

**THE CITY OF ASHLAND WILL BE CONDUCTING THEIR MEETINGS IN PERSON
at
CITY HALL COUNCIL CHAMBERS, 601 MAIN STREET WEST, ASHLAND, WI
WITH THE AVAILABILITY TO ATTEND VIRTUALLY**

Please contact the Clerk's office if you require accommodations to attend the meeting.

To join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/686459133>

Or dial in using your phone.

United States (Toll Free): 1-866-899-4679

Access Code: 686 459 133

**ASHLAND CITY COUNCIL MEETING
Tuesday, October 26, 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. September 23, 2021 Committee of the Whole Budget Work Session Minutes

B. September 28, 2021 City Council Meeting Minutes

C. October 7, 2021 City Council Meeting and Budget Work Session Minutes

D. October 12, 2021 City Council Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

A. Announcements

B. Appointments

6. CONSENT AGENDA

A. Approve a Schedule of Appointment of Agent Application for Krist Food Mart #65 at 521 Lake Shore Drive East, Ashland, WI, Applicant Crystal Vaillancourt (Clerk)

B. Miscellaneous Meeting Minutes

7. NEW BUSINESS

- A. Approve to Adopt the City of Ashland Energy Action Plan as Drafted by Partners in Energy (*Planning*) Voice**
- B. Approve Xcel Energy Memorandum of Understanding Phase 2 - Plan Implementation as the City of Ashland's Adopted Energy Action Plan (*Planning*) Roll**
- C. Approve to Waive Bid Requirements of chapter 194 Procurement of Goods and Services, Ashland City Ordinances, and Approve a Contract for Maintenance Assessment Services with Associated Appraisal Consultants, Inc. (*Clerk*) Roll**
- D. Approve to Award a Contract to Northern Interstate Construction for the 6th Street East Reconstruction and Utility Replacement Project (*Public Works*) Roll**
- E. Approve a Resolution to Amend Resolution No. 17640 to Approve a Revision of the City of Ashland Ward Plan (*Clerk*) Roll**

8. CLOSED SESSION

- A. CLOSED SESSION Pursuant to WI Stat. 19.85(1)(g): "Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation." (*Copper Cup*) City Attorney Roll**
- B. RETURN TO OPEN SESSION**
- C. REPORT OF ACTION TAKEN DURING CLOSED SESSION**

9. 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

COMMITTEE OF THE WHOLE MEETING MINUTES

The Common Council of the City of Ashland will meet as the Committee of the Whole on **September 23, 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 Thursday, September 23, 2021 City of Ashland Committee of the Whole Budget Work Session Meeting was called to order by Council President Kevin Haas at 5:30 p.m.

PRESENT: Kevin Seefeldt, Eric Lindell, Kevin Haas, Charlie Ortman, Elizabeth Franek, Dick Pufall (6:05)

ABSENT: Sarah Jackson (excused), Ana Tochtermann, Jackie Moore (excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, Finance Director Julie Vaillancourt, and Main Street Manager Jaclynn Findlay.

It was noted that there was not a quorum present

2. Approval of Agenda

There was no vote taken to approve the agenda.

3. Presentation and Discussion Regarding the 2022 Budget and Budget Development

The item was introduced by Kucera and presented by Vaillancourt. The presentation included property assessed value versus equalized value and the affected mill rate, tax incremental districts, the tax levy and levy limits, shared revenues, expenditure restraint, transfers to other funds, general fund operating budgets and fund types and fund balances.

4. Confirmation of Date and Time of Future 2022 Budget Work Sessions

Future scheduled Budget Work Sessions were scheduled for Thursday, October 7, 2021, and Thursday, October 21, 2021, each beginning at 5:30 p.m. Additional Work Sessions may be added if necessary.

5. Adjournment

As there was no quorum, the meeting ended without a vote at 7:00 p.m.

Respectfully Submitted,

Denise Oliphant,
City Clerk

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

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

**THE CITY OF ASHLAND WILL BE CONDUCTING THEIR MEETINGS IN PERSON
at
CITY HALL COUNCIL CHAMBERS, 601 MAIN STREET WEST, ASHLAND, WI
WITH THE AVAILABILITY TO ATTEND VIRTUALLY**

Please contact the Clerk's office if you require accommodations to attend the meeting.

To join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/982650549>

Or dial in using your phone.

United States (Toll Free): [1 877 309 2073](tel:18773092073)

Access Code: 982-650-549

**ASHLAND CITY COUNCIL MEETING MINUTES
Tuesday, September 28, 2021 – 5:30 PM
Ashland City Hall Council Chambers**

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, September 28, 2021 Ashland City Council meeting was called to order by Mayor Debra Lewis, 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, Sarah Jackson, Ana Tochtermann, Eric Lindell, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: None

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

2. APPROVAL OF AGENDA

The Mayor proposed moving Agenda Items 8H and 8I to the beginning of New Business. Lindell moved, seconded by Haas to approve the amended agenda to address Items 8H and 8I at the beginning of New Business. The motion carried unanimously by voice vote.

3. APPROVAL OF MINUTES

A. September 14, 2021 City Council and Committee of the Whole Meeting minutes

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

4. CITIZEN PARTICIPATION PERIOD

Katherine Morrisseau spoke in opposition to the redistricting plan of reducing to eight wards.

Emerson Ziehr, 2114 Lake Shore Drive E, spoke against reducing the number of wards in the city.

Sandra, voiced her concerns regarding equal disbursement of cultures while redistricting.

5. MAYOR'S REPORT

A. Announcements

Mayor Lewis announced that the Fire Department will be hosting their annual Open House on Friday, October 8, 2021 from 4:00 pm to 7:00 pm. The Police Department's Open House will be on October 29, 2021 from 10:00 am to 2:00 pm.

B. Appointments

Haas moved, seconded by Ortman, to approve the appointments of: Liz Seefeldt to Housing Committee, Dina Bolka to Municipal Library Board, and Daryle Tucker to Police and Fire Commission. The motion carried unanimously by voice vote.

6. CONSENT AGENDA

A. Miscellaneous Meeting Minutes

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

7. OLD BUSINESS

A. Approve a Resolution Directing the City Clerk to Place the Referendum Question Regarding Legalization of Cannabis on the April 5, 2022 Ballot (*Approved 9-1 at Committee of the Whole 9/14/2021*) Roll

Lindell moved, seconded by Seefeldt to approve. The motion carried 8-1 by roll call vote; Pufall opposed.

8. NEW BUSINESS

A. Public Hearing on a request for a Conditional Use Permit (CUP) to operate an emergency residential facility at 2300 Lake Shore Drive W, parcel #201047450000, zoned Regional Commercial (RC), Waterfront-Overlay (W-O), Gateway-Overlay (GTWY-O) and Wetland-Overlay (WET-O). Applicant: Northwest Wisconsin Community Services Agency (NWCSA) Roll

Haas moved, seconded by Franek to go into Public Hearing. An initial request to limit speakers to three minutes was later withdrawn. The motion carried unanimously by roll call vote.

Linda Coleman, of Spears, Carlson & Coleman SC, stated that approving the CUP request for a homeless shelter is against the City's Ordinances and the Comprehensive Plan.

Mike Mertes, Washburn, spoke in favor of the shelter.

JoAnne Erickson, 3300 City Heights Road, opposed changing zoning to accommodate a homeless shelter.

Pat Ondarko, spoke in favor of the CUP and proposal of a homeless shelter.

Betty LaPean, stated she is in favor of a homeless shelter but not at the proposed location.

Katie Gellatlie, Plan Commission member, supports the shelter but not at the location chosen.

Katherine Morrisseau, stated she is in support of the shelter and location.

Stan Schrock, spoke in favor of the shelter but asked what happens to those who are turned away.

Hailey Weiers, supports the "opportunity" of a shelter in the City.

Wendy Kloiber, supports the shelter proposal.

Linda Scott, (left before speaking)

Brett Beeksma, 601 Prentice Heights, stated he is opposed to the CUP and location.

Sandy Gokee, (left before speaking)

Cameron Kadlewdowski, Northland College student, spoke in support of the shelter.

Anthony Jennings, asked what the zoning is for this property (answered by McBride), and is okay with the location of the shelter.

Kathy Allen, 810 MacArthur Avenue, complimented the committee for their choice of location for the shelter, adding that it is within walking distance to necessary amenities.

Parker Sterling, expresses the need in the City for a shelter.

Joel Langholz stated he works/interacts with those who are homeless on a daily basis as a business owner and although it is planned to be along the "gateway" to the City, he is supportive of the shelter.

Joyce Kabasa, NWCSA member, commended Millie (Rounhouse) for her work here an in neighboring communities.

Philmena Kebec, supports the project to assist people to get back on their feet after an unexpected event.

Phoebe Burchill, Ward 10, stated that this was a great example of "how we take care of our own".

Jocelyn Langholz, supports the proposal for a shelter to allow people "a bit of stability for a fresh start".

Jade Livingston, spoke in support of the proposed shelter as they have been homeless several times themselves.

Herb Mauritz, lives next to the proposed shelter location and states he "fully supports it."

Emails received and read into the record were:

Bridget Bonneville, in support of the shelter
Mary Asbach, fully supports the proposal.
Randy and Sue Spangle, opposed to the location.
Cindy Wollschlager, "100% in favor"
Matt Hulmer, do not agree with the location.

Millie Rounsville, Director of NWCSA detailed the program and policies in place for current shelters managed by NWCSA.

Carla Smith, spoke to the city of Ashland Comprehensive Plan and Ordinances as pertained to zoning at the proposed location.

Lindell moved, seconded by Hass to move out of Public Hearing. The motion carried unanimously by voice vote.

Council requested a 5-minute break before proceeding to the next item.

B. Approve a Resolution to Issue a Conditional Use Permit to Allow an Emergency Residential Facility at 2300 Lake Shore Drive West, Parcel #201-04745-0000, Zoned Regional Commercial (RC), Waterfront-Overlay (W-O), Gateway-Overlay (GTWY-O), and Wetland-Overlay (WET-O). Applicant: Northwest Community Services Agency (NWCSA) (Planning) Roll

Mayor Lewis called the meeting back into session after a five-minute break. City Attorney Max Lindsey presented on behalf of the City and advised Council on each of the standards for conditional use. Due to time constraints, Lindell motioned to extend the meeting, seconded by Ortman. Haas made a friendly amendment to the motion to also address items originally listed as B, C, D, and E on the published agenda as these required timely action. The motion carried unanimously by voice vote.

Mayor Lewis requested to recognize Police Chief Bill Hagstrom to speak about the Superior Police Department's positive experiences with Northwest Community Services Agency. Ortman motioned to recognize Linda Coleman to speak, which was seconded and carried unanimously by voice vote. Coleman, representing anonymous citizens, spoke against the Emergency Residential Facility at the proposed location stating this conflicted with the City's Comprehensive Plan.

Lewis called upon Millie Roundsville, Executive Director of the Northwest Wisconsin

Community services Agency, to speak on alternative sites that were considered.

Lewis reviewed the suggested amendments offered by Council including: Condition b will read "The property owner shall provide a direct phone number to contact the onsite supervisor, for all surrounding property owners within 400 feet of the parcel." Condition e will read "Ensure online identification of the site on internet maps generally identifies it as the community services agency, and does not specify that it is a shelter." Condition f will read "The applicant shall hold an initial listening session to identify neighbor concerns and information that is of high importance to the community for ongoing communication. Based on this, the applicant shall host quarterly reviews for the first 2 years, then provide annual reports to the public including information regarding demographics of individuals and families served, reported incidents with law enforcement, and other information identified through the public listening session."

Haas moved, seconded by Moore to approve the resolution to issue the CUP to include the proposed amendments to the listed conditions. Motion carried 8-1 by roll call vote; Pufall opposed.

Mr. Pufall left the meeting and did not participate in the remaining agenda items.

C. Approve to Accept a Bid from a Qualified Contractor for the Kreher Park Redevelopment: Parking Lot Project (*Parks*) Roll

Haas moved, seconded by Jackson to approve to award the bid to Northern Interstate Construction for \$665,990.08. The motion passed unanimously by roll call vote.

D. Approve to Accept the Workmanship of Ashland Construction and Approve Final Payment for the 2020 Vaughn Avenue and 7th Street West Reconstruction and Utility Replacement Project (*Public Works*) Roll

City Attorney Lindsey clarifies that this item is to approve the signing the certificate of substantial completion and final pay. Lindell moved, seconded by Haas to approve to pay Ashland Construction \$145,301.28. The motion passed unanimously by roll call vote.

E. Approve to Accept the Workmanship of Northwoods Paving and Approve Final Payment for the 2020 Road Resurfacing Project (*Public Works*) Roll

Ortman moved, seconded by Haas to approve to pay Northwoods Paving \$57,719.97. The motion passed unanimously by roll call vote.

F. Approval of the Resolution of the State of Wisconsin, Board of Commissioners of Public Lands, Application for State Trust Fund Loan for the Sum of \$70,000 for the Purpose of Financing Solar Panels/System for the Ashland Area Development Corporation Building and for No Other Purpose (*Finance*) Roll

Haas moved, seconded by Tochtermann to approve the resolution. The motion passed unanimously by roll call vote.

9. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

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

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

**THE CITY OF ASHLAND WILL BE CONDUCTING THEIR MEETINGS IN PERSON
at
CITY HALL COUNCIL CHAMBERS, 601 MAIN STREET WEST, ASHLAND, WI
WITH THE AVAILABILITY TO ATTEND VIRTUALLY**

Please contact the Clerk's office if you require accommodation to attend the meeting.

To join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/398896789>

Or dial in using your phone.

