v. Wauwatosa Police & Fire Commissioners*, 151 Wis. 2d 306, 444 N.W.2d 412 (Ct. App. 1989).

The felony conviction and sentencing of a state senator creates a vacancy in the office without any action by the senate. 65 Atty. Gen. 264. No vacancy occurs under sub. (4) when a supervisor's residence remains the same but the district boundaries have changed. 76 Atty. Gen. 16

DETERMINING THE **RESIDENCY** of Municipal Officers

By Claire Silverman, Legal Counsel

At the time they are elected, members of municipal governing bodies and other local elected officers must be resident electors of the municipality.¹

Common council members representing aldermanic districts must not only reside within the city, but must also be residents of the district from which they are elected.² While virtually all elected offices have a residency requirement, the same is not true for appointive offices.

Some appointive offices are subject to a residency requirement.³ Others are not.⁴ Some municipalities have enacted local laws that require residency in order to be eligible for appointment to certain appointive offices even though state law does not impose such a requirement. Some municipalities have residency requirements for employees as well.

Where residency is an eligibility requirement for holding office, it is not enough for the office holder to be a resident at the time of election or appointment. Residency must be maintained throughout the term. A local elective office is vacated when the incumbent ceases to be a resident of the municipality or district from which he or she was elected.⁵ In addition, if residency is a local requirement for appointive offices, a local appointive office is vacated when the incumbent ceases to be a resident of the municipality.⁶

Sometimes questions arise concerning the residency of municipal officers. For example, where does an elected municipal officer reside when he or she

maintains two dwelling places, one inside and one outside the municipality? Does an elected officer who is forced by circumstances to temporarily move outside of the municipality or district from which elected cease to be a resident? Because Wis. Stat. sec. 17.03(4) provides that failure to maintain residency results in the office being vacant, determinations regarding residency are important and must be made carefully. This comment discusses what factors are pertinent in determining a municipal officer's residency.

*see Residency
continued on page 442*

This legal comment is a revised and updated version of a comment originally authored by Curt Witynski and published in the April 1993 issue of the *Municipality*.

1. Wis. Stat. secs. 61.19 and 62.09(2)(a). Candidates for elective municipal offices must become resident electors of the municipality and district they seek to represent at least ten days before the election to be eligible for office. Sec. 6.02(1). See Officers 746 and 747.
2. Wis. Stat. sec. 62.09(2)(a).
3. Examples of appointed offices subject to a residency requirement include library board members under Wis. Stat. sec. 43.58 and commissioners for a redevelopment authority under Wis. Stat. secs. 66.1333 and 66.1339.
4. For example, state statutes do not require that plan commission, zoning board of appeals or police and fire commission members be municipal residents.
5. Wis. Stat. sec. 17.03(4)(c).
6. Wis. Stat. sec. 17.03(4)(d).

“IN ANALYZING
THE RESIDENCY
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COURT DECLARED
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RESIDENCY.””

see *Residency*
from page 441

STANDARDS FOR DETERMINING RESIDENCY

The state statutes governing city and village officers do not define “resident.” Although case law provides some guidance, cases often involve municipal employees rather than municipal officers. However, the cases are useful because the courts are examining what residency means.

In *Kempster v. City of Milwaukee*,⁷ the Wisconsin Supreme Court analyzed a provision of Milwaukee’s charter requiring that the health commissioner reside in the city continuously for one year prior to appointment. The court stated:

The word “residence” as used in the charter does not mean physical location continuously. It is used in the broad sense of domicile requisite to citizenship. For the purposes of such residence there must be an actual location in the place in question, with the intention of making it a permanent home. That is sufficient to meet all the requisites of legal residence at the outset. In one sense a person may have more than one place of residence, but he can have only one which has the element of permanency essential in a legal sense to his domicile. He can have only one domicile at one time. To constitute that there must be an actual location, with the intent to make such place his home indefinitely.... To establish the domicile does not require any considerable length of time. Residence at a place for any length of time,

however short, with the concurring intention of permanently residing at such place, renders such place, in a legal sense, the person’s domicile, and, being once fixed, it will continue till abandoned, without reference to any mere absence for a temporary purpose, with the fixed intention of returning when such purpose shall be accomplished. [Citations omitted.]

Kempster, 97 Wis. at 347-348, 72 N.W. at 744 -745 (1897).

In *Eastman v. City of Madison*,⁸ a Madison police officer and firefighter sought reinstatement as Madison employees after their positions of employment were vacated for failure to comply with the city’s residency ordinance. The employees kept apartments in Madison and Madison mailing addresses, telephone numbers, automobile and voter registrations. However, the employees’ spouses and families lived exclusively outside Madison and the children attended school outside of Madison. Moreover, the employees spent most of their off-duty time in their homes outside of Madison.

The employees claimed that they complied with the residency ordinance even though they had homes outside the city. However, the court disagreed. The court of appeals referred to the definition of “residence” in BLACK’S LAW DICTIONARY in determining that the ordinance requiring city employees to “reside” in the city was not unconstitutionally vague. The court noted, “BLACK’S LAW DICTIONARY defines “residence” as “[p]ersonal presence at some place of abode with no present intention of definite and early removal.... Residence implies something more than mere physical presence....”⁹

7. 97 Wis. 343, 72 N.W. 743 (1897).

8. 117 Wis.2d 106, 342 N.W.2d 764 (Ct. App. 1983).

LEGAL COMMENT

In analyzing the residency issue, the court declared that "[c]ontinuous personal presence and intention establish residency."¹⁰ The court noted, however, that the employees' declarations of intent are not conclusive because "[s]uch declarations are only evidence of state of mind and 'may be suspect because of their self-serving nature.'"¹¹ The court stated, "The self-serving declaration cannot be conclusive but must yield to the intent which the acts and conduct of the person clearly indicate."¹² In addition, the court of appeals indicated that "the location of immediate family, and the site of children's schooling is significant in determining residency."¹³ Thus, the *Eastman* court concluded that the fact that the employees maintained apartments and voter registrations in Madison, "in light of the totality of the circumstances, establishes neither the intent nor the presence necessary for residency" under the Madison ordinance.¹⁴

In an Illinois case more recently decided, the Seventh Circuit court of appeals found that a city employee who resided within city limits only two days per week and lived with his wife outside the city limits the remainder of the time period for twenty years, violated a city residency ordinance even though the employee paid taxes, registered his car, voted and obtained his driver's license using his city address, where his wife continuously resided in the marital home.¹⁵

In addition to case law, the statutory standards governing residency for voting

purposes are an additional source of information and guidance that should be considered when making residency determinations. Section 6.10 provides, among others not included here, the following standards:

- ✓ The residence of a person is the place where the person's habitation is fixed, without any present intent to move, and to which, when absent, the person intends to return.¹⁶
- ✓ When a married person's family resides at one place and that person's business is conducted at another place, the former place establishes the residence. If the family place is temporary or for transient purposes, it is not the residence.¹⁷
- ✓ The residence of an unmarried person sleeping in one ward and boarding in another is the place where the person sleeps.¹⁸
- ✓ A person shall not lose residence when the person leaves home and goes into another state or county, town, village or ward of this state for temporary purposes with an intent to return.¹⁹
- ✓ As prescribed by article III of the constitution, no person loses Wisconsin residence while absent from Wisconsin on state or federal business, and no member of the U.S. armed forces gains Wisconsin residence be-

cause of being stationed in Wisconsin.²⁰

- ✓ No person gains a residence in any ward or election district of this state while there for temporary purposes only.²¹
- ✓ A person loses Wisconsin residence if he or she moves to another state with an intent to make a permanent residence there or, if while there, exercises the right to vote as a citizen of that state.²²
- ✓ Neither an intent to acquire a new residence without removal, nor a removal without intent, shall affect residence.²³

It is evident from case law and the standards listed above that residency determinations must be made on a case-by-case basis. In general, temporary absences from one's residence do not result in the loss of residency. In addition, a person's intention is important, but it must be supported by and not contradicted by the facts.

One important factor in determining residency is continuous personal presence at a particular location. This inquiry focuses on where the person spends most of his or her non-working time. For example, when a person maintains two dwellings, one outside and one inside the

*see Residency
continued on page 446*

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| <p>9. 342 N.W.2d at 769, quoting BLACK'S LAW DICTIONARY 1176 (rev. 5th ed. 1979).</p> <p>10. <i>Id.</i> at 770.</p> <p>11. <i>Id.</i>, quoting Restatement (Second) of Conflict of Laws.</p> <p>12. <i>Id.</i>, quoting <i>McCarthy v. Phila. Civ. Svc. Comm.</i>, 339 A.2d 634, 637 (Pa. 1975), <i>aff'd</i>, 424 U.S. 645 (1976) (<i>per curiam</i>).</p> <p>13. <i>Id.</i></p> <p>14. <i>Id.</i></p> | <p>15. <i>Gusewelle v. City of Wood River</i>, 374 F.3d 569 (7th Cir. 2004).</p> <p>16. Wis. Stat. sec. 6.10(1).</p> <p>17. Wis. Stat. sec. 6.10(2).</p> <p>18. Wis. Stat. sec. 6.10(4).</p> <p>19. Wis. Stat. sec. 6.10(5).</p> <p>20. Wis. Stat. sec. 6.10(6).</p> <p>21. Wis. Stat. sec. 6.10(8).</p> <p>22. Wis. Stat. sec. 6.10(10).</p> <p>23. Wis. Stat. sec. 6.10(11).</p> |
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LEGAL COMMENT

see *Residency*
from page 443

municipality, the question to ask is which dwelling does the person spend the most time at. If the person spends most of his or her non-working time at the family dwelling outside the municipality, as was the case in *Eastman*, then a court would likely conclude that the person is not a resident of the municipality.

Other relevant considerations in determining the residency of a person dividing time between two dwellings are the location of the person's immediate family, and the site of the children's schooling, if any. In addition, other facts should be taken into account when deter-

mining the residency of a person, such as: where the person is registered to vote, the person's mailing address, and what address appears on the person's driver's license, car registration, bank accounts and tax returns.²⁴

WHO DETERMINES THE RESIDENCY OF A MUNICIPAL OFFICER?

When questions are raised concerning the residential status of a municipal officer, who or what body is authorized to make a determination concerning the officer's residency? With regard to municipal governing body members, each city and village governing body may deter-

mine the residency of its members. This is because village boards and common councils have the power to judge the qualifications of their members.²⁵ Municipal governing bodies should not, however, make a determination regarding a member's residency without holding a due process hearing. Also, such a determination is subject to judicial review.

In addition to the ability of municipal governing bodies to determine the residency of their members, any individual who believes that a person holding a local elective office is not a resident of the municipality or district in which he or she serves may file a complaint with the attorney general alleging that the in-

24. See Officers 743.

25. Wis. Stat. secs. 61.32 and 62.11(3)(a).

LEGAL COMMENT

dividual is not qualified to hold office because of a failure to meet a residency requirement.²⁶ The attorney general may, when such a complaint is filed, investigate whether the allegations are true. If the attorney general finds that the allegations in the complaint are true, the attorney general may commence an action under ch. 784, Stats., for a writ of *quo warranto* to have the person's office declared vacant because of failure to meet a residency requirement.²⁷

If the attorney general refuses to act on a complaint alleging that a particular officer is not a resident of the municipality or district in which the officer serves, the complainant may, on his own, commence a *quo warranto* action under ch. 784.²⁸ However, only a person who has an interest which is distinct from that of the general public would have standing to commence a *quo warranto* action. *City of Waukesha v. Salbashian*.²⁹ But, as the *Salbashian* court explained, "only a slight interest" is necessary to qualify a person to apply for leave to prosecute a *quo warranto* action.³⁰

DE FACTO OFFICERS

When an elective municipal officer, such as a common council member, moves out of the municipality or district from which elected but continues to exercise the powers and duties of the office for the remainder of his or her term, the officer's votes and any actions taken by the governing body are valid. While an elective municipal officer who ceases to be a

resident of the municipality may not be considered a *de jure* officer, he or she is a *de facto* officer if "in possession of [the office], performing its duties, and claiming to be such officer under color of an election or appointment."³¹ The acts of a *de facto* officer are valid as to the public and third parties, and cannot be attacked collaterally.³²

CONCLUSION

Occasionally, questions arise concerning the residency of a particular municipal officer. This Comment has reviewed various factors to consider when attempting to determine the residency of a municipal officer. The residential status of a municipal officer is important because a local elective office is vacated when an incumbent ceases to be a resident of the municipality or district from which he or she was elected. Also, a local appointive office is vacated when the incumbent ceases to be a resident of the municipality if residency is a local requirement. Thus, it is important to make sure that any determination as to residency is made by considering the relevant factors.

Governing Bodies 335 R1
Officers 751 R1
Officers 752 R1
Officers 753 R1

THE RESIDENTIAL

STATUS OF A

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26. Wis. Stat. sec. 8.28(1).
27. Wis. Stat. sec. 8.28(2).
28. Wis. Stat. sec. 784.04(2).
29. 128 Wis.2d 334, 349, 382 N.W.2d 52, 57 (1986).
30. *Id.*
31. *State ex rel. Reynolds v. Smith*, 22 Wis.2d 516, 522, 126 N.W.2d 215 (1964).
32. *Burton v. State Appeal Board*, 38 Wis.2d 294, 304-05, 156 N.W.2d 386 (1968); 77 Op. Att'y Gen. 228, 229 (1988).

Appointments & Vacancies FAQ 2

Does a council member or village trustee vacate their office by temporarily moving out of the district or village they represent?

Members of municipal governing bodies and other local elected officers must, at the time of their election, be resident electors of the municipality and in the case of common council members, residents of the district from which elected.¹ A local elective office is vacated when the incumbent ceases to be a resident of the municipality or district from which he or she was elected.² In addition, a local appointive office is vacated when the incumbent ceases to be a resident of the municipality if residency is a local requirement for appointive offices.³

Because of this, questions relating to the residency of municipal officers often arise. For example, some elected municipal officers may maintain two dwelling places, one inside and one outside the municipality. Others may be forced by circumstances to temporarily move outside of the municipality or district from which they were elected. Determining whether elected officers in these and similar situations have ceased to be residents of the municipality or district from which elected is important because if they have, the office is vacant.

Standards For Determining Residency

No definition of "residence" is provided in Wis. Stat, chs. 17, 61 or 62. Most case law discusses residency in the context of municipal employees but is nonetheless helpful in determining what "residence" means. In *Eastman v. City of Madison*,⁴ the court of appeals referred to the definition of "residence" in Black's Law Dictionary when interpreting a City of Madison ordinance requiring city employees to "reside" in the city. According to the court, *Black's Law Dictionary* defines "residence" as "[p]ersonal presence at some place of abode with no present intention of definite and early removal . . . Residence implies something more than mere physical presence. . . ."⁵

In *Eastman*, a Madison police officer and firefighter sought reinstatement as Madison employees after their positions of employment were vacated for failure to comply with an ordinance requiring them to reside in Madison. The employees claimed, among other things, that they complied with the ordinance even though they had homes outside the city.

The *Eastman* court, in its analysis of the residency issue, apparently relied on the definition of "residence" in Black's Law Dictionary to initially declare that "[c]ontinuous personal presence and intention establish residency."⁶ The court also stated, however, that the employees' "declarations of intent are not conclusive ... [since] ... [s]uch declarations are only evidence of state of mind and 'may be suspect because of their self-serving nature.'"⁷ "The self-serving declaration cannot be conclusive but must yield to the intent which the acts and conduct of the person clearly indicate."⁸ In addition, the court of appeals expressed the view that "the location of immediate family, and the site of children's schooling is significant in determining residency."⁹

In *Eastman*, the employees kept apartments in Madison and Madison mailing addresses, telephone numbers, automobile and voter registrations. However, the court noted that the employees' spouses and families lived exclusively outside Madison and their children went to school outside of Madison. Moreover, the employees spent most of their off-duty time in their homes outside of Madison. Thus, the *Eastman* court concluded that the fact that the employees maintained apartments and voter registrations in Madison, "in light of the totality of the circumstances, establishes neither the intent nor the presence necessary for residency" under the Madison ordinance.¹⁰

When dealing with residency questions, in addition to relying on the *Eastman* case for guidance, it may be helpful to refer to the following standards governing residency for voting purposes listed in Wis. Stat. sec. 6.10:

- 1) The residence of a person is the place where the person's habitation is fixed, without any present intent to move, and to which, when absent, the person intends to return.
- 2) When a married person's family resides at one place and that person's business is conducted at another place, the former place establishes the residence. If the family place is temporary or for transient purposes, it is not the residence.
- 3) ...
- 4) The residence of an unmarried person sleeping in one ward and boarding in another is the place where the person sleeps....
- 5) A person shall not lose residence when the person leaves home and goes into another state or county, town, village or ward of this state for temporary purposes with an intent to return.
- 6) As prescribed by article III of the constitution, no person loses residence in this state while absent from this state on business for the United States or this state; and no member of the armed forces of the United States gains a residence in this state because of being stationed in this state.
- 7) ...
- 8) No person gains a residence in any ward or election district of this state while there for temporary purposes only.
- 9) ...
- 10) If a person moves to another state with intent to make a permanent residence there or exercises the right to vote as a citizen of that state by voting, the person loses Wisconsin residence.
- 11) Neither an intent to acquire a new residence without removal, nor a removal without intent, shall affect residence.