United States (Toll Free): 1-877-309-2073

Access Code: 398-896-789

ASHLAND CITY COUNCIL MEETING MINUTES

Thursday, October 7, 2021 – 5:30 PM

Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Thursday, October 7, 2021 Ashland City Council meeting and Budget Work Session was called to order by Council President Kevin Haas, 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: Sarah Jackson, Ana Tochtermann, Eric Lindell, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: Kevin Seefeldt (excused)

ALSO PRESENT: Mayor Deb Lewis, Administrator Brant Kucera, City Clerk Denise Oliphant, Public Works Director John Butler, Finance Director Julie Vaillancourt, Parks Director Sara Hudson, Police Chief Willis Hagstrom, Fire Chief Stuart Matthias, and other concerned citizens.

It was noted that there was a quorum present.

2. APPROVAL OF AGENDA

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

3. CITIZEN PARTICIPATION PERIOD

The Clerk read the Rules for Citizen Participation, and the following offered their comments to the Council:

Jason Klein, Ashland Resident, spoke regarding the type of input gathered for the homeless shelter and in opposition to reducing the number of wards.

Emerson Ziehr, Ward 10 Resident, spoke in opposition of the proposed redistricting plans.

Katherine Morriseau, spoke in opposition to the proposed redistricting plans.

Elise Kehle, Ward 6 Resident, spoke regarding the proposed redistricting plans.

Mary Rehle, Ward 3 Resident, spoke regarding the proposed redistricting plans.

Sophie Jones, Ward 6 Resident, spoke in opposition of the proposed redistricting plans.

4. NEW BUSINESS

A. Discussion and Possible Action to Adopt a Plan for Ward Boundaries within the City of Ashland, Wisconsin (Clerk)

Discussion only.

B. Continued Discussion of 2022 Budget and Varied Department Budget Presentations (Finance)

Department budgets were presented by Parks Director Sara Hudson, Police Chief Bill Hagstrom, Fire Chief Stuart Matthias, and Public Works Director John Butler.

5. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant
City Clerk

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

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

**THE CITY OF ASHLAND WILL BE CONDUCTING THEIR MEETINGS IN PERSON
at
CITY HALL COUNCIL CHAMBERS, 601 MAIN STREET WEST, ASHLAND, WI
WITH THE AVAILABILITY TO ATTEND VIRTUALLY**

Please contact the Clerk's office if you require accommodations to attend the meeting.

To join the meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/982650549>

Or dial in using your phone.

United States (Toll Free): 1-866-899-4679

Access Code: 982-650-549

**ASHLAND CITY COUNCIL MEETING MINUTES
Tuesday, October 12, 2021 – 5:30 PM
Ashland City Hall Council Chambers**

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, October 12, 2021 Ashland City Council meeting was called to order by Mayor Debra Lewis 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, Sarah Jackson, Ana Tochtermann, Eric Lindell, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: None

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

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

There were no minutes available at this time.

4. CITIZEN PARTICIPATION PERIOD

The Clerk read the Rules for Citizen Participation, and the following offered their comments to the Council:

Emerson Ziehr, 2114 Lake Shore Drive East, commented that he was opposed to reducing the number of wards in the City, and felt the energy plan should have been shared prior to the meeting.

Katherine Morriseau stated that she was unhappy with the inequity of the redistricting plan, and wished there was more public input on the energy plan.

Sophie Jones, resident of Ward 6, stated that she felt the City needed more representation versus reducing seats, and wished there was more public input on the energy plan.

Elise Kehle, resident of Ward 6, echoed the comments made prior to hers.

5. ADMINISTRATOR'S REPORT

Kucera offered an update regarding Covid in the city and county.

6. MAYOR'S REPORT

A. Announcements

Lewis offered her gratitude to the Chamber of Commerce for their work on the recent Whistlestop event. She also thanked administration, staff and council for their recent hard work during the budgeting process. There would be a final Policing Task Force listening session on Wednesday October 13, 2021 beginning at 6:30 PM at the Bretting Center before bringing results of conversations to Council. The Police Department will be holding their open house on October 29, 2021.

B. Presentation by Ashland Area Chamber of Commerce Director Mary McPhetridge

Mary McPhetridge of the Ashland Area Chamber of Commerce offered a presentation of the past year's progress, and shared new promotional videos to encourage visitors to the area.

C. Appointments

The Mayor requested approval of Eric Lindell to the Housing Committee, term to expire October 1, 2024, to replace Liz Seefeldt. A motion by Haas and seconded by Tochtermann to approve was passed unanimously by voice vote; Lindell abstained.

7. CONSENT AGENDA

A. Approve an Original Alcohol Beverage Retail License Application for The Local Bar & Grille, LLC at 3000 Golf Course Road, Ashland, and Agent Natalie Skinnes (Clerk)

B. Approve to Waive Chapter 922.40(g) for Dos De Oro LLC dba El Dorado, 2320 Lakeshore Drive West, Ashland through June 30, 2021 (Clerk)

- C. Approve to Extend the Timeline to Waive chapter 922.40(g) Failure to do Business, Ashland City Ordinances, for EFM Holdings dba The Spot Bar at 220 Main Street East, Ashland, through February 28, 2022** *(Clerk)*
- D. Approve to Accept a Grant to Purchase a Playground from Minnesota Wisconsin Playground** *(Parks and Recreation)*
- E. Approval to Apply for the Wisconsin Coastal Management Grant Program for Funds to Repair the Ashland Rails to Trails System (ARTS): Waterfront Trail** *(Parks & Recreation)*
- F. Approve Memorandum of Understanding between the City of Ashland and the Ashland Area Development Corporation for \$70,000 Advance and Repayment Terms for a Solar Array Installation** *(Administration)*

G. Miscellaneous Meeting Minutes

A motion by Haas, seconded by Franek to approve the Consent Agenda was passed unanimously by voice vote.

8. NEW BUSINESS

A. Presentation on the City's Partners in Energy Community Action Plan *(Planning)*

McBride introduced the item and the presenters from Xcel Energy to discuss the next steps of the City's Partners in Energy Community Action Plan. Franek moved, seconded by Tochtermann to recognize Elise Kehle to speak. This motion passed unanimously by voice vote.

B. Approve a Resolution to Accept a Land Donation, Lots 1 and 2, Block 96 Lake Shore Addition, Parcel #201-03742-0000, from Deborah J. Kloke *(Administration)* Roll

A motion by Lindell, seconded by Haas to approve the resolution passed unanimously by roll call vote.

C. Approve a Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing through the State of Wisconsin Environmental Improvement Fund for the 2021 Sanitary Sewer Rehabilitation & Replacement Project *(Public Works)* Roll

A motion by Lindell, seconded by Moore to approve the resolution passed unanimously by roll call vote.

D. Approve a Resolution to Declare Failure of Pretreatment and North Clarifier Components at the Wastewater Treatment Plant an Emergency per Wisconsin State Statute 62.15(lb) *(Public Works)* Roll

A motion by Franek, seconded by Seefeldt to approve the resolution passed unanimously by roll call vote.

E. Approve Change Order No. 2 to Northern Interstate Construction for the 2021 Waterfront Access Road Project (*Public Works*) Roll

A motion by Lindell, seconded by Seefeldt to approve the change order for the amount of \$52,810.00 passed unanimously by roll call vote.

F. Discussion on Interim Level of Service Provided to Private Sewer Laterals during Capital Construction Projects (*Public Works*)

Butler lead the discussion of this item, asking Council for thoughts on next steps.

G. Approve a Resolution to Postpone Filling Ward 2 Council Vacancy until After the City of Ashland Redistricting Process due to the 2020 Census (*Clerk*) Roll

A motion by Jackson, seconded by Lindell to approve the resolution passed 8-1 by roll call vote; Pufall opposed.

H. Approve to Repeal Resolution No. 15731 and Approve a Resolution to Adopt a Plan for Wards and Aldermanic Districts within the City of Ashland, Wisconsin (*Clerk*) Roll

A motion by Moore and seconded by Haas to approve the resolution and approve Plan B2 as the City's redistricting ward plan passed 8-1 by roll call vote; Pufall opposed.

9. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

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

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

SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Mayor

EXHIBITS: 1. Offer to Volunteer (redacted) - Chartier

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:

SUMMARY STATEMENT:

The Mayor respectfully requests approval of the following Appointments:

Beautification Council

Susan Askue, replacing Layne Richardson, who resigned. Term expires: February 15, 2023

Public Works Committee

Anne Chartier, replacing Melodie Phipps, who resigned. Term expires: September 30, 2024

Find yourself next to the water.

A S H L A N D

City of Ashland, Wisconsin

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

OFFER TO VOLUNTEER FORM

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

Public Works

Write a brief statement of education and training:

I have a MA in Teaching, a BA in Cultural Anthropology and also hold a degree in Translation. _____

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

I have been a resident of the City of Ashland since 2001 when I started teaching Spanish for the School District of Ashland from where I retired after 15 years in 2017. Prior to that I taught for eleven years at the South Shore School District in Port Wing. After graduate school I worked with an inner-city competency-based high school diploma program in Roxbury, MA followed by a year at a school in Nicaragua where I oversaw the Spanish language program designed for visitors. While living in Ashland I have volunteered for Faith in Action. I also interpret and make appointments for Spanish-speakers in the area on a volunteer basis.

I have been a member of the League of Women Voters for over two decades. I currently serve on the board of the League of Women Voters of Ashland and Bayfield Counties and the League of Women Voters of Wisconsin. In these capacities I have been a member of the local Natural Resources committee which has assisted our city in the dissemination of information regarding storm water and related overflows, in addition to sharing the progress made to mitigate such problems. At the state level I have collaborated with the Infrastructure Series the League offered in conjunction with the American Society of Civil Engineers Wisconsin Chapter and the Report Card they prepared. During one of the sessions our very own Chanz Green was one of the panelists.

My hobbies include outdoor activities such as hiking, biking, skiing and swimming. I enjoy the Arts in all its forms. I am a huge fan of public radio and television. I watch the PBS NewsHour and listen to WPR on a daily basis. I enjoy keeping in touch with friends and family. I am quite passionate about Social Justice and dealing with Climate Change. My interest in Public Works stems from my understanding that all the services provided are essential to our well-being. I would like our city to have the best possible sustainable infrastructure.

I enjoy people and take pride in being helpful to those in need. I am committed to treating everyone with respect and kindness. I appreciate fairness, truth, transparency and make an effort to communicate clearly.

Find yourself next to the water.

A S H L A N D

City of Ashland, Wisconsin

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

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

Deb Lewis contacted me initially. John Butler knows who I am. Diane Koosed (715-979-1723) is a friend and also my co-chair on the LWV/ABC Voter Services Committee who lives in the City of Ashland.

Contact information: Anne Chartier_____

Name (Please print)

Phone #

1203 6TH AVE W

715-682-9418

Address

Alternate phone #

Email

Date10/21/2021

SUBJECT: Approve a Schedule of Appointment of Agent Application for Krist Food Mart #65 at 521 Lake Shore Drive East, Ashland, WI, Applicant Crystal Vaillancourt (*Clerk*)

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Clerk

EXHIBITS: 1. Appointment of Agent Krist Oil Co

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**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: NA

SUMMARY STATEMENT:

Crystal Vaillancourt has applied as a new Agent for the Alcohol Beverage License application for Krist Food Mart #65, 521 Lake Shore Drive East. The Police Chief reviewed and approved her application. It is recommended to approve Crystal Vaillancourt as Agent for Krist Food Mart #65.

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

Submit to municipal clerk.

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

To the governing body of: ☐ Town
☐ Village of ASHLAND County of ASHLAND
☒ City

The undersigned duly authorized officer/member/manager of KRIST OIL COMPANY
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
KRIST FOOD MART #65

(Trade Name)
located at 521 LAKE SHORE DR. E. ASHLAND WI 54806

appoints CRYSTAL ANN VAILLANCOURT
(Name of Appointed Agent)
52695 OLD GRADE ROAD MASON, WI 54856
(Home Address of Appointed Agent)

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

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

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

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 32 YEARS

Place of residence last year 52695 OLD GRADE ROAD MASON, WI 54856

For: KRIST OIL COMPANY
(Name of Corporation / Organization / Limited Liability Company)

By: Krist Atanasoff
(Signature of Officer / Member / Manager)

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

ACCEPTANCE BY AGENT

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

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

Crystal Vaillancourt 9-30-21 Agent's age 39
(Signature of Agent) (Date)

52695 OLD GRADE ROAD MASON, WI 54856 Date of birth 05/08/1982
(Home Address of Agent)

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

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

Approved on 10/8/21 by Bin Hays Title Police Chief
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
VAILLANCOURT		CRYSTAL		ANN	
Home Address (street/route)		Post Office		City	State
52695 OLD GRADE ROAD				MASON	WI
Home Phone Number		Age	Date of Birth	Zip Code	
715-730-0758		39	05/08/1982	54856	
				Place of Birth	
				NEW ORLEANS, LA	

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

- ☐ Applying for an alcohol beverage license as an individual.
- ☐ A member of a partnership which is making application for an alcohol beverage license.
- ☒ STATION AGENT of KRIST OIL COMPANY

(Officer / Director / Member / Manager / Agent)

(Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

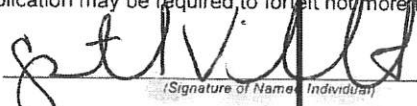
The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 32 YEARS
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☐ Yes ☒ No
If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☐ Yes ☒ No
If yes, identify: _____
(Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No
If yes, identify: _____
(Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name Little Caesars	Employer's Address 601 E Lakeshore Dr, Ashland, WI 54806	Employed From 07-20	To 12-20
Employer's Name Family Forum - Head Start	Employer's Address 301 13th Ave E, Ashland, WI 54806	Employed From 09-15	To 06-17

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


 (Signature of Named Individual)
 Crystal A. Vaillancourt

Chelsea List

From: David Stark <david.stark@kristoil.com>
Sent: Friday, October 8, 2021 8:51 AM
To: Chelsea List
Subject: Manager Change

We have made a Manager change in our Ashland store. Crystal Vaillancourt is the new manager replacing Roxane.

**ASHLAND BEAUTIFICATION COUNCIL
MEETING MINUTES
Monday, August 2nd, 2021
6:00 PM
Prentice Park Pavilion**

1. Roll Call

David Askue	40.5
Shawna Johnson	57
Chris Oreskovich	41
Elaine Peterson	61.5
Layne Richardson	23.5
Kay Saari	54.25
Jeanne Spruell	15.5
Beth Strauss	27.5
Mary Zinnecker	23.5

Absent:

Chris Oreskovich 41

Guest: Susan Askueprin\

Volunteers:

Marla Mattson	4.5
Matt Johnson	1.5
Nola Bohn	1
Laura Bohn	1
Susan Askue	2.5
Joyce Goglin	4
Kelly Ross	3

2. Approval of July 5th, 2021 Meeting Minutes

Motion: Elaine Second: Kay Vote: Aye

3. Administrative:

Log Volunteer Hours

Treasurer's Report: \$751.76 remaining from 2021 budget. \$1354.51 remaining in donations fund

4. Old Business:

Review 2021 BC Budget

Review Upcoming Calendar Events:

- Saturday, August 7th – Garden Tour 9-1 & Downtown Days Booth starting at 10 am. ABC members will set up and man a booth down town for recruiting volunteers and offering plants for donations. They will also deliver signs & maps to gardens on the tour and offer garden tours to the public
- Friday, August 13th – Beaser Avenue @ 9 am group work day
- Saturday, August 28th @ 9 am – Pearson Plaza/Otis Park group work day

5. New Business:

Beauty Spot Awards: To be awarded by mid September 2021

ASHLAND BEAUTIFICATION COUNCIL

MEETING

Monday, August 30th, 2021

(September Meeting Due to Labor Day Holiday)

6:00 PM

Prentice Park Pavilion

1. Roll Call

David Askue	54.5
Shawna Johnson	57
Chris Oreskovich	49.5
Elaine Peterson	87.5
Layne Richardson	30.5
Kay Saari	65
Jeanne Spruell	27.5
Beth Strauss	31.5
Mary Zinnecker	58.5
Guest: Susan Askue	
Volunteers:	
Marla Mattson	4.5
Matt Johnson	1.5
Nola Bohn	1
Laura Bohn	1
Susan Askue	2.5
Joyce Goglin	4
Kelly Ross	3

2. Approval of August 2nd, 2021 Meeting Minutes

Motion: David Second: Kay Vote: Aye

3. Administrative:

Log Volunteer Hours

Treasurer's Report: \$751.76 remaining from 2021 budget

4. Old Business:

Review 2021 BC Budget: allocated \$180 to Country Blossoms for 12 mums for pots at city hall, 3rd St. and Public Works and 6 Purple asters for Otis park. \$200 allocated for daffodil bulbs for Ellis Ave and other highly visible garden areas. Mary to order 1 bag yellow and 1 bag mixed daffodils. Purchase of garden gloves for ABC members if funds remaining.

Review Upcoming Calendar Events: Friday, September 10th – Fall Planter & 3rd Street Parking Lots Clean-Up @ 9 am

Saturday, September 25th @ 9 am – Pearson Plaza/Otis Park

Friday, Sept 17th and Sept 24th @ 9am-Semetra will be sending volunteers to work in Pearson Plaza/Otis Park gardens.

Beauty Spot Award Selections: Residential Beauty Spots 2021 awarded to 716 5th Ave. East, 1015 2nd Ave. West, 519 12th Ave. West, 219 22nd Ave. West, 700 9th Ave. West. Business Beauty Spots awarded to The Union Boutique, Essentia Clinic, Ashland Jewelers, Ashland Courthouse, Lakeside Motel. ABC members to deliver Beauty Spot signs and take pictures. Send to Mary to post on social media, Ashland Daily Press and Bottom Line News.

Garden tour 2021: There were mixed results with attendance this year. *Consider for next year: more advertising for the tour and possibly advertising at the farmers market to recruit volunteers. There was limited interest in our plant sale so will focus our efforts on helping with the Monday Club plant sale in May 2022 instead.

5. **New Business:** Kay will be sending Thank You cards to Deep Water for \$ donation, Garden Tour hosts, Public Works for mulch and everything they helped us with this season, Monday Club for \$ donation.

Layne will be resigning from ABC in October. Susan Askue will apply for his seat.

6. Project Plans/Updates:

Crest Gardens: mulch

Ellis Avenue: needs more water,
add Sedum and Rudbeckia

Public Works Planters: blooming,
add mums

Pearson Plaza/Otis Park: add
Hydrangea, Ninebark and shrubs
to Pearson Plaza and move
perennials to Otis

Beaser Avenue: needs water,
netting working

Boat Landing: needs water

Bayview Park: blooming

3rd Street Planters: blooming, add
mums

Memorial Park: needs water

Jane Smith Memorial: working on
weeding, blooming

City Hall: blooming, add mums

7. **Next Meeting:** Monday,
October 4th at 6 pm,
Vaughn Library

8. Adjourn: 7:30

Motion: Jeanne Second: Beth Vote: Aye

Respectfully submitted,

Shawna Johnson

SUBJECT: Approve to Adopt the City of Ashland Energy Action Plan as Drafted by Partners in Energy (*Planning*) Voice

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Sustainability Committee

EXHIBITS:

1. Draft Energy Action Plan for City of Ashland, WI
2. Partners in Energy Council Slideshow Presentation October 12, 2021

EXPENDITURES REQUIRED: N/A-- No costs are associated with adoption of this plan. Any expenses associated with implementation efforts would be brought back to Council for approval.

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

**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 development conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan. A Specific Comp Plan recommendation related to City energy and sustainability efforts is to prioritize energy efficient improvements and updates to city buildings and facilities, which is directly tied to the City's adopted 25 x 25 goal.

Beyond City facilities, other strategies identified for promoting the core Comp Plan goal of sustainability include providing rebates for home retrofitting, creating easy ways for residents and businesses to opt into renewable energy, and increasing options for solar panels and solar farms in Ashland.

SUMMARY STATEMENT:

Partners in Energy, Xcel Energy, and City Planning Department staff provided a brief overview and presentation of the process for drafting the City's Energy Action Plan. More targeted focus groups were also held to provide additional detail and clarity on barriers and benefits for various stakeholder groups to take actions that support community energy goals. The primary energy goals identified consistently across all input

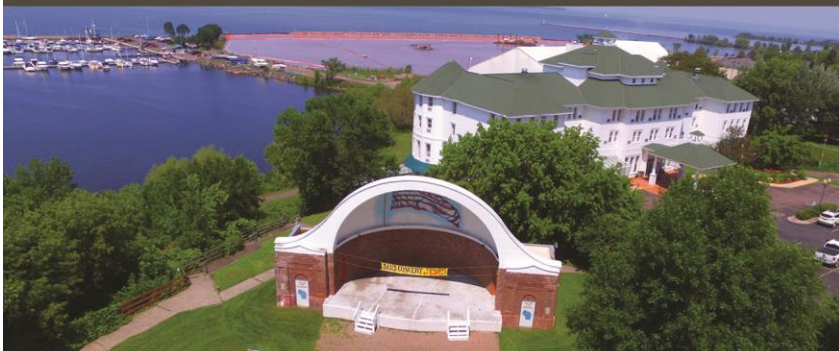
sessions held include promotion of energy efficiency, increasing opportunities for renewable energy, and support for Electric Vehicles (EV's) within the City.

The Plan also benchmarks the City's current progress towards its 25 x 25 goal, which has been very limited despite recent installation of the first solar array on a City-owned building. The draft Energy Action Plan contains a Work Plan to help the City progress more efficiently towards its 25 x 25 goal, while ensuring we are optimizing financial and technical resources to support these efforts.



AN ENERGY ACTION PLAN FOR ASHLAND

October 2021



PARTNERS IN ENERGY

An Xcel Energy Community Collaboration

ACKNOWLEDGEMENTS

Thank you to the following individuals who contributed many hours of service to developing this Energy Action Plan. Additional thank you to the community members who participated in focus group conversations to help inform strategy development for how to engage different target audiences in the Ashland community.

The content of this plan is derived from a series of planning workshops hosted by Xcel Energy's Partners in Energy. Xcel Energy is the main electric and gas utility serving Ashland. Partners in Energy is a two-year collaboration to develop and implement a community's energy goals. For more information about the planning workshops, see *Appendix 3: Xcel Energy's Partners in Energy Planning Process*.

City of Ashland

Deb Lewis, Mayor
Megan McBride, Director of Planning & Development

Xcel Energy

Julie Poepping
Mike BeBeau
Tami Gunderzik

Sustainability Committee

Cheyenne Reeves
Dale Kupczyk
Jessica Eckhardt
Laura Graf
Lissa Radke
Parker Garver
Tamara Sylte

Focus on Energy

Steve Craker

Partners in Energy Facilitators

Marisa Bayer
Megan Weck

Community Representatives

Bill Bailey
Carver Harries
Kate Ullman
Karl Solibakke
Melodie Phipps
Nathan Kilger

This Energy Action Plan was funded by and developed in collaboration with Xcel Energy's Partners in Energy. Partners in Energy shall not be responsible for any content, analysis, or results if Ashland has made modifications to the plan.

TABLE OF CONTENTS

Introduction.....	1
25 X 25 for Energy Independence.....	1
Why an Energy Action Plan	2
Where We Are Now	3
Community Demographics.....	3
Energy Use and Savings.....	4
Achieving our Energy Vision	9
Focus Areas.....	9
Target Audiences.....	9
Goals	11
Strategies	11
Energy Action Plan Impact.....	12
How We Stay On Course.....	15
Implementation Support from Partners in Energy.....	15
Implementation Support from the City of Ashland	16
Implementation Support from the Ashland Community and Energy Action Team.....	16
Appendix 1: Near-Term Strategy Work Plan	17
Appendix 2: Methodology for Measuring Success.....	18
Appendix 3: Xcel Energy’s Partners in Energy Planning Process	20
Appendix 4: Baseline Energy Analysis.....	21
Appendix 5: Implementation Memorandum of Understanding	28

GLOSSARY OF TERMS

Behind the Meter Generation: Refers to energy production and storage systems that directly supply homes and buildings with electricity.

British Thermal Unit (BTU): The amount of heat needed to raise one pound of water at maximum density through one degree Fahrenheit

Carbon-free: Carbon-free refers to sources of energy that will not emit additional carbon dioxide into the air. Wind, solar, and nuclear energy are all carbon-free sources but only wind and solar are renewable.

Energy Burden: Percentage of gross household income spent on energy costs.

Greenhouse Gases (GHG): Gases in the atmosphere that absorb and emit radiation and significantly contribute to climate change. The primary greenhouse gases in the earth's atmosphere are water vapor, carbon dioxide, methane, nitrous oxide, and ozone.

Grid Decarbonization: The current planned reduction in the carbon intensity of electricity provided by electric utilities through the addition of low- or no-carbon energy sources to the electricity grid.

Kilowatt-hour (kWh): A unit of electricity consumption.

Million British Thermal Units (MMBtu): A unit of energy consumption that allows both electricity and natural gas consumption to be combined.

Metric Tons of Carbon Dioxide Equivalent (MTCO₂e): A unit of measure for greenhouse gas emissions. The unit "CO₂e" represents an amount of a greenhouse gas whose atmospheric impact has been standardized to that of one unit mass of carbon dioxide (CO₂), based on the global warming potential (GWP) of the gas.

Megawatt (MW): A unit of electric power equal to one million watts.

Premise: A unique combination of service address and meter. For residential customers, this is the equivalent of an individual house or dwelling unit in a multi-tenant building. For business customers, it is an individual business, or for a larger business, a separately metered portion of the business's load at that address.

Renewable Energy Credit (REC): For every megawatt-hour of clean, renewable electricity generation, a renewable energy credit (REC) is created. A REC embodies all the environmental attributes of the generation and can be tracked and traded separately from the underlying electricity. Also known as a Renewable Energy Certificate.

Solar Garden: Shared solar array with grid-connected subscribers who receive bill credits for their subscriptions.

Solar Photovoltaic (PV): Solar cells/panels that convert sunlight into electricity (convert light, or photons, into electricity, or voltage).

Subscription: An agreement to purchase a certain amount of something in regular intervals.

Therm (thm): A unit of natural gas consumption.

Trade Partner: Trade Partners, also known as Trade Allies or Business Trade Partners, are vendors and contractors who work with business and residential customers to service, install, and provide consulting services regarding the equipment associated with utility rebate programs. Their support for utility programs can range from providing equipment and assisting with rebate paperwork, to receiving rebates for equipment sold.



INTRODUCTION

The City of Ashland teamed up with Xcel Energy's Partners in Energy and a planning team representing Ashland to create an energy vision to reduce the impact of climate change, make homes and businesses more energy efficient, and protect our natural resources.

25 X 25 for Energy Independence

The City of Ashland updated their 25 X 25 Plan for Energy Independence in 2018, which identifies several strategies to achieve the City's goal to source 25% of its energy from renewable sources by 2025. Strategies include reducing energy consumption through energy efficiency upgrades like new insulation and HVAC system replacement, installing on-site photovoltaic solar systems, and subscribing to renewable energy programs.

Improving Energy Efficiency and Renewable Energy

The City of Ashland has implemented several energy efficiency strategies from the 25 X 25 plan, including HVAC system upgrades, new lighting in buildings and parking lots, and other improvements. In addition, the City has installed a 34-kW solar array on the new police station and subscribes to a community solar garden support renewable energy at the new fire station.