It is evident from *Eastman* and the standards listed above that determinations of residency must be made on a case-by-case basis. In general, temporary absences from one's residence do not result in the loss of residence. In addition, a person's intention is important, but it must be supported by and not contradicted by

the facts.

A very important factor in determining residency is continuous personal presence at a particular location. In other words, a key inquiry in determining the residency of a municipal officer is where does the person spend most of his or her non-working time? For example, when a person maintains two dwellings, one outside and one inside the municipality, the question to ask is which one does the person spend the most time at. If the person spends most of his or her non-working time at the family dwelling outside the municipality, as was the case in *Eastman*, then chances are good a court would probably find that the person is not a resident of the municipality.

Other relevant considerations in determining the residency of a person dividing time between two dwellings are the location of the person's immediate family, and the site of the children's schooling, if any. In addition, other facts should be taken into account when determining the residency of a person, such as: where the person is registered to vote, the person's mailing address, and what address appears on the person's driver's license, car registration, bank accounts and tax returns.¹¹

Who Determines the Residency of a Municipal Officer?

When questions are raised concerning the residential status of a municipal officer, who or what body is authorized to make a determination concerning the officer's residency? With regard to municipal governing body members, each city and village governing body may determine the residency of its members. This is because village boards and common councils have the power to judge the qualifications of their members.¹² Municipal governing bodies should not, however, make a determination regarding a member's residency until after a due process hearing. Also, such a determination would be subject to judicial review.

In addition to the ability of municipal governing bodies to determine the residency of their members, any individual who believes that a person holding a local elective office is not a resident of the municipality or district in which he or she serves may file a complaint with the attorney general alleging that the individual is not qualified to hold office because of a failure to meet a residency requirement.¹³ The attorney general may, when such a complaint is filed, investigate whether the allegations are true. If the attorney general finds that the allegations in the complaint are true, the attorney general may commence an action under ch. 784, Stats., for a writ of *quo warranto* to have the person's office declared vacant because of failure to meet a residency requirement.¹⁴

If the attorney general refuses to act on a complaint alleging that a particular officer is not a resident of the municipality or district in which the officer serves, the complainant may, on his own, commence a *quo warranto* action under ch. 784.¹⁵ However, only a person who has an interest which is distinct from that of the general public would have standing to commence a *quo warranto* action. *City of Waukesha v. Salbashian*.¹⁶ But, as the *Salbashian* court explained, "only a slight interest is necessary to qualify a person to apply for leave to" prosecute a *quo warranto* action.¹⁷

De Facto Officers

When an elective municipal officer, such as a common council member, moves out of the municipality or district from which elected but continues to exercise the powers and duties of the office for the remainder of his or her term, the officer's votes and any actions taken by the governing body are valid. While an elective municipal officer who ceases to be a resident of the municipality may not be considered a *de jure* officer, he or she is a *de facto* officer if "in possession of [the office], performing its duties, and claiming to be such

37
officer under color of an election or appointment."¹⁰ The acts of a *de facto* officer are valid as to the public and third parties, and cannot be attacked collaterally.¹⁹

Conclusion

Occasionally, questions arise concerning the residency of a particular municipal officer. This article has reviewed various factors to consider when attempting to determine the residency of a municipal officer. The residential status of a municipal officer is important because a local elective office is vacated when an incumbent ceases to be a resident of the municipality or district from which he or she was elected. Also, a local appointive office is vacated when the incumbent ceases to be a resident of the municipality if residency is a statutory or local requirement.

End Notes

1. Sections 61.19 and 62.09(2)(a), Stats. Candidates for elective municipal offices must become resident electors of the municipality and district they seek to represent at least 28 days before the election to be eligible for office. See Wis. Stat. sec. 6.02.
2. Sec. 17.03(4)(c).
3. Sec. 17.03(4)(d).
4. 117 Wis.2d 106, 342 N.W.2d 764 (Ct. App. 1983).
5. 342 N.W.2d at 769, quoting Black's Law Dictionary 1176 (rev. 5th ed. 1979).
6. *Id.*, at 770.
7. *Id.*, quoting Restatement (Second) of Conflict of Laws.
8. *Id.*, quoting *McCarthy v. Phila. Civ. Svc. Comm.*, 19 Pa. Cmwlth. 383, 339 A.2d 634, 637 (1975), *aff'd*, 424 U.S. 645 (1976) (per curiam).
9. *Id.*
10. *Id.*
11. See Officers 743.
12. Secs. 61.32 and 62.11(3)(a).
13. Sec. 8.28(1).
14. Sec. 8.28(2).
15. Sec. 784.04(2).
16. 128 Wis.2d 334, 382 N.W.2d 53, 57 (1986).
17. *Id.*
18. *State ex rel. Reynolds v. Smith*, 22 Wis.2d 516, 522, 126 N.W.2d 215 (1964).
19. *Burton v. State Appeal Board*, 38 Wis.2d 294, 304-05, 156 N.W.2d 386 (1968); 77 Op. Att'y Gen. 228, 229 (1988).

SUBJECT: Public Hearing Regarding Request by James and Jacqueline Ogilvie to Vacate Two (2) Portions of Undeveloped Right-of-Way Known as That Part of Platted but Not Open 5th Avenue East Adjacent to Lots 1 through 12, Block 379 and Lots 13 through 24 of Block 380 of Ellis Division, and Also That Part of Platted but Not Open 5th Avenue East Adjacent to Lot 7 of Block 17 of Superior Addition to the City of Ashland Wisconsin; and That Part of Platted but Not Open Alleyway Adjacent to Lots 5 through 12 and 16 through 24 of Block 380 of Ellis Division to the City of Ashland Wisconsin (*Planning*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Public Works Department
Plan Commission

EXHIBITS:

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** N/A

COMPLIANCE WITH ORD. 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: The Comprehensive Plan recommends that the City stabilize public finances and work to lessen the City's dependence upon outside grant funding to accomplish projects as well as basic maintenance and community needs. The vacation of this portion of non-essential public right-of-way will put the land on the tax roll, and the price of land acquired through a right-of-way vacation is \$0.25 per square foot. In total, this will result in \$4,950 in revenue for the City.

SUMMARY STATEMENT:

Wisconsin State Statute dictates the procedure for approval if any adjacent landowners are in opposition to the proposal. A Public Hearing will be held before the Common Council on July 27, 2021 and a Class III Public Hearing notice was issued to invite the public to provide input on this proposed discontinuance. Abutting property owners were also notified, and all contacted the Planning & Development Department to express support for the proposed right-of-way vacation with the proposed conditions.

SUBJECT: Approve a Resolution to Vacate Two Portions of Undeveloped City Right-of-Way, Known as That Part of Platted but Not Open 5th Avenue East Adjacent to Lots 1 through 12 of Block 379 and Lots 13 through 24 of Block 380 of Ellis Division, and Also That Part of Platted but Not Open 5TH Avenue East Adjacent to Lot 7 of Block 17 of Superior Addition to the City of Ashland Wisconsin; and That Part of Platted but Not Open Alleyway Adjacent to Lots 5 through 12 and 16 through 24 of Block 380 of Ellis Division tot he City of Ashland Wisconsin (*Planning*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Public Works Department
Plan Commission (unanimously recommended approval on July 20, 2021)

EXHIBITS:

1. Proposed Resolution
2. Staff Report from July 20, 2021 Plan Commission Review of Requested Right-of-Way Vacation
3. Aerial Map of Undeveloped Right-of-Way Requested for Vacation by John and Jacqueline Ogilvie

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

APPROPRIATION REQUIRED: N/A

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORD. 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: The Comprehensive Plan recommends that the City stabilize public finances and work to lessen the City's dependence upon outside grant funding to accomplish projects as well as basic maintenance and community needs. The vacation of this portion of non-essential public right-of-way will put the land on the tax roll, and the price of land acquired through a right-of-way vacation is \$0.25 per square foot. In total, this will result in \$4,950 in revenue for the City.

SUMMARY STATEMENT:

John and Jacqueline Ogilvie are requesting vacation of 2 portions of undeveloped right-of-way, one undeveloped alleyway and the other is the undeveloped portion of 5th Avenue East. The purpose for the request to vacate the alleyway is that it currently subdivides 2 properties which are both owned by the Ogilvie's, and they would like to legally combine as a single parcel. The request to vacate the undeveloped avenue east of their property is to allow them to make improvements to stabilize pre-existing the small drive in the right-of-way, in order to have the ability to more easily access the garden in their rear yard with vehicles and gardening equipment. They have agreed to an access easement if the requested right-of-way vacation is granted, allowing continued use by the public to ensure that this would not land lock any properties.

RESOLUTION No. 17631

RESOLUTION TO VACATE TWO PORTIONS OF UNDEVELOPED CITY RIGHT-OF-WAY, KNOWN AS:

- THAT PART OF PLATTED BUT NOT OPEN 5TH AVENUE EAST ADJACENT TO LOTS 1 THROUGH 12 BLOCK 379 AND LOTS 13 THROUGH 24 OF BLOCK 380 OF ELLIS DIVISION, AND ALSO THAT PART OF PLATTED BUT NOT OPEN 5TH AVENUE EAST ADJACENT TO LOT 7 OF BLOCK 17 OF SUPERIOR ADDITION TO THE CITY OF ASHLAND WISCONSIN; AND
- THAT PART OF PLATTED BUT NOT OPEN ALLEYWAY ADJACENT TO LOTS 5 THROUGH 12 AND 16 THROUGH 24 OF BLOCK 380 OF ELLIS DIVISION TO THE CITY OF ASHLAND WISCONSIN.

WHEREAS, the Plan Commission has approved a request to vacate the portions of unimproved right-of-way known as:

- That Part Of Platted But Not Open 5th Avenue East Adjacent To Lots 1 Through 12 Block 379 and Lots 13 Through 24 Of Block 380 Of Ellis Division, and also That Part Of Platted But Not Open 5th Avenue East Adjacent To Lot 7 Of Block 17 Of Superior Addition To The City Of Ashland, Wisconsin; and
- That Part Of Platted But Not Open Alleyway Adjacent To Lots 5 Through 12 And 16 Through 24 Of Block 380 Of Ellis Division To The City Of Ashland, Wisconsin.

WHEREAS, a public hearing was held on July 27, 2021, notification of which was given by publishing the notice of the hearing in the newspaper and notifying abutting property owners as required by Wisconsin Statute 66.1003, and the Common Council does deem it in the best interest of the City to vacate said right-of-way.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Ashland hereby vacates the above described undeveloped right-of-way, and relinquishes all claims and responsibilities pertaining thereto contingent upon the following conditions:

- The applicant shall legally combine all contiguous property into a single parcel ID with the Ashland County Register of Deeds office
- The applicant shall prepare and file an access easement to allow continued use by property owners located south of the proposed vacation area.

PASSED: July 27, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Robert Eaton, City Attorney



City of Ashland, Wisconsin

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

**DEPARTMENT OF
PLANNING &
DEVELOPMENT**

601 Main Street West
Ashland, WI 54806
Phone: 715.682.7041

STAFF REPORT

Plan Commission – July 20, 2021

Agenda Item #5a: Review and make a recommendation to council on the discontinuance of a portion of undeveloped right-of-way (ROW).

Applicant: John and Jacqueline Ogilvie

Background

John and Jacqueline Ogilvie are requesting vacation of 2 portions of undeveloped right-of-way, one portion is undeveloped alleyway and the other is the undeveloped portion of 5th Avenue East. The purpose for this request to vacate the alleyway is that it currently subdivides 2 properties which are both owned by the Ogilvie's, and they would like to legally combine as a single parcel. The request to vacate the undeveloped avenue east of their property is to allow them to make improvements to stabilize the pre-existing small drive located in the right-of-way, in order to more easily access the garden in their rear yard with vehicles and gardening equipment. They have agreed to provide an access easement if the requested right-of-way vacation is granted, allowing continued use by the public to ensure that this would not land lock any properties. All abutting property owners have contacted the Planning Department to express support for the proposed vacation.

The Plan Commission should review this request based on the standards of review outlined in the below staff report, as well as Public Works staff input, to make a recommendation to City Council regarding the requested right-of-way vacation.

Standards for Review

Wisconsin State Statute 66.1003 DISCONTINUANCE OF A PUBLIC RIGHT OF WAY (all subsections thereof), create the legal framework to regulate, administer, and enforce the review and approval process for the City of Ashland.

Review

The following criteria were used to review the requested right-of-way discontinuance:

1. Future Public Work's Plans for Rights-of-Way. City staff has no plans for the development of this ROW, and Public Works expressed that they do not have

any concerns about the request. The applicant shall also provide an access easement to ensure that surrounding properties owners and farmers continue to have the ability to access their properties via this right-of-way.

2. Neighborhood Impact. The portion of undeveloped right-of-way requested for vacation does about 2 other property owners, who have both contacted the Planning Department to express support for the proposed right-of-way vacation request. The provision of an access easement will mitigate any potential negative neighborhood impacts created by this transition from public land to private property.
3. Public Comment. Wisconsin State Statute dictates the procedure for approval if any adjacent landowners are in opposition to the proposal. A Public Hearing will be held before the Common Council on July 13, 2021 and a Class III Public Hearing notice was issued to invite the public to provide input on this proposed discontinuance. Abutting property owners were also notified, and they must provide consent no later than the date of the public hearing.
4. Other Factors. N/A

Review Recommendation

Staff recommends APPROVAL of this requested discontinuance contingent on the following conditions:

- The applicant shall legally combine all contiguous property into a single parcel ID with the Ashland County Register of Deeds office
- The applicant shall prepare and file an access easement to allow continued use by property owners located south of the proposed vacation area.

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 permit may be made by the Plan Commission.



201-02949-0000
ZORDAN

201-02948-0000
KONINY
1500 PRENTICE AVE

5TH
AVE E

16TH STE

201-02956-0000
ENGHOLM TRUST

201-02957-1000
OGILVIE
420 16TH STE

201-02957-0000
OGILVIE

201-02960-0000
CLARK

201-03987-0000
HARALAMBOUS

201-03989-0000
BOHATKA

201-03993-0000
PELTONEN

201-03992-0000
PELTONEN

SUBJECT: Approve a Resolution for Reallocation of \$100,000 from CDBG CLOSE-Public Facilities Award 21-53 for Slum and Blight Elimination at 501 3rd Street East to CDBG CLOSE-Public Facilities 21-61 for Reconstruction of 6th Street East from 13th Avenue East to 19th Avenue East (Planning) Roll

RECOMMENDATION: Approval (unanimously recommended by the Plan Commission on July 20, 2021)

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Public Works Department
Plan Commission (unanimously recommended at their July 20, 2021 meeting)

EXHIBITS:

1. Proposed Resolution
2. Aerial Map of 501 3rd Street West Property
3. Service Area Map of 6th Street East Reconstruction Project

EXPENDITURES REQUIRED: This reallocation will not change the City's match fund requirements for the 6th Street East Reconstruction project.

AMOUNT BUDGETED: This reallocation will not change the City's match fund requirements for the 6th Street East Reconstruction project.

APPROPRIATION REQUIRED: This reallocation will not change the City's match fund requirements for the 6th Street East Reconstruction project.

**TREASURER'S
CERTIFICATE:**

COMPLIANCE WITH ORD. 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: The proposed Right-of-Way vacation request conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan. It will put land back on the tax roll which provides long-term financial benefits, while maintaining public access through a private access easement.

SUMMARY STATEMENT:

The City was awarded two separate CDBG CLOSE awards, one in the amount of \$100,000 to fund slum and blight elimination through acquisition and demolition of the building located at 501 3rd St W, and the remaining \$520,000 to support reconstruction of 6th Street East from 13th Avenue East to 19th Avenue East.

At the time of the application submission, the property at 501 3rd Street West was being marketed for sale, and therefore funds were budgeted to acquire the property using CDBG CLOSE funds. However, since that time the property is no longer for sale and the City does not have a method for voluntary or involuntary acquisition of the property within the associated grant timeline. Therefore, the City may reallocate the \$100,000 award from the slum and blight elimination project (21-53) to be added to the \$520,000 award (project 21-61) for reconstruction of 6th Street East from 13th Avenue East to 19th Avenue East. This will further reduce the financial demand on City Water and Wastewater Utility funds to complete this project, allowing this money to be used towards further improvements to the City's water and wastewater infrastructure. Without the proposed allocation, the City would not be able to take advantage of the \$100,000 award and would forfeit these grant funds.