The City of Ashland has been recognized for its sustainability efforts with SolSmart Silver and Green Tier Legacy Community designations. The Ashland City Council adopted an Eco-Municipality Designation to serve as a model for other cities and encourage sustainable economic development in the community.

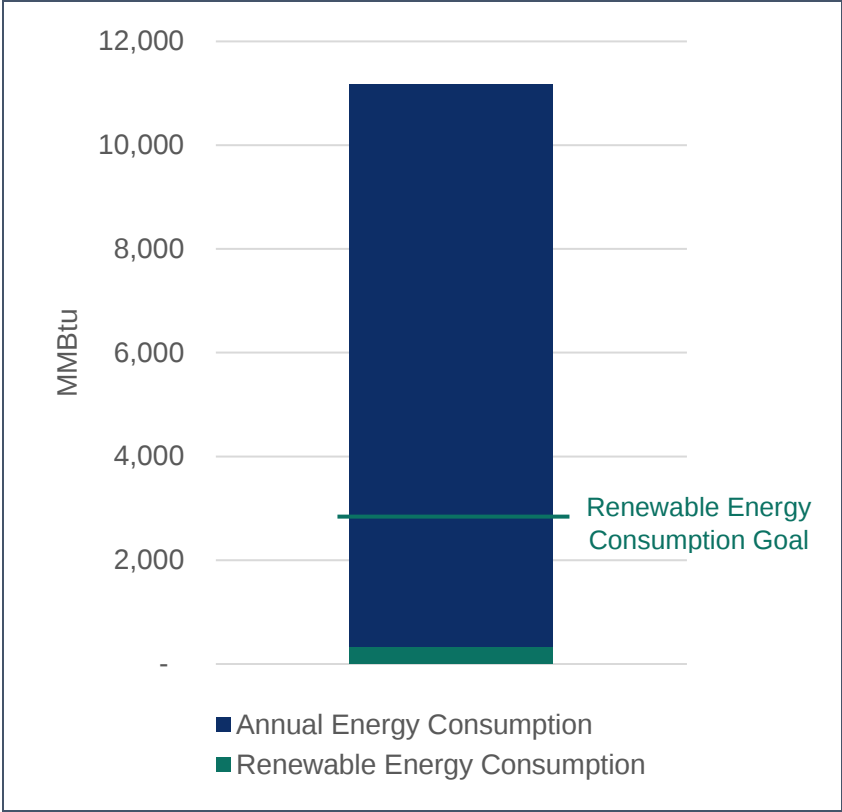
Progress Toward Goal

Community energy data, including municipal energy consumption, was provided as part of the Partners in Energy process. The City of Ashland will need to consume approximately 2,800 MMBtu annually from renewable energy sources to meet its 25 X 25 goal. Reviewing grid energy consumption for municipal buildings, behind the meter generation, and renewable energy program participation, the City

Term Definition: Behind the Meter Generation: Refers to energy production and storage systems that directly supply homes and buildings with electricity.

consumes approximately 340 MMBtu of energy annually from renewable energy sources (*Figure 1*).¹ This represents 3.1% of its annual energy use. To achieve its goal, the City of Ashland will need to generate an additional 2,450 MMBtu from renewable sources by participating in programs where the City retains the Renewable Energy Credit and can make the claim toward powering their facilities with renewable energy.

Figure 1: Progress Toward Achieving the City's 25 X 25 Goal



Why an Energy Action Plan

Ashland's 25 X 25 plan is focused on City-owned buildings. Acknowledging that Ashland residents, businesses, and institutions should be part of this conversation, the City identified Xcel Energy's Partners in Energy as an opportunity to engage the Ashland community to increase energy efficiency and renewable energy across all sectors.

This plan creates intention, focuses efforts, and identifies actions to engage our community. This plan's scope encompasses all residents, businesses, nonprofits, and education institutions within the city of Ashland. Neighboring cities and the broader Ashland area may benefit from outreach to increase their understanding of the benefits of energy efficiency and renewable energy, but this outreach will not be the focus of our efforts.

¹ To measure progress toward Ashland's 25 X 25 goal, this plan estimates city facilities consume 11,180 MMBtu of energy annually and assumes a maximum annual production of 342 MMBtu from Ashland's on-site solar array and community solar garden subscription. Renewable energy consumption assumes the City of Ashland retains the REC for the on-site solar generation. Actual energy consumption and renewable energy production may vary.



WHERE WE ARE NOW

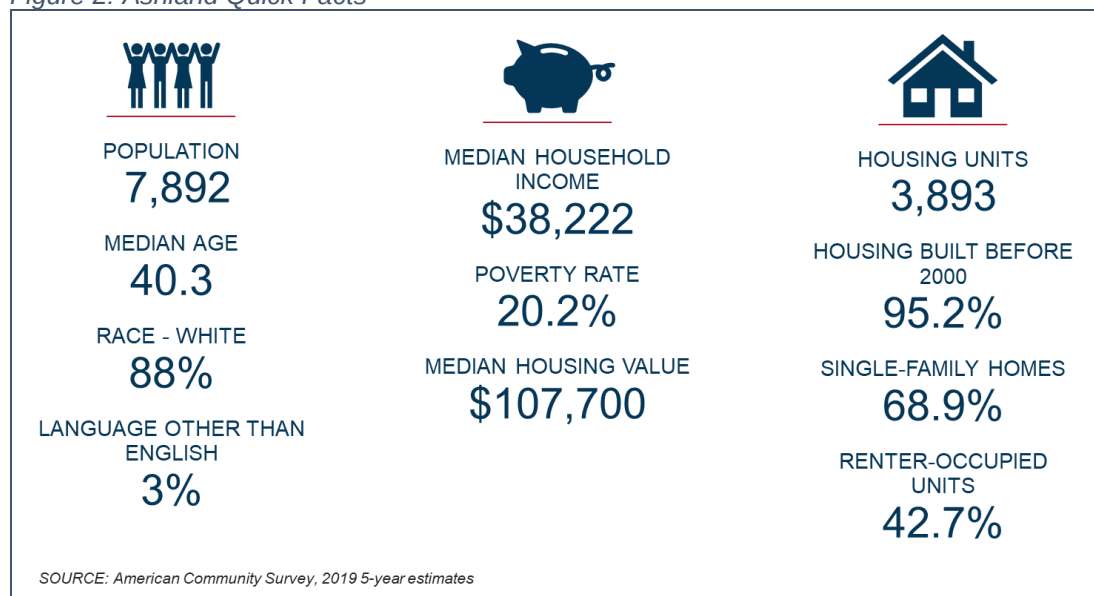
Reviewing community demographic and historic energy data is integral to the Partners in Energy planning process to ensure data-driven decisions for focus areas and strategies. See *Appendix 4: Baseline Energy Analysis* for a comprehensive overview of the baseline data.

Community Demographics

The team gathered information about Ashland's community makeup from the U.S. Census Bureau American Community Survey data, which highlighted the characteristics of Ashland's population and residences. Three key takeaways from the demographic data are as follows.

- Ashland is a small, older city compared to the state and peer cities.
- Ashland residents are low to moderate income and at least 20% of residents are in poverty.
- Most of Ashland's housing was built before 2000 and 43% of housing is rental.

Figure 2: Ashland Quick Facts



Population and Income

Ashland is a small, older community. According to the American Community Survey, Ashland has 7,892 residents and a median age of 40.3 (compared to the state's median age of 39.3). Median household income is just above \$38,000 and 20% of Ashland residents are in poverty. Both data points are below the state's: the state's median household income is almost \$62,000 and the state's poverty rate is 10.4%.

Housing Stock

There are approximately 3,893 housing units in Ashland, with 69% of units in single-family homes. Most of the housing stock is over 20 years old — 95% of units were built before 2000. There are also numerous rentals in the community; 43% of housing units are occupied by renters.

Energy Use and Savings

In addition to demographic data, the stakeholder team also reviewed data from Xcel Energy and Focus on Energy for all residents and businesses located in the City of Ashland. Xcel Energy provided data on energy use by sector and participation in renewable energy programs; Focus on Energy provided data on participation in energy efficiency programs. Key takeaways from the energy data include the following.

- Majority of energy users are residential.
- Commercial and industrial customers consumed more electricity and natural gas than other sectors.
- Ashland residents and businesses spend \$13 million on energy in an average year.
- More residents participate in renewable energy than businesses.
- Ashland residents and businesses earned over \$600,000 in utility incentives between 2018 and 2020.

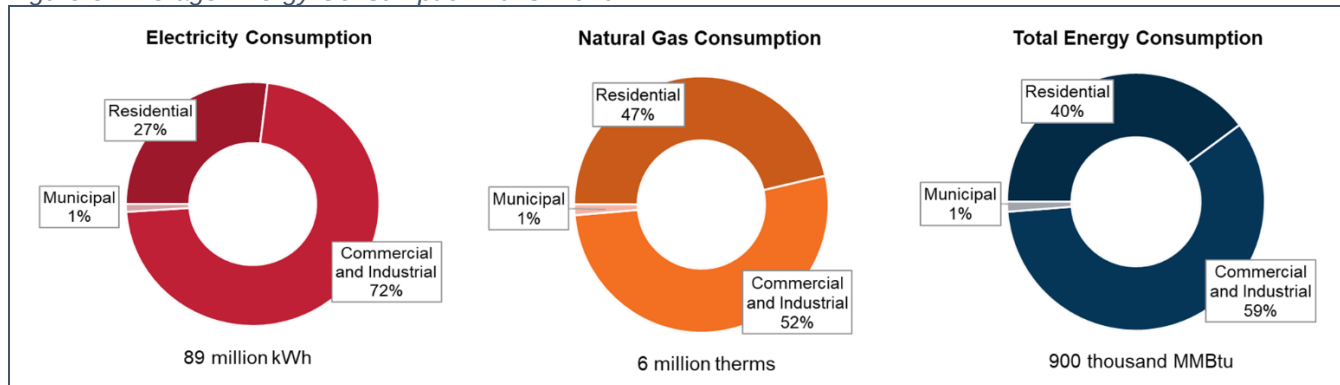
Grid Energy Use

There are 4,516 premises in Ashland. Most premises are residential (3,660), followed by commercial and industrial (811), and municipal (37). In an average year, Ashland premises consume 89.3 million kWh of electricity and 6 million therms of natural gas, spending more than \$13 million on energy bills in all sectors. Commercial and industrial premises, which represent 18% of total premises, consumed 72% of electricity and 52% of natural gas.

Term Definition: Premise

A premise is a unique combination of service address and meter. For residential customers, this is the equivalent of an individual house or dwelling unit in a multi-tenant building. For business customers, it is an individual business, or for a larger business, a separately metered portion of the business's load at that address.

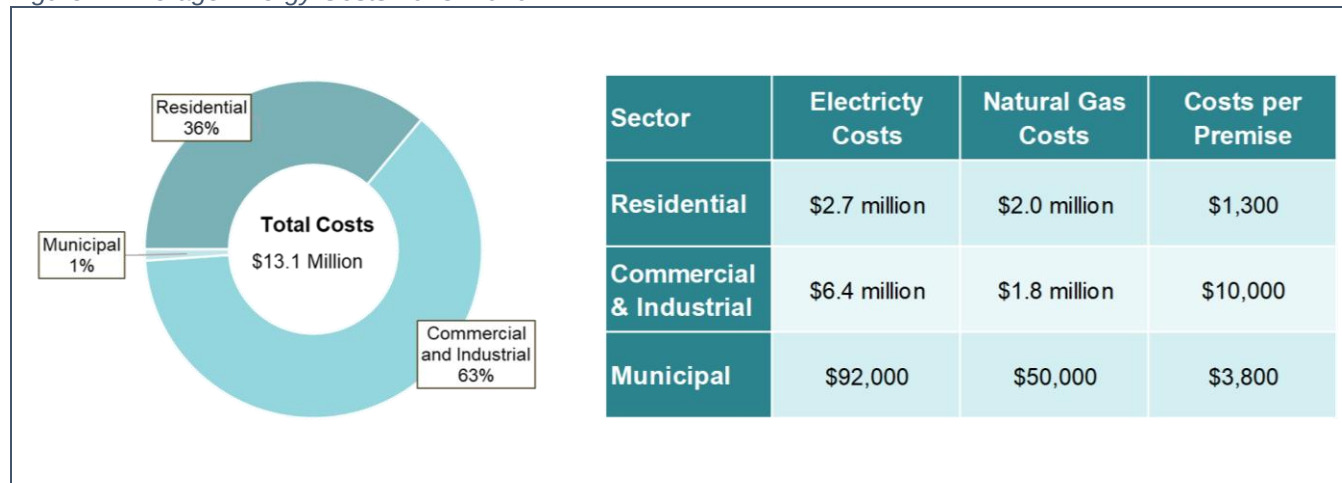
Figure 3: Average Energy Consumption 2018–2020



Energy Costs and Energy Burden

The average residential premise in Ashland spends \$1,300 a year on energy. Commercial and industrial premises' energy costs vary with the size of the business (e.g., a retail store versus a large industrial facility) but on average spend \$10,000 per premise.

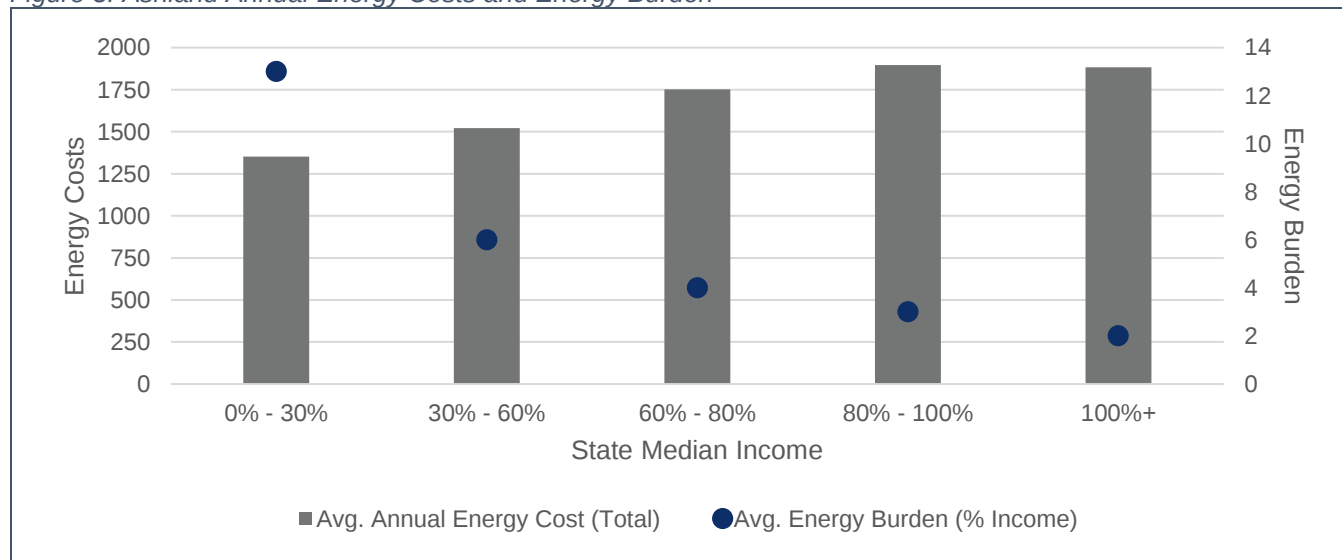
Figure 4: Average Energy Costs 2018–2020



As a low to moderate income community, a high percentage of Ashland residents' income goes to energy costs. Figure 5 shows average annual energy costs and energy burden across different income brackets. Households at 100% state median income (SMI) spend the most each year on average, but only experience an energy burden of 2%. For different income brackets, energy burden increases as overall dollars spent decreases. The lowest income households, at 30% SMI, spend the least amount of money on energy but experience the highest energy burden at 13%.

Term Definition: Energy Burden
Percentage of gross household income spent on energy costs. The [Home Energy Affordability Gap Analysis](#) defines households with a 6% energy burden or higher to experience a high burden.

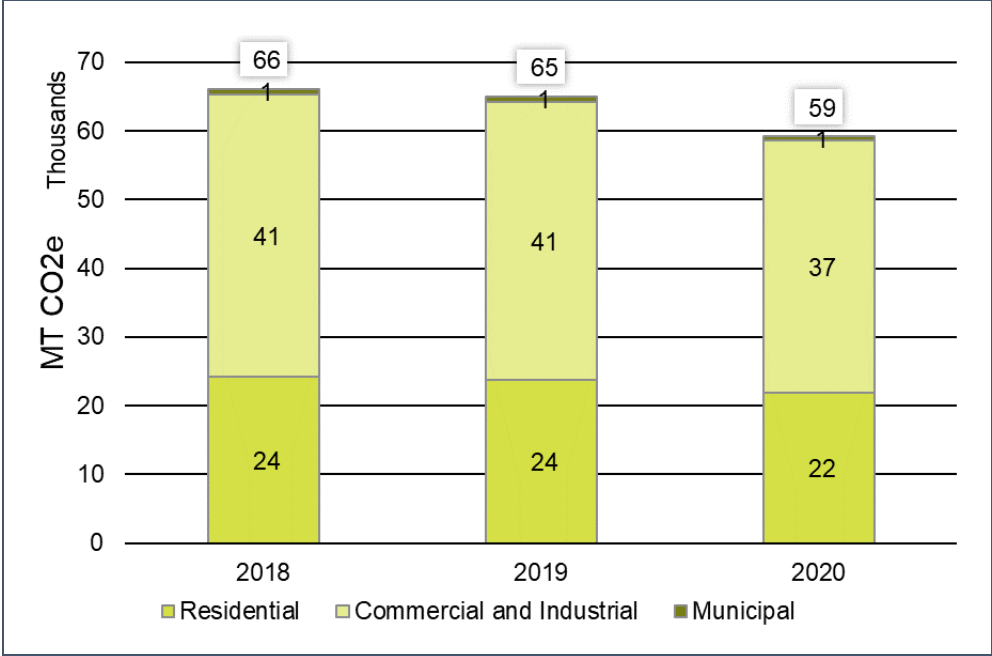
Figure 5: Ashland Annual Energy Costs and Energy Burden



Greenhouse Gas Emissions

In an average year, Ashland’s grid energy use results in approximately 63,400 metric tons of carbon dioxide equivalent greenhouse gas emissions (MTCO₂e). This is equivalent to the greenhouse gas emissions from 13,795 passenger vehicles driven for one year.² Commercial and industrial premises account for the largest percentage of emissions, representing 63% of total energy-related greenhouse gas emissions in 2019.

Figure 6: Energy-related Greenhouse Gas Emissions 2018–2020



In an average year, greenhouse gas emissions by fuel source (electricity and natural gas) are about equal in Ashland (Figure 7). To achieve its goal of providing all customers with carbon-free electricity by 2050, Xcel Energy is decarbonizing its electricity generation by adding more solar and wind energy. Carbon-free sources added to the grid will reduce the proportion of greenhouse gas emissions from grid electricity use.³

Term Definition: Grid Decarbonization

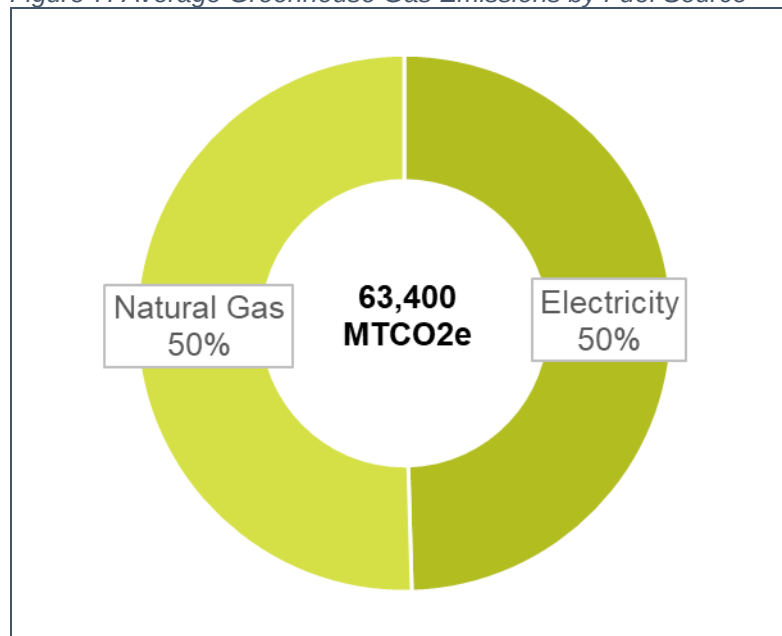
The current planned reduction in the carbon intensity of electricity provided by electric utilities through the addition of low- or no-carbon energy sources to the electricity grid.

Xcel Energy is the first major U.S. electricity provider with a vision to serve customers with 100% carbon-free electricity by 2050, with an interim goal to reduce carbon emissions 80% by 2030 from company-wide 2005 levels. Read more about Xcel Energy’s carbon-free vision on their [website](#).

² U.S. Environmental Protection Agency Greenhouse Gas Equivalencies Calculator.
<https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>.

³ Xcel Energy’s Upper Midwest Energy Plan.
https://www.xcelenergy.com/company/rates_and_regulations/resource_plan_overview/upper_midwest_energy_plan.

Figure 7: Average Greenhouse Gas Emissions by Fuel Source



Renewable Energy

Local renewable energy use is a result of both customer subscription programs and on-site installations with a majority of renewable energy generation coming from subscription programs. In 2019, 307 residential premises and 10 commercial and industrial premises subscribed to a renewable energy program. On-site solar installations were less popular; Focus on Energy only paid eight incentives for photovoltaic systems from 2018 to 2020.

Table 1: Renewable Energy Participation 2019

	Residential	Commercial & Industrial
Xcel Energy Subscription Programs		
Subscriber Count	298	4
Total Annual Electricity Subscribed (kWh)	333,462	31,053
Community Solar Gardens		
Subscriber Count	9	6
Total Annual Electricity Subscribed (kWh)	26,651	477,733
On-site Solar Installations		
Focus on Energy Incentives Paid ⁴	7	1

Energy Efficiency Program Participation and Savings

Xcel Energy and Focus on Energy offer programs to Ashland residents and businesses to increase energy savings at their homes or buildings. Rebates for new equipment, audit programs, and discounted and no-cost energy measures are available in addition to load management programs. From 2018 to 2020, more than 5,500 Ashland residents and businesses participated in Focus on

⁴ Data from Focus on Energy participation summaries 2018–2020.

Energy programs, resulting in \$530,000 in incentives from Focus on Energy. The average incentive paid to program participants is \$29 per resident and \$258 per business. In addition to the incentives paid by Focus on Energy, Xcel Energy also offers bonus incentives for certain Focus on Energy rebates and programs. Almost \$80,000 in bonus incentives were paid in Ashland over the baseline period.

Table 2: Program Participation Summary by Sector 2017–2019

	Residential Programs	Business Programs
Total Focus on Energy Program Participation	3,978	1,606
Total Focus on Energy Electricity Savings (kWh)	412,498	4,764,858
Total Focus on Energy Natural Gas Savings (therms)	25,526	103,449
Total Focus on Energy Incentives Paid	\$114,900	\$415,097
Total Xcel Energy Bonus Incentives Paid	\$21,440	\$57,916
Average Focus on Energy Participation	1,326	535
Average Focus on Energy Incentive per Participant	\$29	\$258



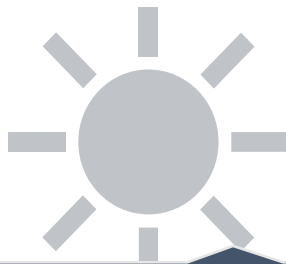
ACHIEVING OUR ENERGY VISION

This section outlines the focus areas, target audiences, goals, and strategies for achieving Ashland's energy vision to reduce the impacts of climate change, make homes and businesses more energy efficient, and protect our natural resources.

Focus Areas



Energy efficiency through equipment upgrades and behavior changes



Renewable energy support, including both on-site installation and off-site subscriptions



Electric vehicle education to promote local charging stations and educate community about EV options

Target Audiences

The strategies and tactics outlined in this plan will benefit all in Ashland, including government organizations like the City of Ashland, homeowners and renters, rental property managers, businesses, nonprofit organizations, and education institutions. In addition, contractors and trade partners will benefit from increased engagement in Focus on Energy and Xcel Energy programs via equipment upgrades and building improvements.

To inform strategy development, the Energy Action Team identified perceived and actual barriers to increasing energy efficiency and participating in a renewable energy program. The team also explored these actions' benefits to identify what might motivate a target audience to overcome a barrier.

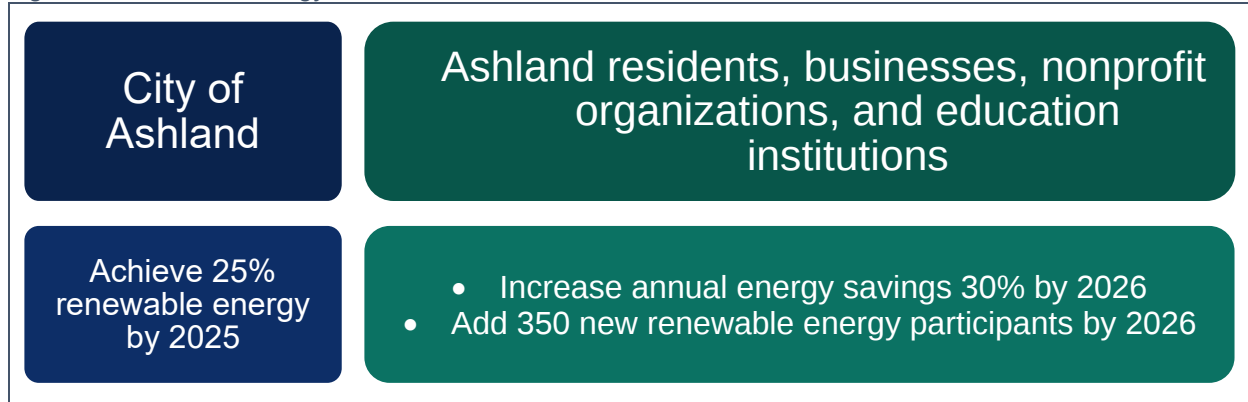
Table 3: Barriers and Benefits by Target Audience

	Barriers	Benefits
Homeowners & Renters	• Lack of knowledge and awareness about programs and how to access • Upfront capital costs for improvements too high • Split incentive with property manager when you rent a property • Inability to make capital improvements to rental property • Reluctance to upgrade with rapidly changing technology • Lack of trust that information is current and accurate • Learning curve for using new technology • Difficulty prioritizing energy efficiency and renewable energy among other projects • Limited contractors to complete work • Older housing stock typically require more than just one upgrade • Tight rental market	• Cost savings and payback periods when you upgrade to new technology and equipment • Energy savings from more efficient energy use • Pride in being green and being sustainable • Reduced carbon footprint through cleaner energy use • Tourism opportunities to attract new visitors and continue to be a destination • Growing sense of environmental stewardship • Improvements and upgrades add value to homes
Rental Property Owners and Managers	• Lack of knowledge and awareness about programs and how to access them • Upfront capital costs make return on investment too difficult • Split incentive with renters who pay their own utility bills • Improvements don't necessarily increase rent revenue • Tenants won't see the value of improvements and increased rents • Tight rental market • Difficult to find time to replace equipment unless it fails or is on schedule for replacement • Difficult to prioritize energy efficiency and renewable energy with other projects • Landlords will do work themselves and won't qualify for rebates	• Energy savings with more efficient energy use • Growing sense of environmental stewardship • Pride in being green and being sustainable • Reduced carbon footprint through cleaner energy use • Improvements and upgrades add value to properties • Being green and sustainable carries PR benefits that attract new tenants
Businesses, Nonprofit Organizations, and Education Institutions	• Lack of knowledge and awareness about programs and how to access • Upfront capital costs make return on investment too difficult • Split incentive with property tenants who pay their own utility bills • Difficult to find time to replace equipment unless it fails or is on schedule for replacement • Difficulty prioritizing energy efficiency and renewable energy with other projects • Unreliable funding sources for small nonprofits	• Energy savings from more efficient energy use • Growing sense of environmental stewardship • Pride in being green and being sustainable • Reduced carbon footprint through cleaner energy use • Improvements and upgrades add value to properties • PR benefits of being green and sustainable • Upgrades preserve buildings and retain community charm and aesthetic

Goals

Building off the City of Ashland's initial goal to achieve 25% renewable energy by 2025, the following goals were created to target energy efficiency and renewable energy for private buildings.