RESOLUTION No. 17631

RESOLUTION FOR REALLOCATION OF \$100,000 FROM CDBG CLOSE-PUBLIC FACILITIES AWARD 21-53 FOR SLUM AND BLIGHT ELIMINATION AT 501 3RD STREET WEST TO CDBG CLOSE-PUBLIC FACILITIES 21-61 FOR RECONSTRUCTION OF 6TH STREET EAST FROM 13TH AVENUE EAST TO 19TH AVENUE EAST

WHEREAS, the City of Ashland was awarded \$100,000 in CDBG CLOSE-Public Facilities (CDBG CLOSE-PF) grant funding for slum and blight elimination of the property located at 501 3rd Street West with a project award ID of CDBG-PF 21-53; and

WHEREAS, the City of Ashland was also awarded CDBG CLOSE-PF funds for reconstruction of 6th Street East from 13th Avenue East to 19th Avenue East with a project award ID of CDBG CLOSE-PF 21-61; and

WHEREAS, the City is no longer able to acquire the property at 501 3rd Street West for which CDBG CLOSE-PF 21-53 funds were awarded, and therefore will not be able to utilize the grant for the intended slum and blight elimination purpose.

NOW THEREFORE BE IT RESOLVED, that the City of Ashland shall reallocate the \$100,000 CDBG CLOSE-PF 21-53 award for slum and blight elimination at 501 3rd Street West to CDBG CLOSE-PF 21-61 for reconstruction of 6th Street East from 13th Avenue East to 19th Avenue East.

Approved: July 27, 2021

Councilperson

Attest:

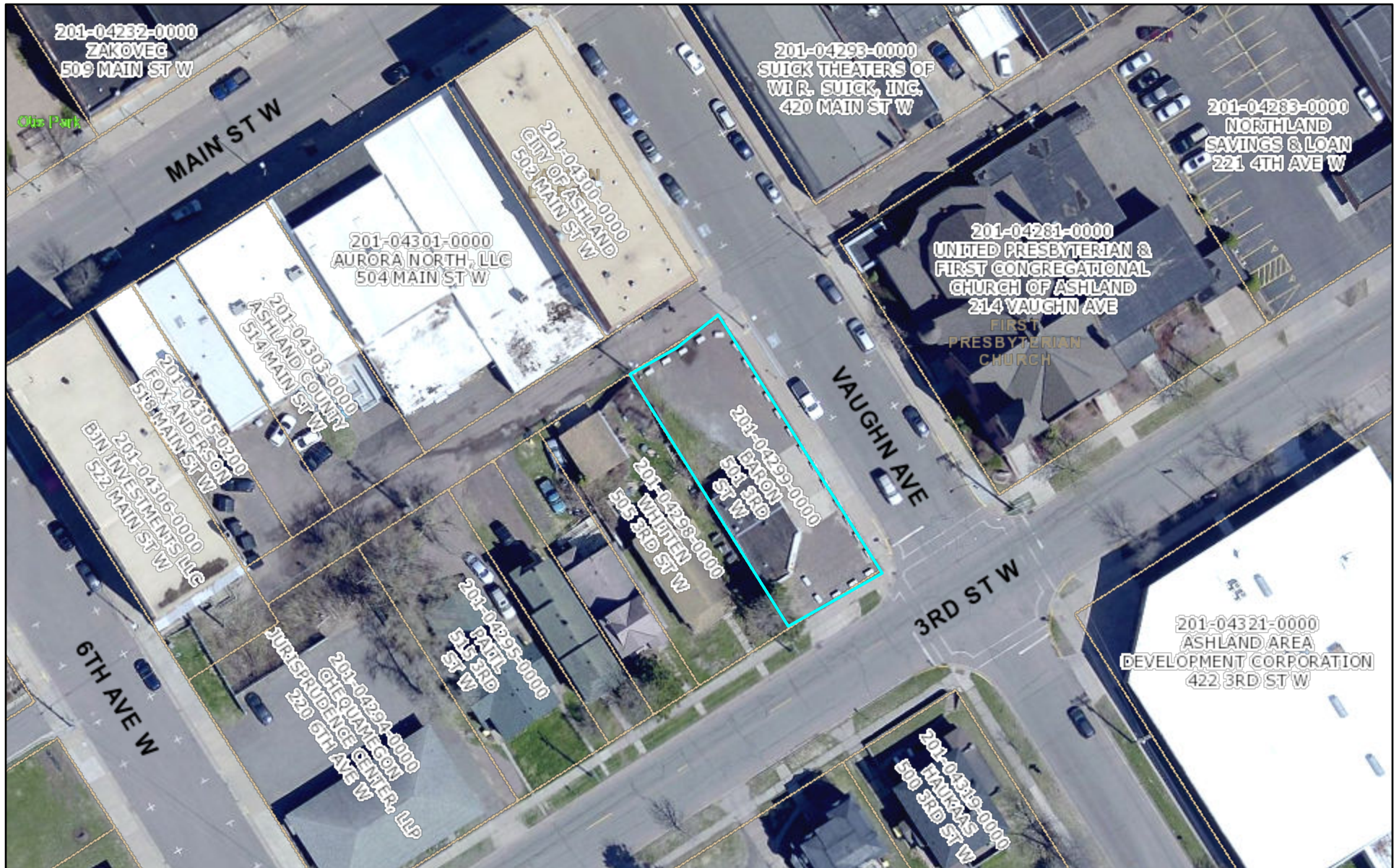
Denise Oliphant, Clerk

Debra S. Lewis, Mayor

Approved as to Form:

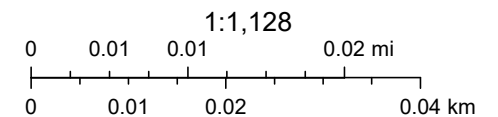
Robert Eaton, City Attorney

501 3rd St W Aerial Map

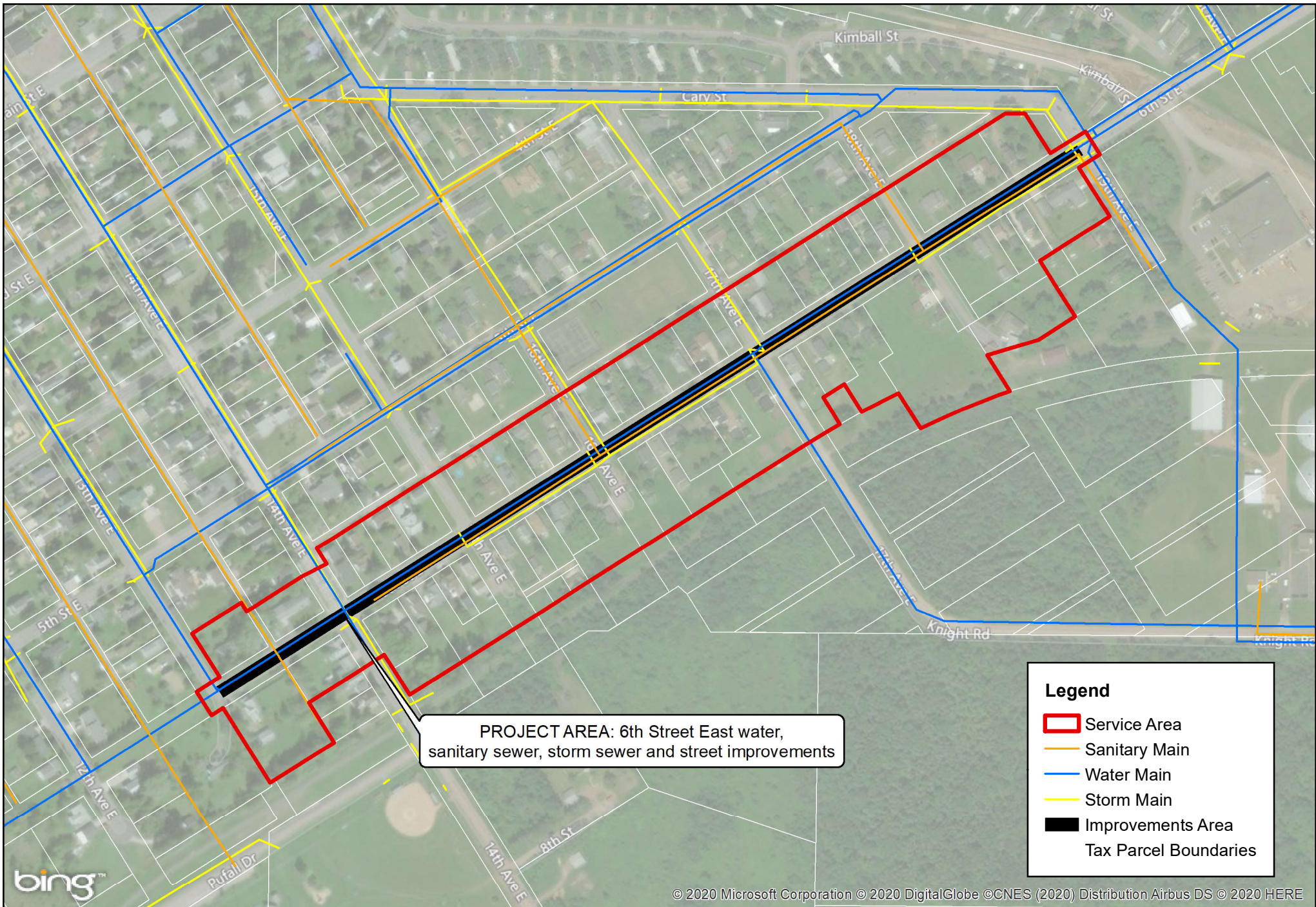


1/6/2021, 10:57:58 AM

Parcel Mapping
Parcel Labels



City of Ashland Public Works Department, GIS Division, PICTOMETRY INTL



PROJECT AREA: 6th Street East water,
sanitary sewer, storm sewer and street improvements

Legend

Service Area

Sanitary Main

Water Main

Storm Main

Improvements Area

Tax Parcel Boundaries

Project Area Map
City of Ashland - Ashland County, WI

0

150

300 Ft

N

Page 66 of 113

SUBJECT: Approve a Resolution to Adopt an Amendment to Residential Anti-Displacement and Relocation Plan (*Mayor*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Mayor
Planning and Development Director

EXHIBITS: 1. Proposed Resolution
2. Resolution No. 15403, December 8, 1998

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** N/A

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

Applying for funding for CDBG projects requires the City to approve and periodically update certain policies under the Housing and Community Development Act of 1974, as amended, and HUD regulations at 24 CFR 42.325. One of these policies is the City of Ashland Residential Anti-Displacement and Relocation Plan.

The attached Resolution amends the original Plan passed by the City Council on December 8, 1998, and adds specific measures that the City will take in regard to minimizing the direct and indirect displacement of persons from their homes for projects receiving CDBG funding.

Council is asked to approve the attached Resolution.

RESOLUTION No. 17630

RESOLUTION TO ADOPT AN AMENDMENT TO RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION PLAN

WHEREAS, the Ashland City Council passed a Resolution to Adopt a Residential Anti-Displacement and Relocation Plan on December 8, 1998 and the terms of said Resolution are incorporated herein by reference; and

WHEREAS, this Residential Anti-Displacement and Relocation Assistance Plan (RARAP) is prepared by the City of Ashland in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to our CDBG projects, and

WHEREAS, it is the desire of the City Council to be in compliance with the goals and objectives of activities assisted under the Act.

THEREFORE BE IT RESOLVED that the Common Council of the City of Ashland, Wisconsin hereby agrees that the City will take the following steps contained in the policy below, in addition to those in Resolution No. 15403, dated December 8, 1998, to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and housing assistance programs.
- Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Adopt policies to identify and mitigate displacement resulting from intensive public investment in neighborhoods.
- Where feasible, give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those units which are “lower-income dwelling units” as defined in 24CFR 42.305).
- Target only those properties deemed essential to the need or success of the project.

One-for-One Replacement of Lower-Income Dwelling Units

The City of Ashland will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the City of Ashland to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City of Ashland will make public by publication in the Ashland Daily Press and submit to the US Department of Housing and Urban Development (HUD) through the State, under the State DCBG Program, the following information in writing:

1. A description of the proposed assisted project;
2. The address m, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided.
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with small dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City of Ashland will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d) the City of Ashland may submit a request to HUD (or to the State, if funded by the State) for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of discriminatory basis within the area.

Contacts

The Director of Planning and Development, 715-682-7041 is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

Passed: July 27, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Robert Eaton, City Attorney

RESOLUTION

No. 15403

A RESOLUTION TO ADOPT A RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION PLAN

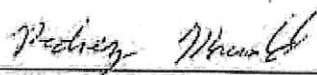
The City of Ashland will provide relocation assistance, as described in 570.496a (b)(2) and in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The City of Ashland will replace all occupied and vacant occupable low and moderate income dwelling units demolished or converted to a use other than as low and moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, and described in 24 CFR 570.496a(b)(1) and in Section 104 (d) of the Housing and Community Development act of 1974, as amended. All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

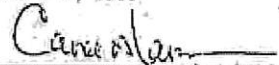
Before obligating or expending funds that will directly result in such demolition or conversion, the City of Ashland will make public and submit, in writing, to the Department of Administration, Division of Housing, the following information:

1. A description of the proposed activity.
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low to moderate income dwelling units as a direct result of the assisted activity, and that will be provided as replacement dwelling units.
3. A timetable for the commencement and completion of the demolition or conversion.
4. The source of funding and time schedule for the provision of replacement dwelling units.
5. The basis for concluding that each replacement dwelling unit will remain a low to moderate income dwelling unit for at least ten years from the date of initial occupancy.

Consistent with the goals and objectives of activities assisted under the Act, the City of Ashland will take appropriate steps to minimize the displacement of persons from the homes.


Councilperson

PASSED: December 8, 1998

ATTEST: 
Carol A. Larson, City Clerk


Lowell J. Miller, Mayor

SUBJECT: Approve Change Order No. 16 for the Ashland Police Station Project (*Administrator*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: City Administrator
Police Chief
Finance Director

EXHIBITS: 1. Change Order #016 Ashland Police Station project
2. Nextec Systems Quote

EXPENDITURES REQUIRED: \$ 34,634.68 Nextec System Cost
1,731.73 5% Sub-Contractors Mark Up
\$ 36,366.41 Total cost for Change Order #16

AMOUNT BUDGETED: **\$ 36,366.41** - Amount available within police station sources of funding

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on July 21, 2021 that Nasi Construction LLC is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORD. 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:

SUMMARY STATEMENT:

At the March 10, 2020 City Council meeting, the Council approved a contract with Nasi Construction LLC for the new police station in the amount of \$4,232,424.

Change Order #16 is for multi room law enforcement audio/video interview system to be installed. This change order is the result of a miscommunication between the architect and the former Police Chief. The architect took his request of using a certain brand of a video system to mean that the police department was going to supply that system when this was actually not the case.

The original Contract Sum was

\$ 4,232.424.00

The net change by previously authorized Change Orders	248,590.34
The Contract Sum prior to this Change Order was	<u>\$ 4,481,014.34</u>
The new Contract Sum including this Change Order will be	\$ 4,517,380.75

Staff is recommending approval of Change Order No.16

Sec. 194.07. Change orders.

(a) Change orders on City contracts may be approved by the City Administrator if the amount of the change order is less than \$25,000 and if there is a contract contingency fund sufficient to cover the amount of the change order.

(b) Change orders on City contracts may be approved by the City Administrator in excess of the total budgeted amount for a project, including the contingency fund, upon request of the Department Director and the approval of the Finance Director to re-budget department funds but for no more than \$25,000.

(c) All other change orders must be approved by the City Council.

**AIA**[®]**Document G701™ – 2017****Change Order**

PROJECT: <i>(Name and address)</i> Ashland Police Station 414 11th Ave West Ashland, WI	CONTRACT INFORMATION: Contract For: Ashland Police Station Date: April 03, 2020	CHANGE ORDER INFORMATION: Change Order Number: 016 Date: 07/13/2021
OWNER: <i>(Name and address)</i> City of Ashland 601 W. Main Street Ashland, WI 54806	ARCHITECT: <i>(Name and address)</i> C & S DESIGN & ENGINEERING, INC. 2023 6th Street West Ashland, Wisconsin 54806	CONTRACTOR: <i>(Name and address)</i> Nasi Construction LLC 700 Granite Street PO box 244 Hurley WI 54534

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Request for a change to the contract for the following.

Multi Room Law Enforcement Audio/Video Interview System to be added to the contract as outlined below and attached.

- (1) 1U Rackmount Server Preloaded with Software
 - (4) Camera Licenses
 - (4) Varifocal HD IP Cameras (4)
 - (3) Red Start/Stop Recording Button & Mount Kit
 - (2) Vandal Proof Wall Microphone & Mount Kit
 - (2) Flush Ceiling Microphone & Mount Kit
 - (1) OEM (ITS) Onsite Services (Onite Training, Server Config, etc)
 - (1) Nextec Hardware Installation, Config, and Install Materials
- Includes 2 cameras and 2 wall mounted microphones for the Small Conference/Soft Interview Room as well as single vandal proof cameras and vandal proof ceiling mount microphones for the room 131 (soft interview 1) and room 134 (soft interview 2)
- With this system the OEM will send a rep up to train your staff and customize any functionality to fit your needs.