Figure 8: Ashland's Energy Goals



Strategies

Near-term Strategies: 2022–2025

The Energy Action Team identified near-term strategies to increase energy efficiency and renewable energy participation in Ashland. Our recipe for success includes championing the City of Ashland, businesses, institutions, and residents to lead by example and demonstrate best practices, providing education and awareness about the benefits of energy efficiency and renewable energy, and using community connections to increase engagement across all Ashland sectors.

Outreach and Education

- Promote energy efficiency, renewable energy and electric vehicle programs, resources, and behavior changes.
- Engage large industry and education institution leadership to champion energy action plan and lead by example.
- Connect renters and homeowners to free and low-cost energy assistance programs.
- Connect businesses to free energy assessments.

Process and Policy Updates

- Update development review and permitting process with energy efficiency and renewable energy program information.
- Benchmark City-owned building energy consumption and share data with community in public dashboard.
- Prioritize sustainability standards in new construction and renovation of City-owned buildings.
- Advocate State energy initiatives as recommended by the 2020 Climate Change Task Force Report.
- Maintain SolSmart Silver designation and pursue additional recommended process changes to reduce on-site solar barriers and achieve Gold designation.

Capital Investment and Financing

- Create energy audit and recommissioning schedule for city-owned buildings.

- Update existing loans and grants to include energy efficiency and renewable energy improvements as eligible costs.

Medium-Term Strategies: 2026–2030

Several medium-term strategies were identified. These are beyond our goals’ timeline but important to continue engaging our community and mitigate the impacts of climate change. If additional human and financial resources are identified, these strategies could be implemented earlier.

Outreach and Education

- Create a sustainability navigator program to support renters and rental property owners.

Process and Policy Updates

- Adopt an energy benchmarking ordinance for private-owned buildings.
- Update purchasing policy to prioritize energy efficient equipment in replacement schedules.
- Create a sustainable building policy to require sustainability standards in new construction and redevelopment projects.
- Advocate new policies to allow master metering.
- Complete fleet analysis for City-owned fleet vehicles and transition vehicles based on recommendations.

Capital Investment and Financing

- Complete solar suitability analysis on City-owned buildings to power them with renewable electricity.
- Create incentive programs, like bonus rebates or group buy, for residents, property owners, and businesses who increase their building’s energy efficiency or support renewable energy.
- Fund demonstration projects for innovative energy efficiency and renewable energy projects.

Long-term Strategies: 2030 and Beyond

In addition to medium-term strategies, two long-term strategies were identified to achieve Ashland’s energy priorities but are best suited for long-term implementation because of limited financial and human resources.

- Create clean energy training programs and career paths.
- Invest in community resilient energy systems, such as back-up generation and microgrids.

Energy Action Plan Impact

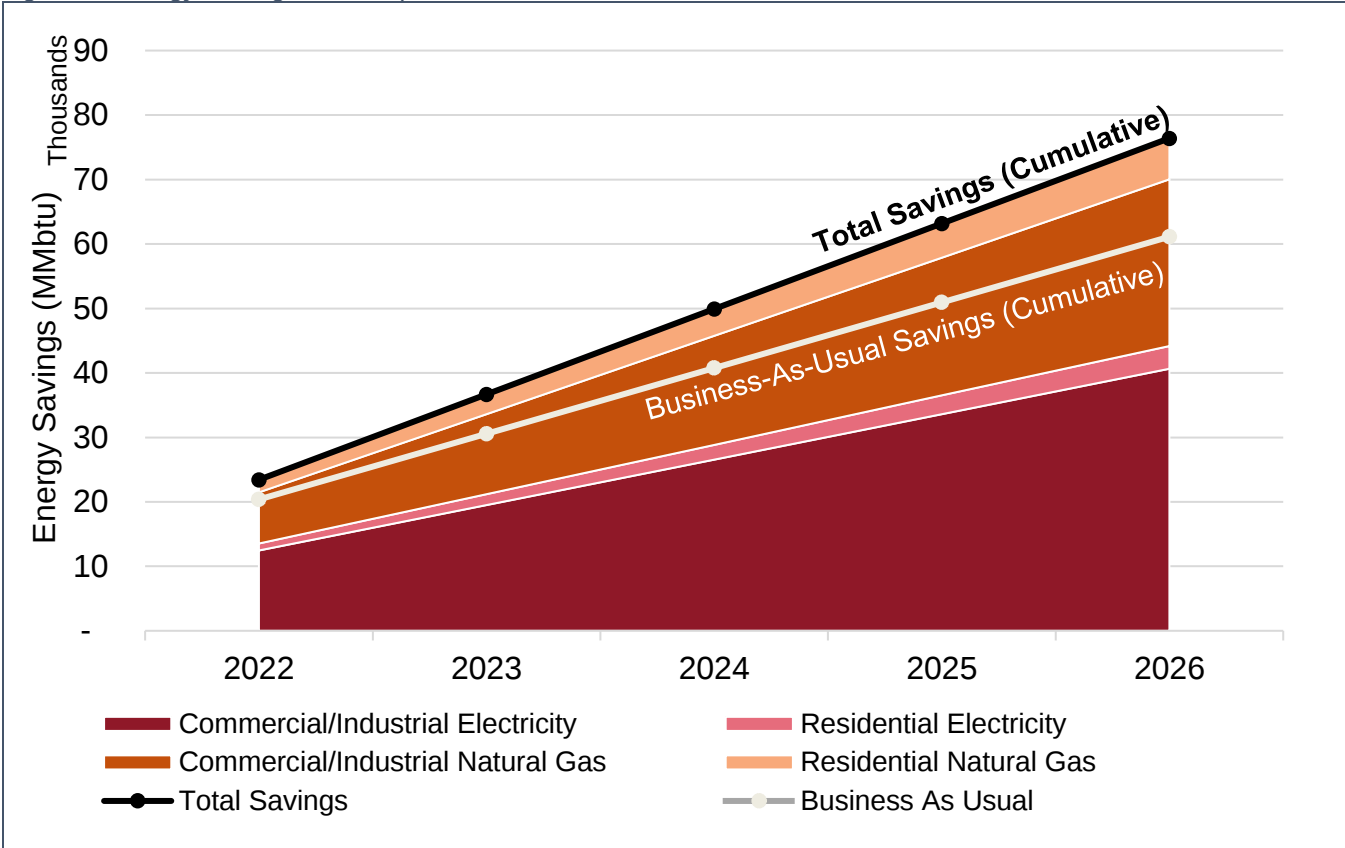
Successfully implementing this plan’s strategies will allow Ashland to increase cumulative energy savings 30% by 2026 and add 350 new renewable energy participants.

Increased Energy Efficiency

In a business-as-usual scenario, where there is no additional support or collaboration with the Ashland community or energy utilities, Ashland premises will cumulatively save 8.6 million kWh of electricity and 215,000 therms by 2026 through Focus on Energy’s energy efficiency programs. Increasing cumulative energy savings by 2026 will result in residential premises saving 894,000 kWh and 55,300 therms and commercial and industrial premises saving 10.3 million kWh and 224,100 therms. *Figure 9* illustrates each sector’s potential contribution. Commercial and industrial electricity savings would contribute the most toward the energy savings goal.

The cumulative impact of these energy savings will save Ashland almost \$1.17 million in energy costs, which can be used to invest in Ashland homes and buildings and to spend at local businesses.

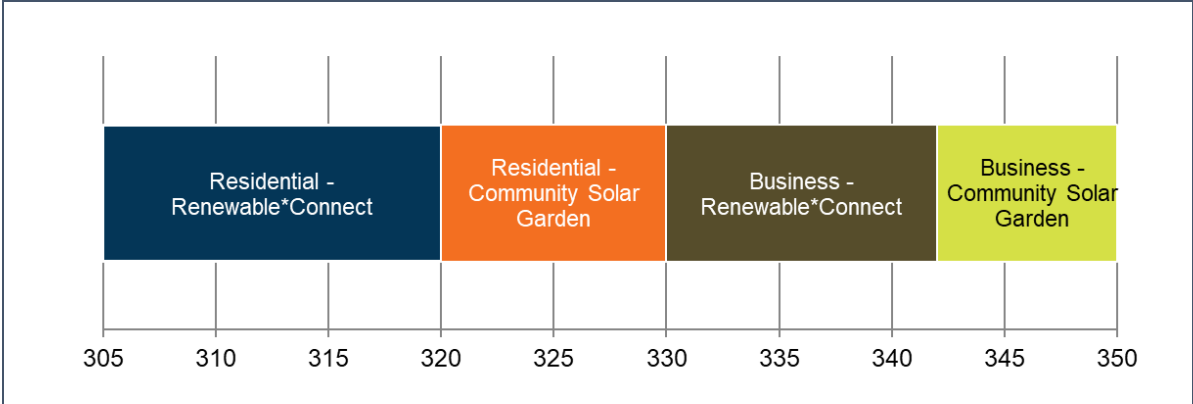
Figure 9: Energy Savings Goal Impact 2026



Renewable Energy Support

By focusing resources to promote renewable energy programs and add 350 new renewable energy participants, Ashland's total renewable energy support will increase to 667 participants and more than 2.27 million kWh of electricity will be generated from renewable sources by 2026. Assuming business-as-usual participation, most new renewable energy supporters will be subscribed to Xcel Energy's Renewable*Connect program, which allows premises to subscribe some or all their electricity from 100% clean energy.

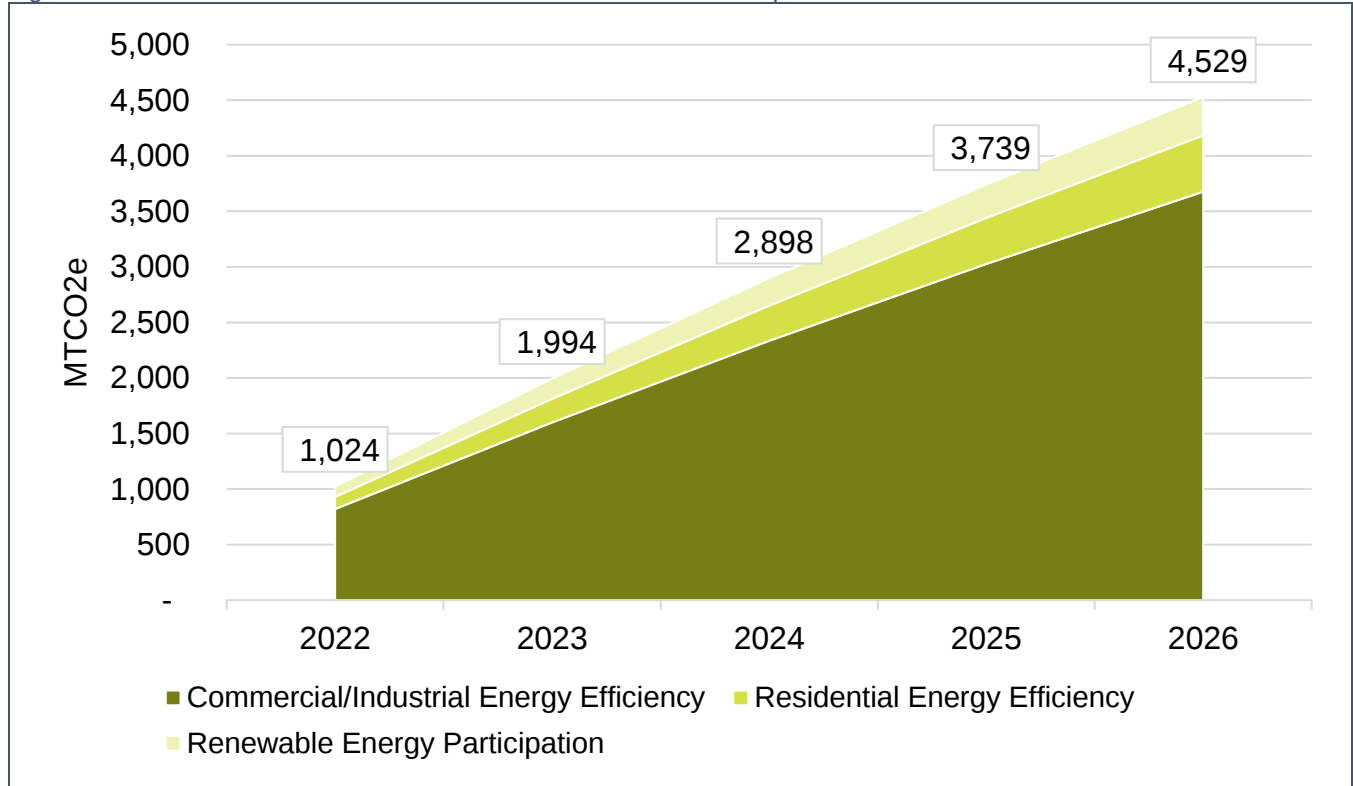
Figure 10: Renewable Energy Goal Impact 2026



Greenhouse Gas Impact

Increases in energy savings and renewable energy participation will also benefit the environment by reducing energy-related greenhouse gas emissions. Improved energy efficiency in the commercial and industrial sector will contribute most to greenhouse gas reductions—a 30% increase in energy savings will avoid an estimated 4,200 MTCO₂e. Renewable energy strategies will generate more electricity from carbon-free sources, and adding 350 new renewable energy subscribers will avoid an estimated 345 MTCO₂e. Energy efficiency and renewable energy’s combined greenhouse gas impact is equivalent to removing 985 passenger vehicles from the road for a year.⁵

Figure 11: 2026 Goals Cumulative Greenhouse Gas Emission Impact



⁵ U.S. Environmental Protection Agency Greenhouse Gas Equivalencies Calculator.
<https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>.



HOW WE STAY ON COURSE

This Energy Action Plan is a living document. Goals and strategies will be assessed and refined as needed based on progress toward goals and community and staff capacity.

Implementing the strategies outlined in this plan will require leadership and collaboration among the City of Ashland, members of Energy Action Team, community representatives, Focus on Energy, and Xcel Energy.

Implementation Support from Partners in Energy

Xcel Energy's Partners in Energy commits to 18 months of implementation support, including marketing and communications support and program expertise. It will also provide a dedicated community facilitator to serve as a primary point of contact. Partners in Energy digital resources, including office hours, community portal, and community events will also be available to the Ashland team.

Xcel Energy will also leverage its communication channels promote programs and resources as well as leverage staff expertise to connect the City of Ashland and Ashland Xcel Energy customers with the right resources.

Figure 12: Actions and Tracking

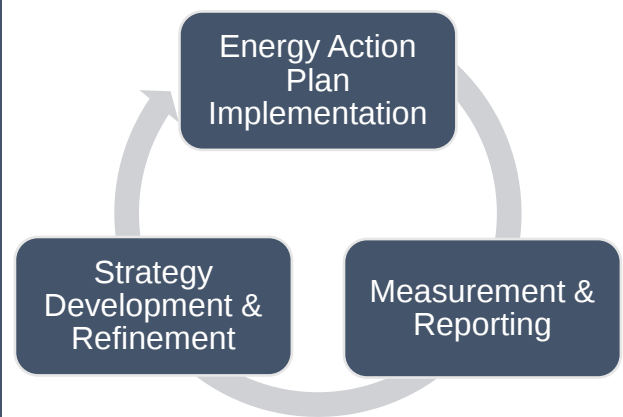


Figure 13: Partners in Energy Implementation Resources



Data and Reporting

We will provide biannual progress reports with success metrics and the overall progress toward Xcel Energy and Focus on Energy's goals during the first phase of implementation. These reports will include program participation, energy savings by sector, and energy consumption by sector. If available, ad-hoc participation reports for specific programs will be provided to measure success of campaigns and determine whether we need to change course.

Project Management and Tracking

Partners in Energy will host regular project management check-in calls with City staff to ensure that we stay on course to achieve our strategies for the first 18 months of implementation. In addition, Partners in Energy facilitators will support the Energy Action Team and community connectors with one-on-one outreach to facilitate strategy implementation.

At the implementation midpoint, we will convene the Energy Action Team to assess progress toward goals and discuss strategy refinement as needed.

Implementation Support from the City of Ashland

The City of Ashland will provide a primary point of contact for implementation and will assign members to attend regular project management check-ins. The City commits to leveraging existing communication channels and community connections for outreach and engagement strategies. In addition, the City of Ashland will lead strategies specific to City-owned buildings and policies.

Implementation Support from the Community and Energy Action Team

The Energy Action Team formed to create this plan will support implementation by serving as community connectors to their networks and will promote our energy vision, encourage participation in programs and outreach campaigns, and share success stories. When available, the Energy Action Team will serve as partners and leaders in strategies, including those that target small and medium-sized businesses, large industry, and education institutions.

Communication Channels

Several communication channels were identified by the Energy Action Team.

- City of Ashland website and social media
- Community events
- Local TV news
- Ashland Daily Press
- Visit Ashland
- Neighborhood groups and social media
- Word of mouth
- Social media groups on Facebook
- Direct contact with trade partners
- Chamber newsletter
- Xcel Energy MyAccount and bill inserts
- Water utility bill inserts
- Education institution networks and channels
- Community boards/kiosks at gathering places
- Nonprofit and civic organization mailing lists
- Local radio station

Community Connectors

Community connectors — individuals and organizations who will champion the Energy Action Plan — are an important resource for implementation success. A community connector uses their network of contacts to share and champion calls to action and advocate the Energy Action Plan strategies. Community connectors include those represented on the Energy Action Team and other community members.

APPENDIX 1: NEAR-TERM STRATEGY WORK PLAN

This appendix summarizes near-term strategies, implementation team, and timeline.

			Implementation Support from Partners in Energy										
			2021	2022				2023				2024	2025
Strategy	Implementation Lead	Implementation Support	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Promote energy efficiency, renewable energy and electric vehicle programs, resources, and behavior changes.	City Staff Partners in Energy	Energy Action Team Xcel Energy Focus on Energy	x	x	x	x	x	x	x	x	x	x	x
Engage large industry and education institution leadership to champion energy action plan and lead by example.	Large Industry Education Institutions	City Staff Partners in Energy Focus on Energy		x	x	x		x	x	x		x	x
Connect residents to free and low-cost energy assistance programs.	City Staff Partners in Energy Focus on Energy	Service Providers	x			x	x			x	x	x	x
Connect businesses with free energy assessments.	Xcel Energy	City Staff Partners in Energy Focus on Energy		x	x	x		x	x	x		x	x
Update development review and permitting process with energy efficiency and renewable energy program information.	City Staff	Xcel Energy Focus on Energy Partners in Energy		x	x								
Benchmark city-owned building energy consumption and share data in public dashboard for community.	City Staff	Xcel Energy		x				x				x	x
Prioritize sustainability standards in new construction and renovation of city-owned buildings	City Staff	Xcel Energy Focus on Energy	x	x			x	x			x	x	x
Advocate for State energy initiatives as recommended by the 2020 Climate Change Task Force Report.	City Council	City Staff		x				x				x	x
Maintain SolSmart Silver designation and pursue additional recommended process changes to reduce the barriers to on-site solar to achieve Gold designation.	City Staff	Xcel Energy			x	x	x						
Create energy audit and recommissioning schedule for city-owned buildings.	City Staff	Xcel Energy Focus on Energy	x	x									
Update existing loans and grants to include energy efficiency and renewable energy improvements as eligible costs.	City Staff	Sustainability Committee Xcel Energy Focus on Energy				x	x	x	x				

APPENDIX 2: METHODOLOGY FOR MEASURING SUCCESS

As part of implementation support, Partners in Energy will provide biannual progress reports from Xcel Energy for energy consumption, program participation, and savings data during the first phase of implementation. All goals will be measured against Ashland's three-year baseline of 2018–2020 unless otherwise noted.

Energy Savings Goal

- Increase annual energy savings 30% above business as usual by 2026.

This goal assumes a business-as-usual (BAU) savings scenario based on the three-year baseline. The energy savings goal will be measured by comparing cumulative electricity and natural gas savings over the five years between 2022 and 2026 for all sectors against projected BAU savings over the same time period. This goal includes all Focus on Energy programs available to every sector and measures the first-year savings data provided by Focus on Energy.

Table 4: 2021–2026 Cumulative Energy Savings by Scenario

	2026 Cumulative BAU Scenario	2026 Cumulative Goal Scenario
kWh savings	8,628,925	11,217,603
Therm savings	214,960	279,448
MMBtu savings	50,938	66,219

In order to achieve Ashland's 2026 goal, the community will need to save 30% more electricity and natural gas annually than the BAU scenario. The chart below outlines the annual savings needed to meet both the 2026 goal scenario and the BAU scenario.

Table 5: 2021–2026 Average Annual Energy Savings Targets

	Annual Targets BAU Scenario	Annual Targets 2026 Goal Scenario
kWh savings	1,725,785	2,243,521
Therm savings	42,992	55,890
MMBtu savings	10,188	13,244

To estimate dollar savings impacts, the following rates were used for electricity and gas. These are based on average rates for residential and commercial and industrial customers in the area.

Table 6: Cost Savings Assumptions by Sector and Fuel Source

	Residential	Commercial and Industrial
Electricity, dollars per kWh	\$0.113	\$0.087
Natural Gas, dollars per therm	\$0.72	\$0.589

To estimate the greenhouse gas emissions impact, projected emission factors will be applied to the electricity and natural gas savings. For the purposes of this Energy Action Plan, all projected greenhouse gas emission assumptions are based on Xcel Energy's 2019 Carbon Emissions

Reporting.⁶ Greenhouse gas emissions avoided will be calculated during implementation using Xcel Energy's latest carbon emissions reporting.

Renewable Energy Participation Goal

- Add 350 renewable energy program participants by 2026.

This goal will be measured by comparing actual renewable energy program participation against 2019 participation numbers. All renewable energy programs available from Xcel Energy and Focus on Energy are included, with a focus on Renewable*Connect, Solar*Connect Community, and on-site solar installations. As of 2021, Windsource is no longer available to Wisconsin customers. As new subscription and on-site renewable energy programs become available, they will be included to measure progress toward the 2026 goal.

Table 7: Renewable Energy Goal versus 2019 Baseline

	2019 Baseline	2026 Goal Scenario
Participation Totals	317	667

Table 8: Baseline Participation Data 2019

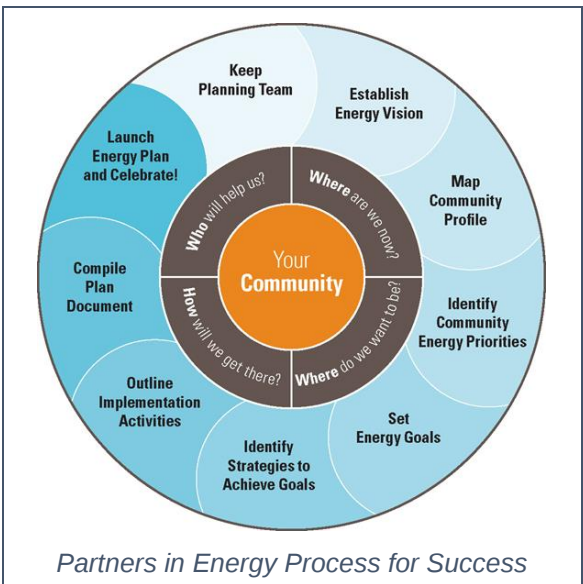
	Residential	Commercial and Industrial
Xcel Energy Windsource	146	2
Xcel Energy Renewable*Connect	152	2
Xcel Energy Solar*Connect Community	9	6

⁶ Energy and Carbon Emissions Reporting 2019 Summary by Xcel Energy.
<https://www.xcelenergy.com/staticfiles/xe-responsive/Environment/Carbon/Xcel-Energy-Carbon-Dioxide-Emission-Intensities.pdf>.

APPENDIX 3: XCEL ENERGY'S PARTNERS IN ENERGY PLANNING PROCESS

About Xcel Energy's Partners in Energy

Xcel Energy is an electric and natural gas utility that provides the energy that powers millions of homes and businesses across eight western and midwestern states. Each community Xcel Energy serves has its own unique priorities and vision for its energy future. The energy landscape is dynamically changing and communities lead the way in setting energy and sustainability goals. To continue to innovatively support their communities, Xcel Energy launched Partners in Energy in the summer of 2014 as a collaborative resource with tailored services to complement each community's vision. The program offers support to develop an energy action plan or electric vehicle plan, tools to help implement the plan and deliver results, and resources designed to help each community stay informed and achieve their outlined goals.



Plan Development Process

The plan's content is derived from a series of planning workshops hosted online with a team committed to representing Ashland's energy priorities. The City of Ashland actively recruited stakeholders to participate in this process.

Figure 14: Ashland's Energy Action Plan Development Process



APPENDIX 4: BASELINE ENERGY ANALYSIS

This appendix includes data from many sources to establish a community baseline to compare progress toward goals in the future.

Demographic Baseline

Demographic data was sourced from the U.S. Census Bureau 2018 American Community Survey's five-year estimates. Two databases — DP04 Housing Characteristics and DP05 Population Characteristics — were the primary sources for the demographic baseline.

Housing Characteristics

There are approximately 3,893 housing units in Ashland and 69% of units are in single-family homes. Most of the housing stock is over 20 years old — 95% of units were built before 2000. There are also several rentals in the community and renters occupy 43% of housing units.

Table 9: Units in Structure

Total housing units	3,893
1-unit, detached	2,641
1-unit, attached	42
2 units	293
3 or 4 units	236
5 to 9 units	119
10 to 19 units	123
20 or more units	299
Mobile home	140
Boat, RV, van, etc.	0

Table 10: Housing Unit Age

Total housing units	3,893
Built 2014 or later	18
Built 2010 to 2013	62
Built 2000 to 2009	107
Built 1990 to 1999	225
Built 1980 to 1989	229
Built 1970 to 1979	559
Built 1960 to 1969	247
Built 1950 to 1959	431
Built 1940 to 1949	324
Built 1939 or earlier	1,691

Table 11: Housing Tenure

Occupied housing units	3,466
Owner occupied	1,986
Renter occupied	1,480

Population Characteristics

Ashland is a small, older community. According to the American Community Survey, Ashland has 7,892 residents and a median age of 40.3 (compared to the statewide median age of 39.3). The population is 88% white and 3% speak a language other than English.