Nextec System cost	\$34,634.68
Nasi 5% sub-contractors mark up	\$1,731.73
Total cost for CO #016	\$36,366.41

Due to the late addition of this system and the length of time from order of equipment and install time. The retainage for the main portion of the project cannot be withheld until this change order work is complete. Only the total of this change order can be withheld.

Upon completion of original contract work and close out documentation all other payments and retainage will be released as per contract documents.

The original Contract Sum was	\$	4,232,424.00
The net change by previously authorized Change Orders	\$	248,590.34
The Contract Sum prior to this Change Order was	\$	4,481,014.34
The Contract Sum will be increased by this Change Order in the amount of	\$	36,366.41
The new Contract Sum including this Change Order will be	\$	4,517,380.75

The Contract Time will be increased by zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract

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User Notes: (3B9ADA4A)

Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

C & S DESIGN & ENGINEERING, INC.

ARCHITECT (Firm name)



SIGNATURE

Lauren Dahl, RA, Architect

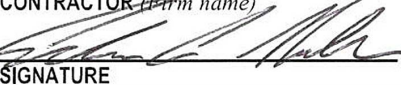
PRINTED NAME AND TITLE

7/21/21

DATE

Nasi Construction LLC

CONTRACTOR (Firm name)



SIGNATURE

Edwin C Hellier, Project Manager /
Estimator

PRINTED NAME AND TITLE

07/13/2021

DATE

City of Ashland

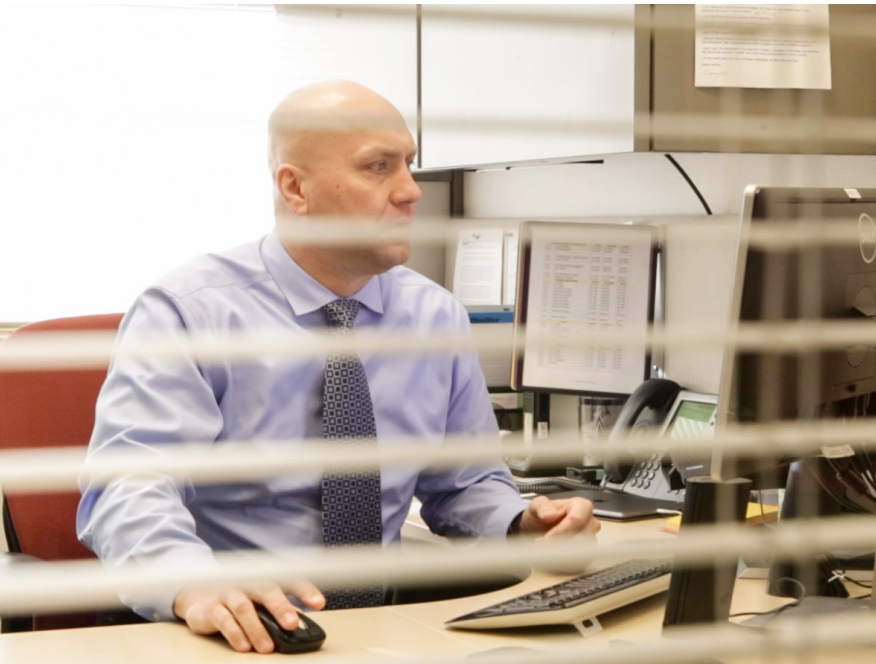
OWNER (Firm name)



SIGNATURE

PRINTED NAME AND TITLE

DATE



“THE VALT SYSTEM
FROM IVS IS JUST
REALLY EASY TO USE.
IT’S TIMELY. IT’S FAST.
IT’S EFFECTIVE AND
CLEAR.”

Detective Joe Pacheco
Bend, OR Police Department

Active Implementations Include:

FRESNO COUNTY SHERIFF

Fresno, CA HQ and 3 Substations

CITY OF PORTLAND MAINE

Portland Police Department

WELD COUNTY SHERIFF

Greely, CO HQ and 2 Regional
Offices

CITY OF CINCINNATI

Homicide Department and
District 3 Offices

PLACER COUNTY SHERIFF

Auburn, CA Justice Center

ORANGE COUNTY DISTRICT ATTORNEY’S OFFICE

Santa Ana, CA Office

CITY OF CHANDLER ARIZONA

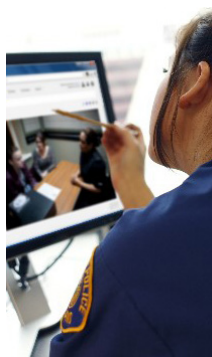
Chandler Police Department

CITY OF AUBURN, INDIANA

Auburn Police Department

VALT is a complete hardware and software solution developed specifically to record video events using standard IP camera technology. Law enforcement institutions nationwide are deploying this solution to replace antiquated and labor intensive VHS, DVD or adapted NVR technology. This easy-to-use software allows law enforcement professionals to quickly launch recording sessions, catalog them with data, search and retrieve recordings from any desktop PC with secure credentials.

KEY FEATURES



- **View** and **record live video & audio** from any authorized PC
- **Tag recordings** with important data such as
 - Case Number
 - Badge Number
 - Report Number
- **Download** videos as an **.mp4** for easy burning to DVD
- **Cross platform** compatibility (PC, Mac, Tablet)
- **LED button** to start/stop recordings
 - Start recordings as you walk into the room
 - LED indicates outside the room a recording is happening
- Support **up to 50 cameras** per server
 - Centrally manage and search substation video from HQ
- HD **vandal proof** or **covert** IP Cameras

LEARN MORE

N53W24747 S Corporate Cir, Sussex, WI 53089
email sales@ipivs.com

tel. 262.746.9290
ipivs.com



AUDIO CAPTURE

IVS offers ceiling or wall mounted microphones acoustically matched to project requirements.

RECORDING STATUS

IVS can provide a lighted "recording" sign or status LED that will illuminate automatically when an interview is in progress.

CAMERAS

VALT supports a variety of vandal proof dome cameras and covert cameras that can be concealed or flush mounted behind faceplates.

OBSERVATION ROOM

IVS can design observation room audio solutions (speakers or headphones) and provide the ability to speak directly into the room so only the officer can hear (earbud).

ACCESSORIES

VALT recording can start/stop via physical switches or card access and/or display recording status via LED lights.

WHY VALT

1. PLATFORM ARCHITECTURE

VALT requires less hardware (50 cameras per server) and can centralize video capture across the enterprise

3. USER EXPERIENCE

The basic functions are intuitive yet powerful and the interface can be learned with minimal training

5. SPECIALIZED FEATURES

One touch recording, searchable database, and tagging recordings allow for an easy-to-use system

2. CENTRALIZED SUPPORT

Running multiple programs with fewer points of failure greatly reduces support resources

4. SECURITY + COMPLIANCE

Robust encryption, user rights and accessibility features ensure critical data is available only to authorized users when needed

6. LOWER COST TO OWN

When measured over at least 5 years, VALT offers the best cost to performance ratio in the industry



LEARN MORE

N53W24747 S Corporate Cir, Sussex, WI 53089
email sales@ipivs.com

tel. 262.746.9290

ipivs.com

SUBJECT: Approve Purchase of 2021 Ford F450 Road Rescue Ambulance (*Fire Department*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Fire & EMS Department

CLEARANCES: Fire Chief
Administrator
Finance Director

EXHIBITS: 1. 2021 Ford E450 Road Rescue Ambulance
2. Everest Emergency Vehicles Quote

EXPENDITURES REQUIRED: \$211,712.80 Per Proposal
5,200.00 Radio estimate
5,000.00 Contingency
\$221,912.80 Total

AMOUNT BUDGETED: \$ 135,100.00 Fund 450 - 2021 Capital Projects List Budget
Fund 461 - Close-out of the Length of Service Award
57,250.00 Program for volunteer Firefighters & Emergency Medical Technicians
19,662.80 Fund 461 St of WI EMS Support & Improvement Program Funds
\$ 212,012.80 Total Budgeted

APPROPRIATION REQUIRED: \$ 9,900.00 Fund 450 Fund Balance

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on Everest Emergency Vehicles, that July 21, 2021 is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORD. 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: A goal of the Utilities and Community Facilities chapter (Chapter 5) of the City's Comprehensive Plan of Record is "*to provide a well-maintained infrastructure that provides health, education, telecommunication and safety and security services for all residents and visitors.*" Objective 1.3 of the chapter notes that the community needs to "*ensure that City fire, police, and emergency services equipment adequately provides for the personal safety of all persons and for preservation of property.*"

SUMMARY STATEMENT:

The Ashland Fire Department is requesting approval to purchase a 2021 Ford E450 Road Rescue Ambulance from Everest Emergency Vehicles in the amount of \$211,812.80. This ambulance will replace our 18-year-old van style 4x4 ambulance that has significant structural corrosion issues affecting doors and suspension components. Med 7 is a 2003 van style ambulance with an aftermarket 4x4 suspension. Med 7 is not re-mountable. Typical ambulance lifespans are 10 years. Repair costs and down time are increasing each year with this ambulance.

An ambulance replacement committee at AFD has been designing a replacement ambulance for Med 7. The committee invited several vendors to demo ambulances and the committee looked at six different manufacturers' ambulances in person. After extensive research of the products, warranties, and manufacturer abilities, Road Rescue is believed to be the best value for the service life of the ambulance. Everest Emergency Vehicles has been the vendor for the last several ambulances purchased at AFD and their service after the sale is exemplary. We currently have a used ambulance on loan from Everest at no cost to the department.

Estimated build times have recently increased from eight months to 12-14 months for a Type I Ambulance to replace Med 7. The excessive corrosion issues on Med 7 do not allow us to wait that long. Everest currently has a new Type III Ambulance in stock and ready for purchase. A Type III Ambulance is used primarily for interfacility transfers and is similar to Med 4, Med 5, and Med 6. A Type II Ambulance was budgeted and approved for purchase in 2021 and a Type III Ambulance was planned for purchase in 2022. The estimated cost of a Type I Ambulance is over \$255,000. Current capital resources allocated for ambulance replacement are \$210,000.

The current power load system and cot will be transferred from the old ambulance to the new ambulance along with all of the medical equipment. A new powered stair chair is included in this price to allow fewer staff to move patients from one floor of a home to another. The heavy duty bumper will help ensure that a deer collision does not take an ambulance out of service during an ambulance call. Wheel simulators will be removed and wheels painted to reduce future maintenance costs.

AFD is a member of the SAVIK buying group. As a member of SAVIK, base ambulance packages are competitively bid to SAVIK to ensure governmental agencies can purchase apparatus in accordance with competitive bidding policies.

The Ashland Fire Department will sell the 2003 Med 7 through Wisconsin Surplus Auction. It is not known what the ambulance will sell for, although the diesel engine will be desirable as it was built before emission standards forced the use of DEF.

The Fire Chief recommends the purchase of a 2021 Ford F450 Road Rescue Ambulance as listed in the proposal from Everest Emergency Vehicles (attached) in an effort to meet the needs of the community and the department for today and into the future. The new ambulance will increase the ability of the department to provide reliable service to the community.





Ashland Fire Department
Kurt Blakeman
251 6th Street East
Ashland, WI 54608
715-682-7052

Everest Emergency Vehicles
Ross Taylor
8 S Owasso BLVD
Little Canada, MN 55117
651-236-8948
wisales@everestev.com

Quote No: AshlandE450Demo-0001
Job/Order No: 534802
07/20/2021 13:05:57

Page 1

PART NO	S	DESCRIPTION	QTY	ID
== Road Rescue Boilerplate - 1.046 06/05/20 ==			1	RRI
00-01-0999		Information - Scope, Purpose and Classification	1	RRI
WARRANTY			1	RRI
00-02-8100		Warranty - Documentation	1	RRI
00-02-8200		Warranty - Module Structural	1	RRI
00-02-8300		Warranty - Electrical, Standard System	1	RRI
00-02-8400		Warranty - Paint	1	RRI
00-02-8500		Warranty - Conversion	1	RRI
== Ford, E-450, 158" WB - 168" Bodies - 1.046 06/05/20 ==			1	RRI
01- CHASSIS REQUIREMENTS			1	RRI
01-01-2009	< >	Ford, 2021 E450, 7.3l Gas,Cutaway,158" WB 2020-4	1	RRI
		(2) OEM Alternator		
		Includes 2nd battery installed in the RF 8.5 compartment		
		Rubber floor mat, OEM, std.		
CHASSIS OPTIONS			1	RRI
01-03-1001		Alternator - Standard OEM	1	RRI
01-03-1150		Alternator, Upgrade, Ford E-series, additional 145 AMP Required	1	RRI
01-06-0400	<	Shocks - Bilstein for Ford E-Series	1	RRI
		The chassis shall be equipped with front and rear Bilstein nitrogen gas pressurized shock absorbers in place of standard OEM shocks.		
01-07-0100		Front Suspension - Ford E-Series	1	RRI
01-07-0200		Rear Suspension - Ford E-Series OEM	1	RRI
01-07-1000		Sway Bar, Front - OEM	1	RRI
01-07-2000		Sway Bar, Rear - OEM	1	RRI
01-07-5202		Rear Suspension, Addition - MorRyde RS -E Series	1	RRI
01-17-4900	<	Block Heater - With OEM Plug (STANDARD)	1	RRI
		This option does not include a switch. (STANDARD).		
CAB EXTERIOR OPTIONS			1	RRI

PART NO	S	DESCRIPTION	QTY	ID
01-20-0100		Mirrors - OEM Standard	1	RRI
01-20-1000	< >	Aux Mirrors - Convex, 6" C-Betr - E Series Only	1	RRI
		The chassis shall be equipped with C-Betr 6" convex mirrors mounted on the OEM telescoping mirror arms.		
		CAB INTERIOR OPTIONS	1	RRI
01-21-3500		Cab Insulation - Thinsulate in Cab Ceiling (STANDARD)	1	RRI
		TIRES / WHEELS	1	RRI
01-23-4100	< >	Spare Tire Bracket - Delete	1	RRI
		Spare tire will be shipped loose.		
01-24-2001		SS Wheel Simulators - Phoenix w/ Lug Nut covers, E-Series	1	RRI
		== Type 3 - UM 168" Module, E-450 - 1.046 06/05/20 ==	1	RRI
00-05-0125	<	This unit built in accordance with CAAS GVS 2.0 cabinetry Requirements	1	RRI
		Unit built in accordance with CAAS GVS 1.0 for Ground Vehicle Standards and will be certified and labeled accordingly.		
		Supply and install CAAS-GVS v. 1.0 certification label which includes:		
		1) A serialized multicolored CAAS GVS v.1.0 certification sticker.		
		2) A multicolored Vehicle Compliance and Exception/Variance Verification document (per Appendix 1, Figure 1) signed by the FSAM.		
		3) A multicolored Payload Calculation and Verification document (per Appendix 1, Figure 2) signed by the FSAM.		
		All cabinets shall be labeled as to their capacity Rating.		
		02 - MODULE REQUIREMENTS	1	RRI
02-01-6008	S < >	Ultramedic - 168"L x 96"W Type 3 Module,E-450 20-1	1	RRI
		Ultramedic III - 168"L x 96"W Type III (A.D.) Walk-Through Module. Includes 6" cab recess. Aisle width to be 50". The interior headroom shall be 72".		
02-01-9210	>	Increase - Cab Recess to 10"	1	RRI
02-01-9500		Interior Headroom - 72"	1	RRI
02-01-9630	< >	Reduce Aisle Width to 48", Increase Depth of #6 Comp and squad bench 2"-E450	1	RRI
		Increase the depth of #6 exterior compartment and squad bench 2" to accommodate increased storage space in the #6 exterior compartment and in the squad bench. Reduce the aisle width to 48"at the #6 exterior compartment and the squad bench area.		
		MATERIALS	1	RRI
02-02-1000		Materials, Type I & Type III	1	RRI
		03 - MODULE EXTERIOR	1	RRI
		UNDERCOATING	1	RRI
03-02-0200		Module Undercoating (STANDARD)	1	RRI
		EXTERIOR MODULE CONSTRUCTION	1	RRI
03-03-1400	>	Module Roof Radius, 3 Inch High (STANDARD)	1	RRI
03-03-1500	>	Extreme Bonding Tape (STANDARD)	1	RRI
03-03-1600	>	Sub-floor Gusset Supports (STANDARD)	1	RRI
03-03-1700	>	One Piece Side Body Panels (STANDARD)	1	RRI
03-03-1800	>	Reinforce Rear Header (STANDARD)	1	RRI
03-03-1900	>	Single Sheet Module Roof Sheet (STANDARD)	1	RRI
03-03-2010	< >	Drop Curbside Forward Body Skirt - 5", Add Double Step, Light Duty Chassis	1	RRI
		Drop Curbside Forward Body Skirt, Add Double Step ahead of the Curbside Wheelwell - Drop curbside forward body skirt a total of 5		

PART NO	S	DESCRIPTION	QTY	ID
		Inches lower than the rearward skirt and Incorporate a Double Step in the Side Entry Step well. Increase the depth of stepwell inboard as far as sub structure permits. (Ultramedic, Promedic only)		
03-03-2110	>	Drop Streetside Forward Body Skirt - 5", Light Duty Chassis	1	RRI
03-03-8000		Fuel Fill - Standard Pocket -Round	1	RRI
		MODULE ENTRANCE	1	RRI
03-05-0100	>	Module Access - Standard	1	RRI
03-06-0100	<	Entry Doors - Hidden Hinge, Seal on Door ,W/Fail Safe Latching,STD	1	RRI
		This includes the Fail Safe Latching mechanisms on all three entrance doors.		
03-06-0700		Door Restraints - Rear, Polished Cast Aluminum, Pin & Slot Style	1	RRI
03-06-0800	<	Door Restraints - Side, Heavy Duty Gas Spring Hold Opens	1	RRI
		Curbside Door Restraint - Heavy Duty gas spring hold opens. - Attached by 1/4" x 20 SS Machine Screws with 1/4" x 20 Nut Inserts into Corner Gusset in Door Side entrance door to open to 90+ degrees. (STANDARD)		
03-06-1480	<	Entry Door Handles, Trimark Chrome/Black, (Interiors relocated to top of door)	1	RRI

		Relocate the Standard Interior Side and Rear Entrance Door Paddle Handles and Lock Boxes to the TOP of the doors.		
03-06-1500		Door Panel, Inner - Stainless Steel (STANDARD)	1	RRI
03-06-2200		Magnetic Entry Door Switches (STANDARD)	1	RRI
03-06-4010	>	Lock Boxes, White Diamond Grade (STANDARD)	1	RRI
03-06-4200		Coil Cords for Electrical Circuits (STANDARD)	1	RRI
03-06-4400		Door Panel Mounting Screws (STANDARD)	1	RRI
03-06-6065	< >	Power Door Locks - Module Entry Doors,W/Hidden Switch	1	RRI
		Install power door locks in side and rear entrance doors. Includes (2) lock/unlock switches, one near the side door and one at rear door. Also includes (1) hidden switch in rear license frame for unlock function only. System will be tied to OEM chassis power locks so that both systems operate as one. Does not include wireless remote.		
		SIDE DOOR STEP	1	RRI
03-08-2020		(2) Step Well, Side Entry - Increased Depth, Diamond Plate Upper and Lower steps	1	RRI
03-08-3010		Stepwell Light - LED, Whelen OS Mini, Clear (STANDARD)	1	RRI
		WINDOWS	1	RRI
03-09-0030		Module Window Requirements	1	RRI
03-09-1120		Window - Side Entry Door, 18X18, Slider - Bronze Glass	1	RRI
03-09-1220		Window - Rear Entry Doors, 18X24, Fixed - Bronze Glass	1	RRI
		MODULE TO CHASSIS MOUNTING SYSTEM	1	RRI
03-10-1000		Module to chassis mounting system-Light Duty (10) -Type III	1	RRI
03-11-1000		Cab to Module Attachment, Type III	1	RRI
		REAR BUMPER AND REAR STEP CONSTRUCTION	1	RRI
03-12-1800		Rear Bumper - Recessed 9" Pocket, Flip-up	1	RRI
03-12-3020	< >	Bumper Pods, CPI Cast Aluminum w/RR Logo. (UM & PM)	1	RRI
		Cast Products Bumper Pods, High Polish Finish. Mounted on the outboard rear step bumper frame members. The CPI cast aluminum pod shall include a RR Logo embossed in the cast pattern on the step tread.		
03-12-5010		Dock Bumpers - Black Rubber,Rear 2.5"H x 16"W	1	RRI
		INSULATION	1	RRI
03-13-2220	< >	Whisper Quiet - Sound Dampening/Thermal Insulation Package (UM & PM)	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
		Whisper Quiet - Sound Dampening/Thermal Insulation Package. (ULTRAMEDIC AND PROMEDIC)		
		Spray foam underbody insulation prior to undercoat application, full subfloor coverage where applicable. Includes curbside step well area.		
		ELECTROLYSIS PREVENTION	1	RR I
03-14-4000	<	Electrolysis Prevention, Fluid Film (STANDARD) Fluid Film is used at Every Point Where the Mounting Process has the Propensity to Break Paint (STANDARD)	1	RR I
		COMBINATION RUB RAIL AND FENDER RING	1	RR I
03-15-6500	>	Crash Rail, Extruded Anodized 3" C Channel ILOS Rubber	1	RR I
03-15-7040	>	Fender Rings - Polished Alum, Dropped Skirts Both Sides - up to 19.5"	1	RR I
03-15-71SR	X <	Add (6) Whelen PSD02FCR Red/White Strip-Lite Plus Lights SR#2020495F	6	
		Rub Rail Lighting - Install (3) Whelen PSD02FCR Red/White split lights, with chrome flange in C-Channel rub rails on each side of module. (1) in the forward most portion, (1) in the rearward most portion and (1) just forward of rear rear wheel. Lighting to be set to "Comet Flash 75" and will have the sync wires connected to sync all the light heads. The outboard lights will be set to phase 1 and the center light to be set to phase 2 on both sides.		
		SPLASH GUARDS AND RUNNING BOARDS	1	RR I
03-16-1800	<	Mud Flaps - Rear, Black w/ RR Logo (Standard) Heavy Duty Rubber Mud Flaps w/ RR Logo - Heavy Duty Rubber Mud Flaps to be bolted to the wheel liner behind the rear duals with 1/4" x 20 Stainless Steel bolts, washer and nylon locknut for ease of maintenance and repair (STANDARD)	1	RR I
03-16-3000	<	Running Board Inserts - 7" Grip Strut , E-Series This feature includes a mud flap at the forward end of the running boards to protect the grip strut insert from wheel splash	1	RR I
03-17-1000	<	Drip Rails Polished Aluminum Drip Rails - Above All Doors, Entry and Compartment (Standard)	1	RR I
03-18-1000	<	Wheel well liners Aluminum Wheelwell Liners - Extending to Bottom of Skirt (Standard)	1	RR I
		CAB TO MODULE ACCESS	1	RR I
03-19-2000	<	Cab to Module - Walk Through Door, (STANDARD) The cab to module walk/crawl through to include a clear fixed window and a self latching hinged door in the open or closed position with the actuator latch being on the cab side. Overall door height to accommodate a fluid dam. (STANDARD)	1	RR I
03-19-2100	<	Cab to Module Fluid Dam, (STANDARD) Cab to Module Fluid Dam - A formed fluid dam, 4" tall to be installed below the cab to module walk through door to prevent fluids from contaminating the cab. The floor and fluid dam to be fully sealed. (STANDARD)	1	RR I

PART NO	S	DESCRIPTION	QTY	ID
LICENSE PLATE HOLDER			1	RRI
03-20-0550		Rear License Holder Location - Center Recessed in Bumper Pocket	1	RRI
EXTERIOR COMPARTMENT CONSTRUCTION			1	RRI
04-01-0100		Exterior Compartment Construction, Heavy Duty	1	RRI
04-01-3000	<	Door Sill Protection, Stainless Steel. (STANDARD)	1	RRI
		Door Sill Protection - Install Stainless Steel sill protector on lower edge of all door frames to prevent paint damage. (STANDARD)		
EXTERIOR COMPARTMENT DOORS			1	RRI
04-02-0100		Compartment Door - Hidden Hinge, Seal on Door (UM)	1	RRI
04-02-0715	< >	Compartment Handles, Exterior - TriMark 2015 Chrome/Black (UM)	1	RRI
		TriMark Two-Point Cast w/Polished Chrome Paddle Handle and Housing, Locking and Non-Locking, with floating cam - Mounted in CNC Cut Opening in Each Compartment Door Skin w/OEM Clamp Assembly. (STANDARD ULTRAMEDIC)		
04-02-0741	< >	Compartment Handle, TriMark 2015 Chrome/Black, Street side, locking	3	RRI
		For single doors or Leading doors on the streetside. Compt #1,2,4		
04-02-0746	< >	Compartment Handle, TriMark 2015 Chrome/Black, Street side, Non-Locking	1	RRI
		For Trailing doors on the streetside. Compt #2		
04-02-0751	< >	Compartment Handle, TriMark 2015 Chrome/Black, Curbside, locking	2	RRI
		For single doors or Leading doors on the curbside. Compt #6 & 8		
04-02-0758	< >	Compartment Handle, TriMark 2015 Chrome/Black, Drop Door or Drawer, Locking	1	RRI
		For Drop down doors or drawers on either side of unit. Compt #8.5		
04-02-0805	<	Compartment Door Locks - 2015 TriMark	1	RRI
		Compartment Door Handle Manual Locks. - All doors shall incorporate double cut, non-directional tumbler assemblies that are keyed alike (STANDARD)		
04-02-1000		Compartment Door Nader Pin - (STANDARD)	1	RRI
04-02-1200		Compartment Door Lubrication - Door Handles and Latches (STANDARD)	1	RRI
04-02-1300		Compartment Door Reflectors - (STANDARD)	1	RRI
04-02-1500		Magnetic Compartment Door Switches - (STANDARD)	1	RRI
04-02-2010		Compartment Door Panel, Inner - Diamond Plate (STANDARD)	1	RRI
04-02-2300		Compartment Door, Gas Struts - (STANDARD)	1	RRI
04-02-2350	< >	Compartment Door, Gas Struts, 110Degee ILOS, Each	1	RRI
		Compartment #6.		
04-02-2500		Compartment Door Panel Mounting Screws - (STANDARD)	1	RRI
04-03-1550	<	Door Open Indicators, (STANDARD VMUX)	1	RRI
		Door Open Indicators, - Magnetic Proximity Switches located at the top of the door between the jamb and the door frame will activate a door open indicator on the driver's control panel. The Vista display screen will include a digital layout with door open indicators for each module door and activate the corresponding Interior compartment light. NOTE- OPEN CAB DOOR WILL NOT BE SHOWN ON DISPLAY. (STANDARD)		

PART NO	S	DESCRIPTION	QTY	ID
04-03-2400	<	Compartment Lights - LED, Flexible Strip, (2) Vertical strips in each exterior compartment installed one on each side of the opening. The compartment #1 Lights will be also wired to Oxygen light switch in action area.	1	RRI
EXTERIOR COMPARTMENT INTERIOR			1	RRI
04-04-1000	<	Exterior Compartment - Interior Finish, Polyurethane Coated Exterior Compartment Interior Polyurethane Rubberized Liner Color Choice. Rubberized polyurethane coating applied to the surfaces of ALL exterior compartment walls and dividers. Does not include slide out battery tray or mounting angles. Battery Tray to be raw aluminum. NOTE: If there is not a slide out battery compartment in the order the #8.5 exterior compartment area will be Polyurethane lined.	1	RRI
04-04-1001		Color = Dark Gray	1	RRI
04-05-0001	<	Exterior Compartment Shelving and Unistrut - Standard All exterior shelving Unistrut shall be welded to the walls prior to any compartment wall finish. Where specified, exterior adjustable shelves shall be box pan formed of a minimum .125 inch Aluminum Diamond Plate and corners shall be welded. Shelves shall be infinitely adjustable, and securely mounted to heavy gauge aluminum Unistrut track. (Standard)	1	RRI
04-05-1000	<	Compartment Shelving - Diamond Plate (STANDARD) Diamond Plate Exterior Compartment Shelving. (STANDARD)	1	RRI
EXTERIOR - COMPARTMENT #1			1	RRI
04-06-0010	<	Electrical Storage - Compartment #1 #1 Compartment Electrical Storage - Recessed into the bulkhead side of compartment #1 shall be an enclosed area for the installation of miscellaneous electrical components. The aluminum cover for this area to be installed with 'J' molding The 'J' molding to be full length of panel on bottom and inboard side. Outboard side of panel to be secured with mechanical fasteners. (STANDARD)	1	RRI
04-06-0020		Compartment #1 - Full Height, Standard Configuration (UM)	1	RRI
04-06-1510	<	Shelf, Adjustable - First shelf, Compartment #1 Adjustable removable shelf for #1 exterior compartment.	1	RRI
04-06-1700	>	Delete Divider, Fixed - Compartment #1	1	RRI
EXTERIOR - COMPARTMENT #2			1	RRI
04-07-0600	<	Compartment #2 - Standard Configuration, (UM) Eng. Note: Dog Leg / Build out in the upper right for recessed suction below A/A counter. #2 Compartment to be directly behind the #1 compartment and below the interior action area shelf on the street side of the module. Includes (1) adjustable shelf on Unistrut track. (STANDARD Ultramedic)	1	RRI
04-07-2610	<	Shelf Adjustable - Compartment #2 Standard (Ultramedic).	1	RRI
EXTERIOR - COMPARTMENT #4			1	RRI
04-09-3000	<	Compartment #4 - 3/4 height, Standard Configuration Eng. Note: Build out in the #4 compartment below the Int/Ext access for Glove Butler. #4 Compartment streetside rear of module with Interior Upper left #4 Cabinet.	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
04-09-4505	<	Shelf Adjustable , Compartment #4, Standard Mount at bottom of interior / exterior access. Shelf must be flush!!	1	RRI
04-09-4520	< >	Shelf Adjustable - (1) Additional, Compartment #4 Mount approximately centered in interior / exterior access	1	RRI
EXTERIOR - COMPARTMENT #6			1	RRI
04-11-3000	< >	Compartment #6 - Increased Depth 2", For Stairchair Compartment #6 shall be located at the curbside rear of the module and depth shall be increased by 2" to allow for the storage of a stair chair in this compartment. The increased #6 compartment depth will reduce the interior aisle space to 48" at the rear of the module. The standard 50" aisle width will NOT be maintained forward of the #6 compartment to accomodate the options selected at the head of the squad bench. The compartment shall have a single door. The manufacturer shall install a louvered vent in the upper left wall of the #6 compartment to enable the door to close without added compression.	1	RRI
04-11-4510	<	Shelf Adjustable - Compartment #6 Mount at bottom of interior / exterior access from divider to wall #3	1	RRI
04-11-4520	< >	Shelf Adjustable - (1) Additional, Compartment #6 Mount approximately centered in interior / exterior access from the divider to wall #3.	1	RRI
04-11-4560	>	Divider, Fixed - Compartment #6 (UM)	1	RRI
04-11-4600	<	Dividers, Adjustable - (2) Backboard Storage, 24"H x 10"D The vehicle shall include (2) adjustable dividers locate in the rearward portion of compartment #6. The Unistrut track is to be welded in place prior to any compartment finish being applied. The dividers shall be 24"H x 10"D with chamfered corners and weather-strip installed along the outside edge.	1	RRI
04-11-4620	<	(2) Cushions on Back Wall for Backboards There shall be (2) cushions on back wall of the #6 compartment. The cushions shall be 2" thick x 6"H x the width of the backboard storage area. The cushions shall be installed on the inner wall above and below the dividers and shall be secured with Velcro.	1	RRI
04-11-4625	S <	Safety Bar in Compartment for Backboards 68" from floor height Polyurethane coated to match compartment. Wall #1 to divider.	1	RRI
04-11-4635	< >	Equipment Strap - (1), Seat Belt Style, Metal Buckle- (Specify Location) (1) Seatbelt style strap with metal buckle. (Push button) Centered in back board storage area from wall #1 to divider.	1	RRI
EXTERIOR - COMPARTMENT #8			1	RRI
04-14-1400		Compartment #8 - Full Height, "A" Style Configuration	1	RRI
EXTERIOR - COMPARTMENT #8.5			1	RRI
04-15-0400	<	Compartment #8.5 - Drawer Style Battery Box Configuration Battery access door mounted slide out battery tray. The interior of the battery compartment to be made of POLYURETHANE COATED ALUMINUM. Battery Tray to be raw aluminum.	1	RRI
INTERIOR TRIM AND FEATURES			1	RRI
	<	New Interior Trim - All cabinet and wall panel aluminum trim to be Gray anodized. (No Black trim to be used). All protective corner trim will be Opaque and will include a matching domed end cap. (STANDARD)		

PART NO	S	DESCRIPTION	QTY	ID
INTERIOR ADJUSTABLE SHELVES			1	RRI
INTERIOR TRIM			1	RRI
05-05-1000		Interior Trim - Standard	1	RRI
HEADLINER			1	RRI
05-06-1100		Ceiling Medical Device Rail (STANDARD)	1	RRI
05-06-1200		Headliner - Vinyl Ceiling, No Seams (STANDARD)	1	RRI
05-06-1802		White LED Strip Lights, Ceiling Medical Device Rail. (UM & PM)	1	RRI
05-06-1902		Red/Amber LED Turn/Brake Strip Lights, Ceiling Medical Device Rail. (UM & PM)	1	RRI
FLOORING			1	RRI
05-07-1000		Aluminum Floor/Wall Cove Molding. (STANDARD)	1	RRI
05-07-1400		Stainless Steel Rear Threshold, 45 Degree Chamfered (STANDARD)	1	RRI
05-07-5000		Loncoin II Flecks Flooring Choice (STANDARD)	1	RRI
05-07-5001		Color - 150 Onyx	1	RRI
05-07-6100		Curbside Stainless Steel Threshold, 4" wide, W/Safety Walk Anti-Skid Tape	1	RRI
HEAD BUMPERS			1	RRI
BACKRESTS			1	RRI
Rear Entry Door Grab Bars			1	RRI
05-10-1301	<	Rear Entry Door Grab Bars - "L" Bars, 16" Anti-Microbial "L" Bars - 16" Anti-Microbial. 1.25" Diameter stainless steel "L" Bars mounted to each rear door. Approximately 16" wide by 26" high. Clear Anti-Microbial finish.	1	RRI
05-10-1401	<	Side Entry Door Grab Bars - "L" Bar - 19" Anti-Microbial "L" Bar - 19" Anti-Microbial. 1.25" Diameter stainless steel "L" Bars mounted to side entry door. Approximately 19" wide by 24" high. Clear Anti-Microbial finish.	1	RRI
05-10-1903	<	Ceiling Grab Rail - Center 108" Anti-Microbial See CA Drawings.	1	RRI
PLASMA HANGER			1	RRI
05-11-4000		IV Hangers - CPI #IV2008 (STANDARD)	1	RRI
05-11-4002	<	Quantity (2) See CA Drawings.	1	RRI
INTERIOR STREETSIDE #1 - LEFT STACK and BULKHEAD			1	RRI
05-12-0200	< >	Upper Bulkhead Cabinet - Double Doors (STANDARD) Upper Bulkhead Electrical Cabinet, Double Doors - Install double hinged Kydex Thermoplastic or multi-spec (picked in the proper section of work order) doors with locking latch on the right hand door and center mullion on the left hand door on the standard upper bulkhead electrical cabinet. (STANDARD)	1	RRI
05-12-1610	<	Left Stack - Storage Area #1 - 45 Deg Angled -CN 10 Certified A two section vertical cabinet shall be provided behind the attendant seat on the streetside forward corner on a 45 degree bevel that includes the access doors to the cabinet. The lower cabinet door shall be aluminum with Kydex Thermoplastic or multi-spec (Picked separately in the order) plastic laminate and the upper cabinet shall be a hinged Gen II OHO Polycarbonate Polycarbonite door with full perimeter extruded aluminum frame and integral latching handles. Note: Gen II OHO Door for the C1 cabinet!!	1	RRI
05-12-1810	<	Shelf Adjustable - Left Stack For C1.	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
INTERIOR STREETSIDE #2 - ACTION AREA			1	RRI
05-13-0700		Medical Device Rail - Action Area Wall	1	RRI
05-13-1204	S <	Cabinet - UL2 & UL2.5 Combined - Single Restock Cabinet -CN 10 Cert The UL2 and UL2.5 cabinets shall be combined into a single cabinet with sliding polycarbonate doors with spring actuated latching handles and have restocking feature with integral exterior spring actuated latch. Includes (1) adjustable shelf. The attendant switch panel and environmental controls shall be built into a separate 6" high section below the restocking door and tilted slightly down for ease of accessibility to the attendant.	1	RRI
05-13-1305	<	Cabinet - Upper Left U2.75, Angled End Cabinet w/ Gen II OHO Polycarbonate Door The rearward end of the UL2 or 2.5 cabinet shall be angled forward at appx 45 degrees to provide a safety zone for the CPR seat occupant in the event of a forward vehicular impact. The angled face of this cabinet shall have (1) single hinged Polycarbonate door with integral latch to access the storage area created by the angled section. Includes (1) adjustable shelf.	1	RRI
05-13-2200	< >	Countertop - Forward Action Area and Rear Monitor Area. Counter top aft of CPR seat to be 22".	1	RRI
05-13-2209		Avonite Stormy Gray, F1-9010 (STANDARD)	1	RRI
05-13-2620	<	Relocate SSCOR Suction Canister, Lower Left The Sscor suction canister and bracket shall be recessed into the lower left wall just forward of the CPR seat. The regulator for the suction system shall be located on the action area wall for access by the technician working in the rear of the unit.	1	RRI
INTERIOR STREETSIDE #3 - CPR SEAT			1	RRI
05-14-0500	<	Streetside - CPR Seat, Standard Configuration - The CPR seat shall include a flip up seat equipped with a gas strut hold open device and positive latch for securing the lid when closed. The CPR seat shall include a 2" foam seat and backrest, the upper and lower sections will be padded on both sides for added protection.	1	RRI
05-14-0900	<	CPR Seat Lid Hold-Down CPR Seat Lid Hold-down - Install a Black Tri Mark recessed paddle latch, Include a tri-mark retention mounting bracket (1) under CPR seat lid.	1	RRI
05-14-1200	< >	Cabinet - Upper Left U3, 9"H x 27"W, 72" Headroom ONLY - Upper left #3 Cabinet with 3/8" Lexan lift up door with restocking feature and (2) 2" round locking southco latches. Does not include shelf. Cabinet to be approximately 9"H x 10-3/4" D x 27"W. Reduce the height of the CPR seat to 15" from floor and the bottom of seat cushion. The cushion on the under side of #3 cabinet to utilize 1/2" foam. The distance between top of the CPR seat and bottom of the cabinet cushion to be a minimum of 43" in compliance with KKK-A-1822F. NOTE: Requires 72" headroom.	1	RRI
05-14-1500		CPR Seat, Move Forward 12"	1	RRI
05-14-2560	<	Seat Belt, CPR Seat - 4 Point-(Per4Max) Black, Change Notice 8-Compliant Above Lid mounted	1	RRI
05-14-3906	<	"U" Barrier Bar, Padded, 6 7/8 x 7 1/2, 1.5 inch SS, CPR Seat, Black	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
		Mounted at the front of the CPR side seat vertically in line with the Padded head cushion on the "U2" cabinets.		
INTERIOR STREETSIDE #4 - REAR AREA			1	RRI
05-15-1020	<	Cabinet - Upper Left U4, Standard Configuration- CN 10 Certified Upper left U4 cabinet with sliding polycarbonate doors with spring loaded latching handles, restocking feature with spring loaded exterior integral latch and (1) adjustable shelf.	1	RRI
05-15-1105	<	Cabinet - Upper Left U4.75, Angled End Cabinet w/Gen II OHO Polycarbonate door The forward end of the UL4 cabinet shall be angled back at approx. 45 degrees to provide a safety zone for the CPR seat occupant in the event of a vehicular impact. The angled face of this cabinet shall have (1) single hinged Gen II OHO Polycarbonate door with integral latch to access the storage area created by the angled section. Includes (1) adjustable shelf.	1	RRI
05-15-4700	S < >	Countertop - 22" Aft of CPR Seat Counter aft of CPR seat to be 22" wide.	1	RRI
05-15-4905	<	Interior Access - Sliding Doors, to Exterior Comp #4-CN 10 Certified There shall be an access opening from the patient compartment into exterior compartment #4. The opening shall include sliding polycarbonate doors with spring loaded latching handles. The exterior compartment shelf shall be aligned with the lower edge of the opening. Note: The shelf must be flush with the opening.	1	RRI
INTERIOR CABINETS- SQUAD BENCH AREA			1	RRI
05-16-0100		Curbside Squad Bench - Two Piece Hinged Lid	1	RRI
05-16-0300	<	Restraint Belts, Squad Bench - Standard The manufacturer shall provide a minimum of three restraint straps on the face of the squad bench for securing a patient lying on the squad bench.	1	RRI
05-16-0500		Medical Device Rail - Squad Bench	1	RRI
05-16-0600	<	Latches, Lids - Squad Bench Tri Mark , Standard Include a tri-mark retention mounting brackets	1	RRI
05-16-1021	<	Seat Belts, Squad Bench - Two 4-Point belts (Per4Max) Black- Change Notice 8- Above the Lid Mounted	1	RRI
05-16-1323	<	Storage, Resessed (2) O2 Brackets - Open, Head of Squad Bench There shall be a recessed cabinet for (2) D Cylinder Cast Products Duramount Strapless portable oxygen bottle brackets at the forward end of squad bench. The cabinet shall be located to the left of the side entry door stepwell and below the squad bench lid. The cabinet shall be open access with no doors.	1	RRI
05-16-8400	< >	Cabinet - Upper Squad Bench, 9"H, 72" Headroom ONLY There shall be a cabinet located above the squad bench. The cabinet will be approximately 9"H x 8-1/2"D and will be the same length as the squad bench. The cabinet shall be divided into two (2) separate sections by a fixed center divider. Each section will have 3/8" Lexan lift up doors with restocking feature and locking latches. Does not include shelves. The distance between the top of the squad bench cushion to the bottom of the cabinet cushion shall be a minimum of 43" in compliance with KKK-A-1822F requirements for head clearance.	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
INTERIOR - BIOHAZARD			1	RRI
05-17-0330	>	Squad Bench "A" Bar 18" - Anti-Microbial, Sharps Only for F.W. 521 Installation	1	RRI
05-17-2000	>	Glove Butler(s)	1	RRI
05-17-2100	< >	Glove Butler (3) Total - Over Curbside Entry, Drop down Door (3) Glove Butler II glove boxes installed above the side module entrance door inside a cabinet with drop down door and (2) locking latches. Door to be Kydex Thermoplastic or multi-spec covered and bottom hinged to tip out for restocking. Access holes to be cut in door for glove removal.	1	RRI
05-17-2310	< >	Glove Butler (4) Total - Lower Left Below Counter, Recessed in drop down (4) Glove Butler II glove boxes recessed in lower left with drop down door for restocking. Access door to be stainless steel with a locking latch. Access holes to be cut in door for glove removal.	1	RRI
INTERIOR CURBSIDE - RIGHT STACK STORAGE #8			1	RRI
05-18-0600		Right Stack - Upper Heater-A/C Unit, Standard Configuration (UM & PM)	1	RRI
05-18-0800		Right Stack - Hidden Air Intake (STANDARD)	1	RRI
05-18-1010		Right Stack - "A" Style Standard -CN 10 Certified (UM & PM)	1	RRI
05-18-5110	< >	U8 - Drug Cabinet, Single Aluminum Drop-Down Door, Interior Below the top section area shall be a drug cabinet with a Kydex Thermoplastic or multi-spec covered door with a locking latch. Door will be hinged across the bottom. See CA Drawings.	1	RRI
05-18-5315	<	L8 - ALS Cab, Dual Gen II OHO Polycarbonate Doors, (2) Adj Shelves, I/O- CN10 The lower section of the right front ALS cabinet shall have interior and exterior access and shall contain two (2) adjustable shelves. The #8 exterior access door shall be the same height as the lower cabinet area. The double interior access doors shall be Gen II OHO polycarbonate double doors with spring loaded latching handles. The interior walls of this area to be lined with flooring material and the floor of this section shall incorporate an angled stainless steel threshold designed to facilitate removal of equipment from the floor of the cabinet without catching on the lower frame edge.	1	RRI
ATTENDANT SEAT			1	RRI
05-19-0500	>	Seat, Attendant, EVS 1880, Child safety, Comfort, Per4Max Belt-Black	1	RRI
05-19-0505		Color -Black	1	RRI
05-19-6501		Attendant's Seat Base, EVS Swivel 2 Pos	1	RRI
INTERIOR COLORS			1	RRI
05-20-2000		Multi-Spec Interior Surfaces - ILOS	1	RRI
05-20-2001		Color - Misty Grey #6028,ILOS	1	RRI
05-20-5300	<	Upper Band Vinyl Color - Cabinets and Stitched Cushions Upper Band Vinyl Color Choice for cabinets and stitched cushions.	1	RRI
05-20-5312		Color - Black DA300	1	RRI
05-20-5500		Lower Band Vinyl Color - Vacuum Formed Cushions	1	RRI
05-20-5512		Color - Black DA300	1	RRI
05-20-9850		Polycarbonate Color Choice	1	RRI
05-20-9852	<	Polycarbonate, Clear 1/4" polycarbonate	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
MISC. INTERIOR OPTIONS			1	RRI
05-21-5200	<	Squad Bench & Lower Left, Full Height Brushed Stainless Kickpanels There shall be a stainless steel kick panel on the face of the streetside lower left wall and curbside squad bench. The kick panel shall be on face of the streetside lower left shall extend to top of counter and the curbside squad bench to extend to the lids.	1	RRI
05-21-7050	<	Interior Access, #6 Compartment, w/ Hinged Polycarbonate Door -CN 10 Certified The patient compartment shall include a inside/outside access to the #6 compartment. The access opening will be fully framed and will include an aluminum framed, single hinged, 1/4" Gen II OHO Polycarbonate door with an integral latch. The access will be installed at the forward portion of the #6 compartment, and facing the aisle. Exterior shelf retaining lip to be aligned with door opening Note: Gen II OHO Door!	1	RRI
05-21-8500		Cabinet Latch - Southco 2" Round, Stainless Locking- CN 10 -Rated at 10lbs	12	RRI
06-01-0100		General Wiring - General Harness Standard	1	RRI
COMMUNICATION			1	RRI
06-06-0150	<	Antenna UHF/VHF - (2) Prewire, Standard two RG58AU low loss cables installed from the two-way radio cabinet to the ceiling of the module. Accessible be removing an interior light in the patient compartment ceiling. The interior light shall include an etched plastic label identifying the plate as the antenna access point. The cables shall route from the module roof to the lower section of the left stack/radio cabinet and be of sufficient length to allow routing to the cab console as an alternate radio installation location.	1	RRI
06-06-1000	<	Camera - Exterior Back-Up, Over Rear Doors for Multi-plex Install one (1) Audiovox, ASA Voyager VCMS-20 color camera. Exterior mounted and connected to vehicle's main video display.	1	RRI
06-06-1600	<	Two Way Radio Routing Path Cab to Module. (STANDARD) The vehicle shall be equipped with a wire routing path enabling the customer's radio installer to route radio cables from the radio cabinet to the chassis cab area or from the rear action area wall to the cab area. The routing path shall allow routing of radio cables with end connectors up to 2" x 3" without having to disconnect the cable/radio connector from the radio cable.	1	RRI
06-06-1700	<	Two Way Radio Prewire, 12VDC Power and Ground (STANDARD) The vehicle shall be equipped with #8 gauge Red power and Black ground wiring will be labeled appropriately for future installation by a radio technician. The Black ground wire to be connected to a main ground point, the Red power wire to be left unconnected near a direct to battery connection point inside the power distribution cabinet. Both wires to route to the lower section of the Left Stack/Radio Cabinet and be of sufficient length to allow routing to the Cab Console as an alternate radio installation location. Wires to be labeled at both ends.	1	RRI
RADIO AND CLOCKS			1	RRI
06-07-6000		Clock - Digital DDS 12/24 Hour 2.5" LED, Over Rear Doors	1	RRI
07 - ELECTRICAL 12 VOLT DC			1	RRI
07-01-0010	<	Crcrt Pwr Accs.,Ign/Shrline,1-20 amp 12VDC to 2 locs,W/O,PD9130 chrgr (1) 10 amp lead shall be coiled up behind the A./A panel for future use. (1) 10 amp lead shall be coiled up behind the drivers seat in the cab,	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
		for future use.		
		Note: This code will be used when and additional battery charger has already been installed, the PD9130 will not be used with this option.		
07-02-1000		Voltmeter - Standard	1	RRI
07-02-1100		Alarm,Low Voltage,With Buzzer and Indicator,in cab console	1	RRI
07-03-2000		Ammeter - for multiplex system	1	RRI
		BATTERY SYSTEM	1	RRI
07-05-0100	<	Batteries - Type III UM/PM, Chevy or Ford(1)OEM,(2) 700 CCA in 8.5,STD	1	RRI
		Include (2) 700CCA - AC Delco 1150 Maintenance Free		
		Batteries stored in the curbside lower #8.5 drawer style compartment.		
		(1) OEM battery under the hood.		
07-07-0500		Module Disconnect - Multiplex System,	1	RRI
07-08-0100		Battery Ground	1	RRI
07-09-6000		Battery Charger - Prewire only, 12V. (STANDARD)	1	RRI
07-10-1500	<	Power Outlets 12V, (2) Power Point Style, Direct to Battery	1	RRI
		(1) Outlet shall be mounted on the action wall in the medical device rail.		
		(1) outlet shall be mounted above the top shelf in the upper section of the L8.		
07-10-7230	<	Outlet, Kussmaul, USB Dual Port, 5VDC, 4.8 amp output, 091-219-5, ILOS	2	RRI
		Locations:		
		(1) Cab console to the right of the siren control head.		
		(1) Action area device rail.		
		Wired Direct to Battery.		
		FRONT CONSOLE	1	RRI
08-01-30SR	X <	Driver's Switch Panel/Radio Console - VMUX, E-Series Custom, CN11	1	
		SR#		
		Eng. Reference 428139		
		Console finish is to be black polyurethane coated.		
		Layout as follows:		
		Joystick to be on the top forward portion of the console.		
		Rear of the Joystick, on the angled portion of the console		
		is to house the VMUX in the front centered location.		
		Rear of the vmux centered is the siren control with a 12V USB outlet to the right of the siren. At the rear section of the angled portion there is to be a recessed pocket that is to be 5"x5"x5".		
		Rear of the recessed pocket are to be (2) black plastic cup holders. To the rear of the cup holders is to be a recessed storage, with lexan dividers with binning strips.		
		Black polyurethane coat the inside of the recessed pocket and the map storage.		
		See CA Drawings.		
08-02-1150		Driver's Control Panel - V-Mux, Touch Screen	1	RRI
08-02-1153		Console Mount with bezel and USB charging port.	1	RRI
		ATTENDANT CONTROL PANEL	1	RRI
08-03-1150		Attendant's Control Panel V-MUX, Touch Screen, with bezel and USB charging port.	1	RRI
08-04-6002	<	Power Distribution - Weldon V-MUX, Video Inputs (UM & PM)	1	RRI
		Weldon V-Mux Multiplex System w/7" LCD VGA		

PART NO	S	DESCRIPTION	QTY	ID
		Touch Screen on front and rear switch panels with V-Mux Nodes. Includes an O2 Regulator/Transducer Mounted in #1 Compartment. INCLUDES VIDEO INPUTS FOR BACK-UP CAMERA. NOTE: The battery shut-off circuit to remain on for 5 minutes after the ignition has been shut off. Shutting off the ignition will activate a timer that will leave the batteries on for five minutes so that the module dome lights can be left on for patient unloading/vehicle restocking. Clock - Digital, Rear Control Panel, V-Mux display Electrical System 12V - V-MUX Multiplex System. Voltmeter - Standard for V-Mux Alarm, Low Voltage. Console, V-MUX Ammeter - for MULTIPLEX ELECTRIC SYSTEM. V-MUX Module Disconnect - V-Mux Multiplex Electrical System		
08-04-6020		Joystick Control - Weldon V-MUX with quick buttons	1	RRI
		EMERGENCY SYSTEMS - Ford E-Series	1	RRI
		WARNING AUDIBLE - SIREN, SPEAKERS, AIR HORNS	1	RRI
09-03-1039		Siren Electronic - Whelen 295HFSC9, Dual Tone, Non Remote	1	RRI
09-03-2040		Speakers - (2) CPI "Though-The-Bumper" for E-Series	1	RRI
09-05-0200		Backup Alarm (STANDARD)	1	RRI
09-06-0200		Emergency Sequencer/Load Manager (STANDARD)	1	RRI
09-50-1333		Visual Warning Front Upper - (5) "Cool Bar" (2) Front Wall Configuration	1	RRI
		AUXILLARY EMERGENCY LIGHTS	1	RRI
09-80-2500	< >	EEV,M-series Flash Pattern, No External Flasher Eng. Note: Reference 428139. Functions from previous 9860 and/or ULF44 flasher to function thru vmux. Install terminal strips ILOS in the dead space area labeled Flasher 'A', Flasher 'B', and Flasher 'C'. Flashers A, B, and C will be 'On' in Primary Mode. Flasher B will Cut-Out in Secondary. Flasher C will Cut-Out in Park. Install (2) grounding studs near the terminal strips. Connect all of the scan lock wires to (1) stud and all Sync wires to (1) stud. ALL WIRES TO BE LABELED LIGHTHEAD SPECIFIC Any forward facing White lights are to be 'On' in Primary mode only. Program flash pattern on light heads as follows: Model T-ION PS grill light to Signalalert 75 phase 1 flash pattern #1 Model T-ION DS grill light Signalalert 75 phase 2 flash pattern #2. Grill lights are the alternate within each light head in an X pattern. Model #M7 lights to Tripleflash 120 diagonal flash pattern #135 NOTE: IF SPLIT COLORED LIGHTS ARE ORDERED THE FLASH PATTERN TO BE AET AT #53 TRIPLE FLASH120-L/R. Model #M9 lights to Tripleflash 120 diagonal flash pattern #135 Install a relay near the flasher for an auto PARK cutout circuit wired to terminal strip Flasher C will Cut-Out in Park. Label this relay 'Park Cut Out'.	1	RRI
09-80-3300		Emergency Flashers Set to - KKK-A-1822F Flash Pattern (STANDARD)	1	RRI
09-95-1504	<	Whelen M9 LED, w/Chrome Flange LED - WHITE (Internal Flasher) Front Lighting: (1) Streetside Outer Front of module (1) Curbside Outer Front of module IATS	2	RRI

PART NO	S	DESCRIPTION	QTY	ID
09-95-1504	<	Whelen M9 LED, w/Chrome Flange LED - WHITE (Internal Flasher) Front Lighting: (1) Centered Front of module ILOS	1	RRI
09-95-1505	<	Whelen M9 LED, w/Chrome Flange - RED / Clear Lens (Internal Flasher) Front Lighting: (1) Streetside Inner Front of module (1) Curbside Inner Front of module IATS	2	RRI
09-95-1505	<	Whelen M9 LED, w/Chrome Flange - RED / Clear Lens (Internal Flasher) Front Lighting: (1) Streetside Outer Corner (1) Curbside Outer Corner Rear Lighting: (1) Streetside Outer Corner (1) Curbside Outer Corner Side Lighting: (1) Streetside Forward Corner (1) Curbside Forward Corner (1) Streetside Rearward Corner (1) Curbside Rearward Corner ILOS	8	RRI
09-95-2405	<	Whelen M7 LED - RED, Clear Lens (Internal Flasher) Rear Body - Upper Center ILOS Set to STEADY burn. To be wired to OEM brake light. This option includes chrome flanges. NOTE: Flasher will NOT function as brake light when Emergency Lights are flashing. Wired to the VMUX flasher (Previous unit ULF44). Electrical Eng. Note: If this can be done through the vmux HC nodes - setup through the vmux. Reference previous unit #428139.	1	RRI
09-95-2410	<	Whelen M7 LED - RED/WHITE Split Clear Lens (Internal Flasher) Rear Intersection Lighting: (1) Streetside Rear Intersector (1) Curbside Rear Intersector IATS This option includes chrome flanges.	2	RRI
09-95-2410	<	Whelen M7 LED - RED/WHITE Split Clear Lens (Internal Flasher) Front Intersection Lighting: (1) Streetside Front Intersector (1) Curbside Front Intersector ILOS This option includes chrome flanges.	2	RRI
09-95-4200	X	Whelen T-Series	1	
09-95-42SR	X <	Whelen ION T-Series Red/White Split Lights ILOS SR#2020495F Grille Lighting: (1) Streetside Upper Grill	2	

PART NO	S	DESCRIPTION	QTY	ID
		(1) Curbside Upper Grill ILOS		
		GRILLE LIGHTS WILL OPERATE IN A "X-PATTERN". SignalAlert 75 PH1, PH2, alternating		
09-95-43SR	X <	Whelen ION T-Series Red/White Split Lights-IATS SR#2020495F	2	
		Grille Lighting: (1) Streetside Lower Grill (1) Curbside Lower Grill IATS		
		GRILLE LIGHTS WILL OPERATE IN A "X-PATTERN". SignalAlert 75 PH1, PH2, alternating		
09-95-44SR	X <	Whelen PSD02FCR Red/White Strip-Lite Plus Lights SR#2020495F	2	
		Grill Lighting: (1) Streetside grill on vertical/angled portion of grill (1) Curbside grill on vertical/angled portion of grill		
		SEE CA DRAWINGS FOR EXACT LOCTIONS: NOTE: STREETSIDE TO HAVE RED UP AND WHITE DOWN AND CURBSIDE TO HAVE WHITE UP AND RED DOWN AND WILL OPERATE IN A "X-PATTERN". SignalAlert 75 PH1, PH2, alternating		
		EXTERIOR AUTOMOTIVE LIGHTING	1	RRI
10-01-1050		Tail Lights, Brake/Turn - Whelen M6-Series LED,	1	RRI
10-01-1240		Back-up Lights - Whelen M6-Series LED Rear,	1	RRI
10-01-2020		Marker/Clearance Lights, Front - Trucklite Model 33 LED, Amber	1	RRI
10-01-2120		Marker/Clearance Lights, Side and Rear - TruckLite Model 33 LED, Red/Amber	1	RRI
10-01-3002		Chrome Flange,(1) Whelen M6 (Standard M6)	6	RRI
10-01-5020	<	Outboard Rear Flashers, Wired to OEM Brake Lights (STANDARD) The outboard rear emergency flashers shall be wired to the OEM brake lights. These lights shall NOT function as brake lights when Emergency Flashers are on.	1	RRI
10-01-7300	<	Front Turn - Whelen M6-Series LED Amber Arrow w/Flange The vehicle shall include Whelen M6 amber LED turn lights mounted in the upper front corners of the front of the module. These lights shall include chrome flanges.	1	RRI
		FLOOD AND LOAD SYSTEMS	1	RRI
10-02-1020		Scene Lighting - (4) Whelen M9 Series Super LED	1	RRI
10-02-2040		Rear Load Lights - (2) Whelen M7 Series Super LED, Gradient Scene Light	1	RRI
10-02-3010	<	Lighting Operation - Side Scene, Rear Load and Back-Up Lights, Standard The electrical system shall be wired so that the rear module load lights and the lower back-up lights will operate when the rear doors are open, the switch on the front panel is activated, or when the vehicle is placed in reverse. With the module power switch "off", both the lower back-up lights and the upper load lights will operate when the vehicle is placed in reverse. The curbside scene lights will operate when the curbside door is opened.	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
10-02-30SR	X <	Program side scene lights to activate with compartment door opening SR#2020495F Program multi-plex electrical system to activate side scene lights when a compartment door is opened. Compartment 1, 2 and 4 would activate the street side scene lighting and compartment 6, side entry and 8 will activate the curb side scene lighting. The scene lighting will also work through the standard scene light switches on front screen.	1	
		Cab Entry - Lighting	1	RRI
		INTERIOR LIGHTING - CEILING	1	RRI
11-01-1400	S <	Dome Lights - (11) Kinequip 8" Round LED The interior lighting system shall consist of (11) Kinequip 8" Round LED Dome Lights fixtures in the following configuration: (3) Cot lights In the medical device rail over the primary cot (2) Bench lights over the squad bench (3) Dome lights Streetside (1) Dome light Curbside over head of squad bench (1) Dome light Curbside rear (1) Dome Light over the walkway The four outside corner lights and the (1) light over the CPR seat area and the (1) over the walkway shall be designated module dome lights and be activated when the side or rear module entrance doors are opened or by a three-way circuit allowing these lights to be turned on and off from cab or module. The lights over the primary cot and squad bench shall have switches in the module that will allow independent high/low/off control.	1	RRI
11-01-8010	<	Floor Lighting - LED White White LED strip lighting along both sides of the floor down the full lengths of the squad bench and lower left cabinets. The Lighting strip shall be waterproof and installed in protective aluminum track and placed just under the top of the cove recess where the vinyl flooring meets the stainless steel kick panels.	1	RRI
11-01-9000		Timer -15 minute- Restocking (STANDARD)	1	RRI
		SPOTLIGHTS / HANDHELD LIGHTS	1	RRI
11-02-1000	<	Handheld Spotlight - Sho-Me 200,000 CP The cab shall be equipped with a spotlight with a coiled cord that is hardwired "On" with Ignition. The handle shall include a momentary switch.	1	RRI
		ATTENDANT LIGHT	1	RRI
11-03-1010	<	Attendant Light - 6" x 14" Diffusion Plate Light (Standard) The cabinet above the light will have a sweep out cover panel over the wiring on the floor of the cabinet if the switch panel is not part of the design of the upper 2 cabinets.	1	RRI
		SHORELINE INLET	1	RRI
12-01-5400	<	Shore Inlet - Kussmaul Super Auto-Eject, 20Amp This vehicle shall be equipped with a 20 AMP/125 VAC Kussmaul Super Auto-Eject shoreline inlet with a matching female connector. It shall include a 20 amp GFI circuit breaker. Install the GFI Box behind the driver's seat in the standard location.	1	RRI
12-01-6200		Kussmaul, Eject,Cover,15 or 20A,White	1	RRI

PART NO	S	DESCRIPTION	QTY	ID
12-01-8000	<	(1) Shore Indicator, "ON" Green Indicator Light There shall be a Green LED waterproof indicator light installed above the shore power inlet. This light is to be wired after the GFI breaker to indicate shore power is 'ON' and breaker has not tripped.	1	RRI
12-02-0200	<	Receptacles, Interior - 125V-15A (1) Action Wall, (1) Right Stack (1) located on the action area wall, (1) located in the right front stack ALS cabinet on the inboard wall of the L8, above the top shelf.	1	RRI
12-02-2049		Receptacles, Interior - (1) Additional 125V-15A, Aft CPR Seat Counter	1	RRI
12-02-2050	<	Receptacles, Interior - (1) Additional 125V-15A, Action Area Wall installed in the action area medical device rail. See CA Drawings.	1	RRI
12-02-2052	<	Receptacles, Interior - (1) Additional 125V-15A, Over Squad Bench Installed at the foot of the squad bench approximately shoulder height. See CA Drawings.	1	RRI
POWER SUPPLY - 125VAC			1	RRI
12-03-1110	<	Inverter Charger - Vanner 1050W, Indicator on Console Install the inverter inside the L1 "Inverter" cabinet. This system includes a battery charger indicator mounted on driver side of the radio console.	1	RRI
ENVIROMENTAL CLIMATE CONTROL SYSTEM			1	RRI
13-01-1200		HVAC - Central Air Flow Discharge (UM & PM)	1	RRI
13-01-2000		Climate Control - Standard (UM & PM)	1	RRI
13-02-0100		Exhaust Fan - 100 CFM Standard Location	1	RRI
13-02-5610	>	HVAC Aux Front Wall COOLBAR - Hoseline, Ford E-series MULTIPLEX	1	RRI
13-02-5702	<	Cover,Cool Bar, (5) M9 Series lights Drawing # 303347 (5) M9 series lights only. Note: Will be painted same color as the mount location on box front.	1	RRI
13-03-1000		Return Air System	1	RRI
13-03-2000		Return Air Central Plenum	1	RRI
13-03-3000		Heat /AC Cabinet	1	RRI
COT MOUNTING PROVISIONS			1	RRI
14-01-1010		Cot Mounting - Hardware	1	RRI
14-01-1110		Post & Wheel Cups - None (STANDARD)	1	RRI
14-01-1210		Safety Hook - Ship Loose	1	RRI
14-01-1230		Safety Hook - Stryker with bolts,Shipped Loose	1	RRI
14-01-1622	<	Stryker Power Load/ Performance Load -Floor Plates and Wiring for Future Install Additional floor structure for future installation of a Stryker #6390 Power-LOAD system or 9392 Performance Load. Includes pre-wire which will terminate under the attendant's seat	1	RRI
14-01-3091		Do NOT cut Floor for Cot Mount Floorplate	1	RRI
14-01-3097		Center Mount	1	RRI
OXYGEN AND AIR SYSTEMS			1	RRI
14-02-0100		Oxygen System - Multiplex	1	RRI
14-02-1000		O2 Cylinder Wrench - (STANDARD)	1	RRI
14-02-2000		O2 Cylinder Bracket - Zico #QR-MV (STANDARD)	1	RRI
14-02-3000		O2 Control - Electric with Manual Bypass on Action Wall. (STANDARD)	1	RRI

PART NO	S	DESCRIPTION	QTY	ID	
14-02-4000		O2 Outlets - Ohio Style, (2) Action Wall, (1) Squad Bench (STANDARD)	1	RRI	
14-02-4211	<	O2 Outlet, Additional - Ohio Style in Ceiling See CA Drawings for location.	1	RRI	
VACUUM SYSTEM			1	RRI	
14-03-1010	< >	Suction System - SSCOR On-Board (STANDARD) Conforms to J3043 requirements	1	RRI	
Note: Recessed suction!!					
MISC MEDICAL			1	RRI	
14-04-1000	<	Fire Extinguisher - 5# (ABC) w/ Mounting Bracket. (STANDARD) HD Amerex Bracket #861H with Amerex 5LB fire extinguisher. Shipped Loose.	1	RRI	
PAINT AND FINISH			1	RRI	
15-00-0100		Road Rescue Paint Process - Standard	1	RRI	
15-01-2000	<	Module Paint - Single Color, OEM White	1	RRI	
Ford white: FA91:YZ					
15-01-5000		Cab Paint - Single Color, OEM White	1	RRI	
GRAPHICS AND LETTERING			1	RRI	
15-03-3900		RR Badge Logos (STANDARD)	1	RRI	
15-03-4000		RR Logos and Model Name (STANDARD)	1	RRI	
15-03-4001		Ulramedic - Black Logos	1	RRI	
15-04-1010		Nomenclature Plaques. UNLEADED. (STANDARD)	1	RRI	
16 - REFERENCES AND STANDARDS			1	RRI	
16-01-0200		Owner's Manual (STANDARD)	1	RRI	
ZZ-ZZ-0A00	<	Indemnification Statement The purchaser agrees to defend, indemnify and hold Rev Ambulance Group harmless from any claims, costs (including actual attorneys' fees), damages and liabilities caused in whole or in part by any alteration or modification of, or changes or additions to the purchased products OR use of product for purposes it was not designed or intended for.	1	RRI	
== Dealer Provided - EMS Equipment - 1.046 06/05/20 ==			1	RRI	
Subtotal					183,005.68
Delivery					1,800.00
Ford GPC Discount (Must have valid FIN)					-5,000.00
Ashland FD Customer Discount					-2,500.00
Paint - Body and Wheels (Est.) and graphics					14,470.00
Everest Shop Internal and Co-Op Fee					2,000.00
Ferno Stair Chair					8,100.00
Radio, Grillguard, Power Load Transfer/Install					9,837.12
Total					211,712.80

SUBJECT: Approve an Amendment to Agreement with Cedar Corporation for Construction Engineering Services for the 2021 Watermain Replacement Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Finance Director
Public Works Director

EXHIBITS:

1. Cedar Corporation Amended Professional Construction Engineering Services Proposal. July 20, 2021
2. Chapter 194. Procurement of Goods and Services and Approval of Change Orders for Public Construction Projects Compliance Form

EXPENDITURES REQUIRED: \$51,850- Fund 680 Water Utility

AMOUNT BUDGETED: \$23,650- Fund 680 Water Utility

APPROPRIATION REQUIRED: \$28,200- Fund 680 Water Utility

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

COMPLIANCE WITH ORD. 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: The proposed construction conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan.

SUMMARY STATEMENT:

The 2021 Watermain Replacement Project involves partial street reconstruction of three and a half blocks on Chapple Avenue, south of 11th Street West, one block on Front Street between 11th Avenue East and 12th Avenue East, and one block on 12th Avenue East between Front Street and Main Street. Council approved a contract with Ruotsala Construction to complete the project at the May 11, 2021 meeting.

In April 2018, Council approved a reoccurring contract with Cedar Corporation for engineering services. The agreement established master terms and conditions, with specific engineering services and costs identified on a project by project basis as letter agreements. Each letter agreement for a given project must be approved either by City staff or City Council in accordance with City Ordinance.

Cedar Corporation has been performing construction engineering services for the 2021 Watermain Replacement project under a letter agreement with a not to exceed fee of \$23,650 that was approved by City staff in May 2021 in accordance with City Ordinance 194.

However, the project has taken significantly longer than expected by all parties due to delays associated with water main installation. Also, due to continued vacancies in the Engineering Department, the Public Works Department has relied upon Cedar Corporation staff to take an active role in the project in order to allow work to proceed in 2021.

Staff recommends Council approval of an amendment to the existing letter agreement with Cedar Corporation for this project at an additional cost of \$28,200. Approval of the amendment would bring the total cost of the letter agreement to \$51,850. This amount exceeds approval authority of City staff in accordance with City Ordinance 194 but is still well within the range of the cost of construction engineering services on a typical project.

July 20, 2021

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

RE: Amended Professional Construction Engineering Services Proposal
2021 Watermain Improvements – Chapple Ave., Front St. & 12th Ave. E.
City of Ashland, WI

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

Cedar Corporation is pleased to submit this amended proposal to provide professional construction engineering services related to 2021 Watermain Improvements Project, City of Ashland, Wisconsin.

SCOPE OF PROJECT: The City of Ashland is requesting amended professional construction engineering services due to slower Project Contractor progress than initially assumed including staff/committee/council meetings, pre-construction meeting, construction observation, construction coordination and administration, and construction record drawings for 2021 Waterfront Access Road Reconstruction Project including Chapple Avenue between 11th Street West to 14th Street West, Front Street between 11th Avenue East and 12th Avenue East, and 12th Avenue East between Front and Main Street East. .

SCOPE OF SERVICES: Cedar Corporation (hereinafter called “Engineer”) proposes to render amended professional construction engineering services for City of Ashland (hereinafter called “Client”) with respect to the above Scope of Project related to the 2021 Watermain Improvements Project, City of Ashland, Wisconsin (hereinafter called “Project”). The Engineer will provide required professional services during course of the Project as follows:

Construction Engineering:

- Conduct a pre-construction meeting with Client, contractor, sub-contractors, utility companies, etc.
- Provide full-time (12 Hours per Day) resident Project representative construction observation services during underground utility construction and periodic part-time hours as needed during other construction related work to observe contractor’s work in conformance with plans, specifications and contract documents. The Engineer cannot guarantee the performance of, and shall have no responsibility for, the actions or omissions of any contractor, sub-contractor, supplier, vendor, or any other entity furnishing materials or performing any construction work on the Project. Provide Client copies of construction observation report documents.
- Provide construction coordination and administration services for the Project during construction. Oversee and coordinate construction activities, including private utility relocations, review and document construction quantities, review and process change orders and payment requests, meet with property owners and city staff when required. Attend and lead weekly on-site progress meeting with contractor and Client.
- The Client shall review and approve all contractor requested Work Directives or Change Orders for the Project as presented by the Engineer prior to the work being commenced by the contractor.

- Field data collection and topographic survey of completed street and utility construction, prepare and provide as-built construction record drawings to the Client in AutoCADD electronic and hard copy format upon completion.
- Attend required city staff, committee, council, and other governing agency meetings.

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

Construction Low Bid Amount: (Does Not Include Work by City)	\$302,050
Construction Engineering Fee:	
Construction Observation (7 weeks, 5 days/week, 12 hours/day)	\$44,100
Construction Coordination and Administration	\$1,500
Construction Record Drawings	\$1,000
City Staff, Council & Committee Meetings	\$0
Expenses (7 Weeks, 5 days/week)	\$5,250
Total Construction Engineering Hourly Time & Materials “Not to Exceed” Fee	\$51,850

CLIENT SUPPLIED INFORMATION: The Client will provide the Engineer with copy of executed contract documents, input and comments during construction, resident questions and concerns, review and approve contractor payment application requests and change orders for city council approval, attend pre-construction conference, attend meetings on-site as needed, review and approve construction record drawings for the Project.

DESIGN TIMELINE: The Engineer’s services shall be performed as expeditiously as is consistent with the orderly progress of the Project. The Engineer shall make every effort to complete the work within the time frame set by the Client. The following is the Engineer’s proposed timeline for the Project.

TASK	COMPLETION DATE
City Council Bid Award	May 2021
Notice of Award & Contract Documents	May 2021
Notice to Proceed & Pre-Construction Conference	June 2021
Commence Construction	July 2021
Substantial Complete Construction	September 2021
Final Complete Construction (Restoration)	October 2021

SERVICES NOT PROVIDED AS PART OF THIS PROPOSAL: Archaeological studies and investigations, environmental studies and assessments, environmental investigations, boundary and property surveys, survey, certified survey map, subdivision plat map, easement documents, title search, land acquisition, street and highway right-of-way map, field locating and marking of existing underground utility systems, construction staking and layout, governing agency permit fees, ecological studies and investigations, flood plain studies and determination, traffic impact analysis and report, soils related compaction and construction testing, construction materials install construction testing, and historical site studies and investigations are not included as part of this proposal.

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

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

Sincerely,

CEDAR CORPORATION

Russ Kiviniemi

Russ Kiviniemi, P.E.
Principal

Brian Chapman

Brian Chapman
Project Manager

Accepted this _____ day of _____, 2021

By: _____
Brant Kucera, Administrator
City of Ashland

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

**CHAPTER 194. PROCUREMENT OF GOODS AND SERVICES AND APPROVAL OF
CHANGE ORDERS FOR PUBLIC CONSTRUCTION PROJECTS COMPLIANCE FORM**

Sec. 194.03. Purchases of more than \$15,000 and less than \$30,000. Purchases of more than \$15,000 and less than \$30,000 may be authorized by the City Administrator if sufficient funds are budgeted, but bids or proposals must be sought by advertisement or by solicitation, in which case three bids or proposals must be obtained unless the City Administrator and Mayor waive the advertising or solicitation requirement, or any part thereof. This section applies to the purchase of tangible personal property and to services, including construction contracts for more than \$15,000 and less than \$25,000 (or such other amount as by future statutory amendment sec. 62.15, Wis. Stats., requires advertisement and contracting with the lowest responsible bidder).

Department Requesting Authorization: Public Works- Engineering Department

Vendor Name: Cedar Corporation

Vendor Address: 604 Wilson Avenue

City: Menomonie **ST** WI **ZIP** 54751

Total Purchase Amount: \$23,650

Funds Budgeted for in Account: Project Activity 470-202103

Description of Purchase: Engineering Services for construction management/inspection.

Reason to Waive Advertisement or Solicitation: Bid pricing for 470-202103 came in significantly lower than anticipated. Cedar Corporation's above described services are requested in order to provide oversight on the project to ensure it is constructed appropriately. Cedar Corporation is currently the design engineer for the project and is in the best position to provide these services.

Department Head Signature:  Digitally signed by John Butler
Date: 2021.05.21 15:22:55 -05'00' **Date:** 5/19/2021

This purchase has been approved and authorization has been granted to waive the advertising or solicitation requirement.

Mayor: Debra S. Lewis

Date: _____

Administrator: 

Date: _____

Vendor Complies with Chapter 923, Ashland City Ordinances

Comptroller/Treasurer: Barbara E Zanella

Date: _____

May 12, 2021

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

RE: Professional Construction Engineering Services Proposal
2021 Watermain Improvements – Chapple Ave., Front St. & 12th Ave. E.
City of Ashland, WI

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

Cedar Corporation is pleased to submit this proposal to provide professional construction engineering services related to 2021 Watermain Improvements Project, City of Ashland, Wisconsin.

SCOPE OF PROJECT: The City of Ashland is requesting professional construction engineering services including staff/committee/council meetings, pre-construction meeting, construction observation, construction coordination and administration, and construction record drawings for 2021 Waterfront Access Road Reconstruction Project including Chapple Avenue between 11th Street West to 14th Street West, Front Street between 11th Avenue East and 12th Avenue East, and 12th Avenue East between Front and Main Street East. .

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- Provide construction coordination and administration services for the Project during construction. Oversee and coordinate construction activities, including private utility relocations, review and document construction quantities, review and process change orders and payment requests, meet with property owners and city staff when required. Attend and lead weekly on-site progress meeting with contractor and Client.
- The Client shall review and approve all contractor requested Work Directives or Change Orders for the Project as presented by the Engineer prior to the work being commenced by the contractor.

- Field data collection and topographic survey of completed street and utility construction, prepare and provide as-built construction record drawings to the Client in AutoCADD electronic and hard copy format upon completion.
- Attend required city staff, committee, council, and other governing agency meetings.

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

Construction Low Bid Amount: (Does Not Include Work by City)	\$302,050
Construction Engineering Fee:	
Construction Observation (3 weeks, 5 days/week, 12 hours/day)	\$18,900
Construction Coordination and Administration	\$1,500
Construction Record Drawings	\$1,000
City Staff, Council & Committee Meetings	\$0
Expenses (3 Weeks, 5 days/week)	\$2,250
Total Construction Engineering Hourly Time & Materials “Not to Exceed” Fee	\$23,650

CLIENT SUPPLIED INFORMATION: The Client will provide the Engineer with copy of executed contract documents, input and comments during construction, resident questions and concerns, review and approve contractor payment application requests and change orders for city council approval, attend pre-construction conference, attend meetings on-site as needed, review and approve construction record drawings for the Project.

DESIGN TIMELINE: The Engineer’s services shall be performed as expeditiously as is consistent with the orderly progress of the Project. The Engineer shall make every effort to complete the work within the time frame set by the Client. The following is the Engineer’s proposed timeline for the Project.

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Substantial Complete Construction	September 2021
Final Complete Construction (Restoration)	October 2021

SERVICES NOT PROVIDED AS PART OF THIS PROPOSAL: Archaeological studies and investigations, environmental studies and assessments, environmental investigations, boundary and property surveys, survey, certified survey map, subdivision plat map, easement documents, title search, land acquisition, street and highway right-of-way map, field locating and marking of existing underground utility systems, construction staking and layout, governing agency permit fees, ecological studies and investigations, flood plain studies and determination, traffic impact analysis and report, soils related compaction and construction testing, construction materials install construction testing, and historical site studies and investigations are not included as part of this proposal.

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

AGREEMENT: If these terms, as stated above, are understood and agreeable, please sign both copies of this

proposal and return one to our office by mail, email or fax.

Sincerely,

CEDAR CORPORATION

Russ Kiviniemi

Russ Kiviniemi, P.E.
Principal

Brian Chapman

Brian Chapman
Project Manager

Accepted this _____ day of _____, 2021

By: 

Brant Kucera, Administrator
City of Ashland



Digitally signed by John Butler
Date: 2021.05.21 15:22:45 -05'00'

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

TITLE	Chapter 194 Procurement of Goods and Services Form - Cedar...
FILE NAME	CHAPTER 194-Compl...021 Watermain.pdf
DOCUMENT ID	d1c46e7dafb5374cb2f395185cf3fd5892fc23d7
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



05 / 24 / 2021
19:31:49 UTC

Sent for signature to Brant Kucera (bkucera@coawi.org), Debra S. Lewis, Mayor (dlewis@coawi.org) and Barbara Zanella, Comptroller (bzarella@coawi.org) from scampbel@coawi.org
IP: 68.234.79.202



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IP: 68.234.79.202



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19:47:03 UTC

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FILE NAME	CHAPTER 194-Compl...021 Watermain.pdf
DOCUMENT ID	d1c46e7dafb5374cb2f395185cf3fd5892fc23d7
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05 / 24 / 2021
20:03:02 UTC

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IP: 107.77.208.24



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20:03:21 UTC

The document has been completed.

SUBJECT: Approval to Modify the Utility Billing Frequency from Monthly to Bi-Monthly (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Director of Public Works
Utility Operations Manager
Finance Director

EXHIBITS:

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** N/A

COMPLIANCE WITH ORD. 51: The Mayor and/or Clerk has consented to placement of this agenda item on the Council agenda as timely action is needed.

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The proposed operational modification conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan.

SUMMARY STATEMENT:

The Finance Department, which currently oversees utility billing functions and the Public Works Department have both recommended that Utility Billing, which consists of water, sewer, solid waste collection and public fire protection, be modified from the current monthly billing cycle to a proposed bi-monthly billing cycle. This recommendation was made following an assessment of current utility billing operations and is based on City staff's assessment that the modification would reduce the amount of staff time spent on tasks related to billing, specifically meter reading, production of customer bills, and receipting of payments.

Immediate benefits of bi-monthly billing are the following:

- Reduction, by a factor of 50%, in the amount of staff time spent reading water meters. The majority of the meters are manually read each month which takes eight to ten days. There are approximately 2,550 accounts that are read by touch pad.

- Utility staff will have more time to manage delinquent accounts between meter reading periods.
- Printing and mailing costs associated with production of monthly bills will be cut in half.
- Customers with delinquent accounts will have additional time to make payment arrangements with the Utility.

In addition, primarily as a result of directives issued by the Wisconsin Public Service Commission (PSC), the Utility has not disconnected delinquent customers from the water system since 2019. However, the current staffing level of the Water Utility and the Finance Department does not allow for enough time to efficiently and effectively handle the tasks as required by the PSC to complete the disconnection process for more than two days a month. It may be necessary to hire additional staff to manage delinquent accounts on a monthly basis, which adds more expense to be recovered from the water rates.

The Finance Department and Public Works Department intend to complete a review of the disconnection process to determine if an alternative approach to delinquent accounts would better suit the City. However, if the current process for disconnecting delinquent accounts is maintained, additional benefits associated with bi-monthly billing would include the following:

- The meter reader would have additional time to assist in the collection of delinquent accounts and the disconnection process
- The Utility on an average mails 3400 monthly bills and 700 ten day disconnection/late notices out per month. The frequency at which the billing and notices need to be mailed out would be reduced by a factor of 50%.

In June 2021, a request was made to the Wisconsin Public Service Commission (PSC), to change the current Ashland Water Utility Tariff from monthly to bi-monthly billing. The PSC will grant the request. Members of the Public Works Committee meeting discussed changes to the billing cycle and recommend the Council approve the proposed changes to the billing cycle.

The Finance Director, Public Works Director and Utility Operations Manager are recommending that the City Council approve to change the current billing method from a monthly to bi-monthly billing cycle.

If the change to a bi-monthly utility billing is approved, the effective date will be determined based on achieving a smooth transition from the monthly billing cycle to the bi-monthly billing cycle, and also to provide advanced customer notification.