Table 12: Race

Total Population	7,892
White alone	6,946
Black or African American alone	93
American Indian and Alaska Native alone	480
Asian alone	49
Native Hawaiian and other Pacific Islander alone	6
Some other race alone	38
Two or more races	280

Table 13: Age

Total Population	7,892
5 to 14 years	865
15 to 17 years	290
Under 18 years	1,542
18 to 24 years	1,041
15 to 44 years	3,195
16 years and over	6,546
18 years and over	6,350
21 years and over	5,903
60 years and over	1,961
62 years and over	1,710
65 years and over	1,391
75 years and over	670

Table 14: Speak a Language Other Than English

Population 5 years and over	7,505
Speak only English	7,301
Speak a language other than English	204

Energy Baseline

All energy data was provided by Xcel Energy and Focus on Energy as part of Ashland's participation in Xcel Energy's Partners in Energy.

Xcel Energy, Ashland's electric and natural gas service provider, provided 2018–2020 consumption and program participation data for all customers in Menomonie. Focus on Energy, the statewide provider of energy efficiency programs in Wisconsin, provided 2018–2020 program participation, energy savings, and incentives data.

Electricity and Natural Gas Premises

In 2020, there were 4,516 total premises in Ashland. Most premises in Ashland are residential. Approximately 81% of premises are residential, while 18% are commercial and industrial. The remaining 1% in the community are municipal and owned by the City of Ashland.

Electricity and Natural Gas Consumption and Trends by Sector

While most Ashland premises are residential, they do not use as much energy as commercial and industrial premises. Commercial and industrial customers represent 18% of premises in Ashland and consume about 72% of total electricity and 52% of total natural gas in the community. By comparison, residents consume 27% of electricity and 47% of natural gas.

Over the baseline period of 2018–2020, electricity consumption remained relatively stable, but there was an increase in cooling degree days in 2020 compared to 2018. Natural gas use was more impacted by weather trends, including a decrease of heating degree days when the use of natural gas decreased in both the residential and the commercial and industrial sector.

Figure 15: Electricity Consumption by Sector 2018–2020

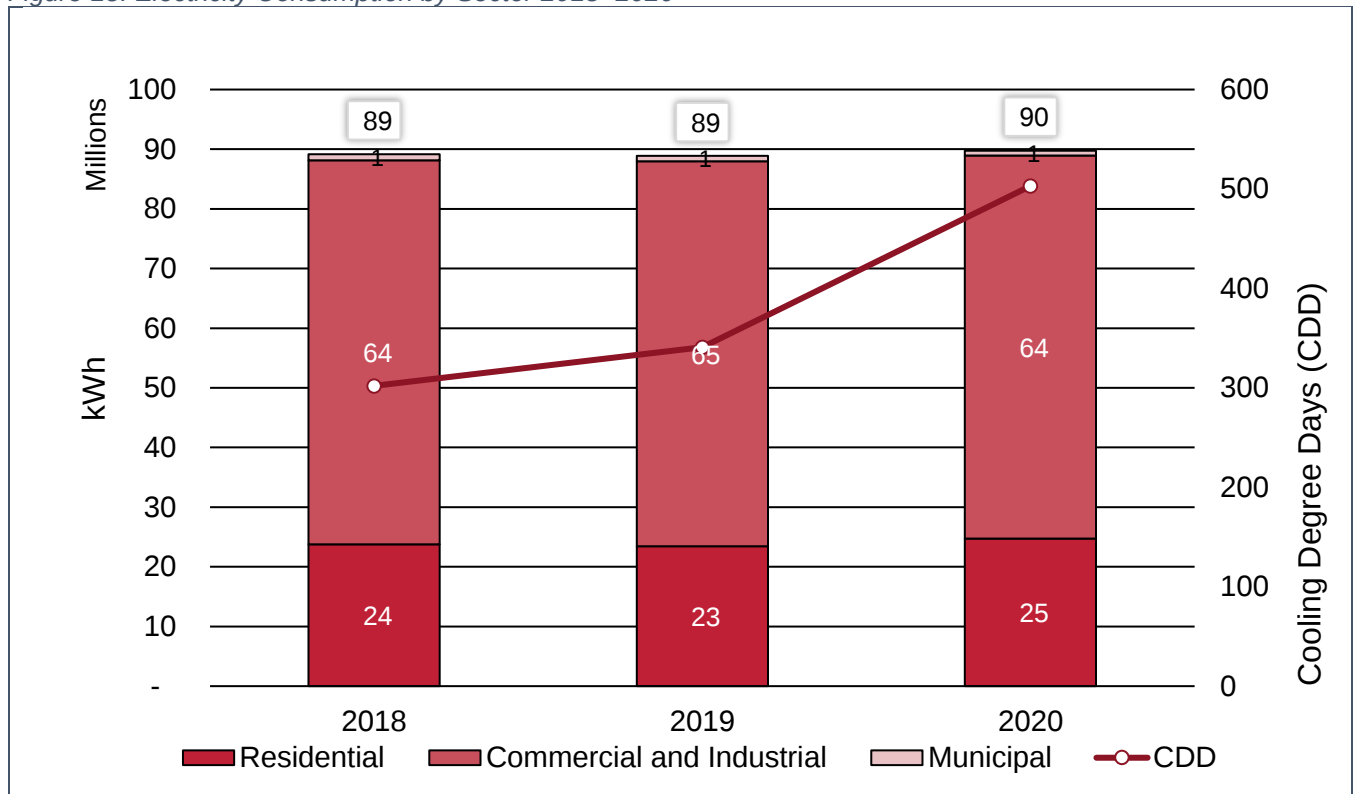
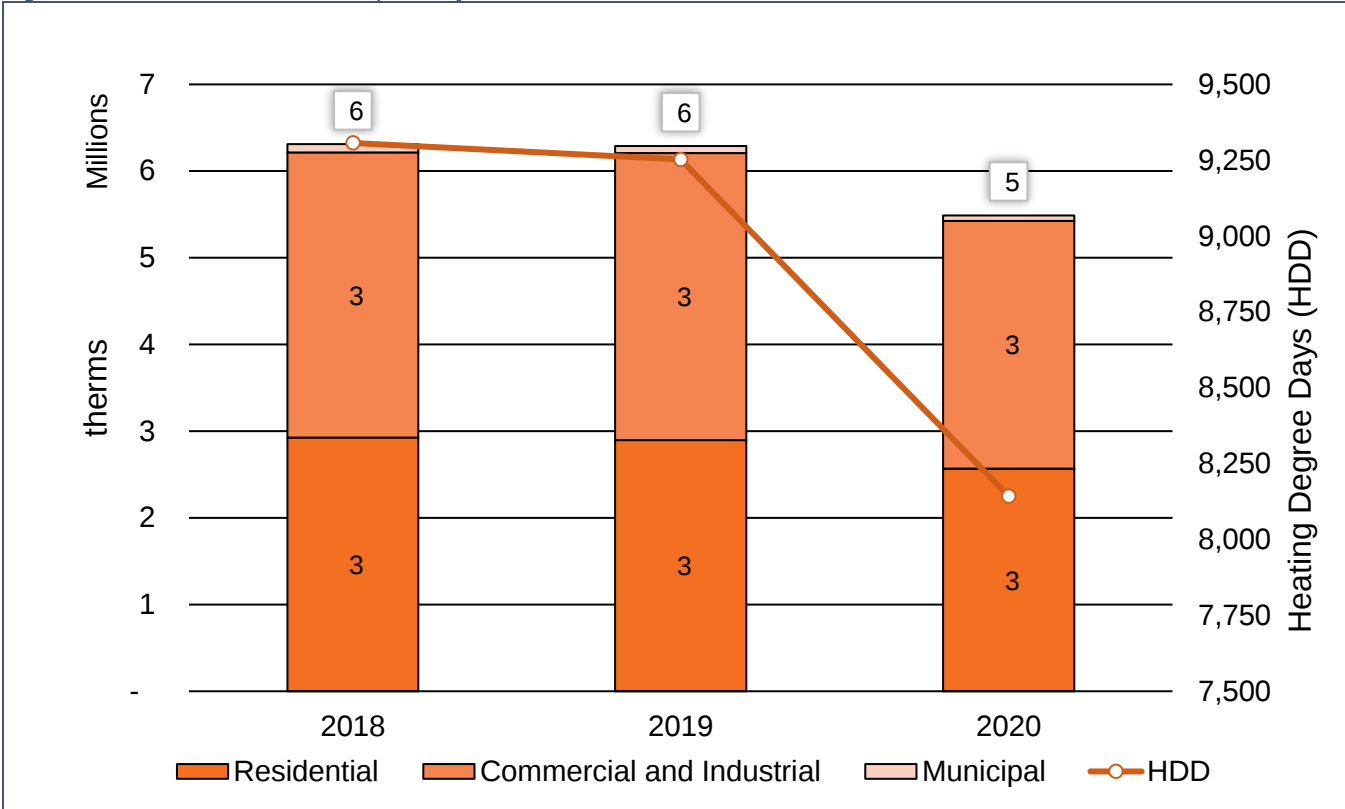


Figure 16: Natural Gas Consumption by Sector 2018–2020



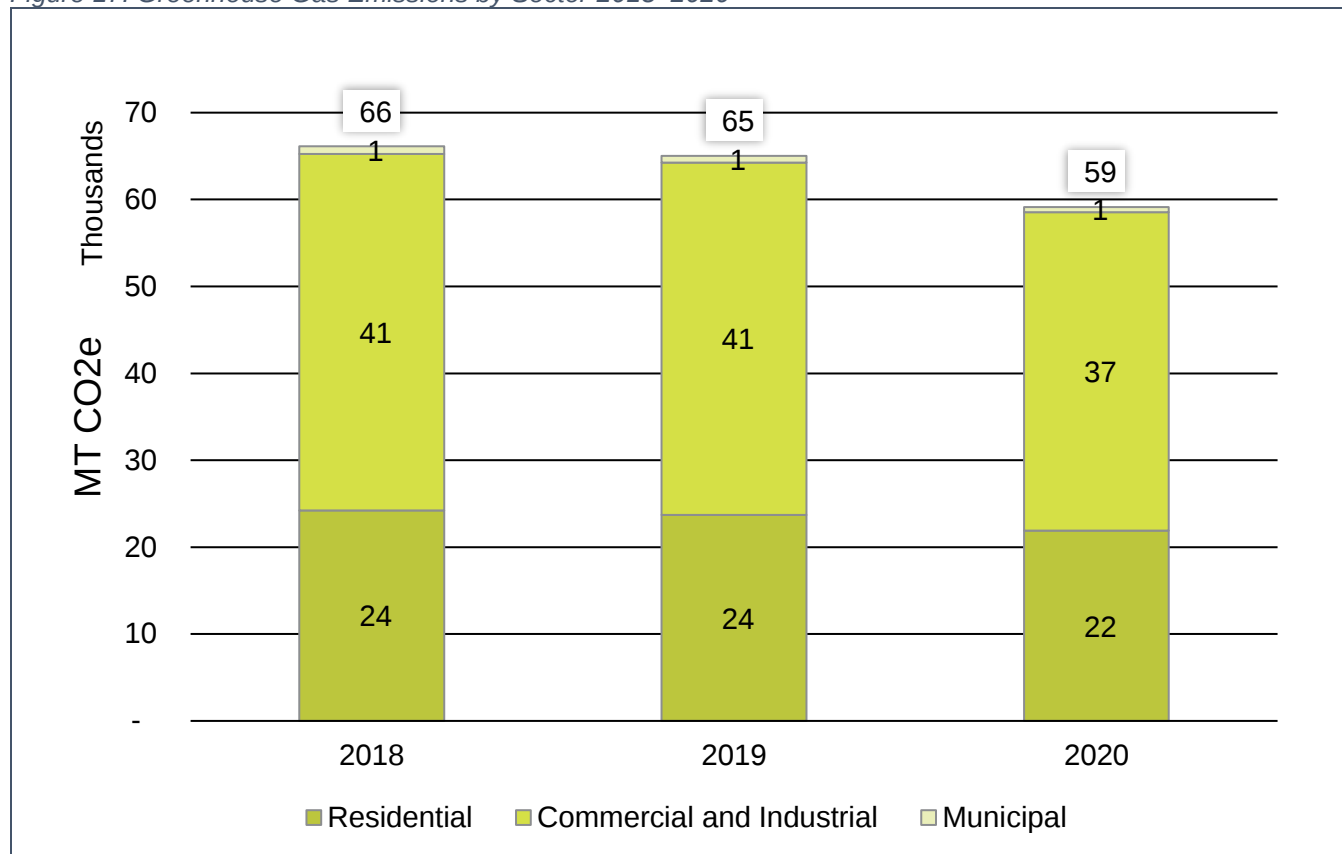
Greenhouse Gas Emissions and Trends

Greenhouse gasses created from the production of the energy consumed in Ashland for the three-year baseline averaged 63,429 MTCO₂e annually. This is equivalent to the greenhouse gas emissions from 13,795 passenger vehicles driven for one year.⁷

Annual greenhouse gas emissions in Ashland decreased over the baseline period between 2018 and 2020. While emissions decreased in all sectors, the commercial and industrial sector saw the greatest reductions in emissions. Nevertheless, this sector is still responsible for most of Ashland’s greenhouse gas emissions. The greenhouse gas emissions are consistent with the total energy consumption for the three-year baseline in Ashland.

⁷ <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>.

Figure 17: Greenhouse Gas Emissions by Sector 2018–2020



Energy Costs

Over the baseline period, an average of over \$13 million was spent on energy costs each year across all sectors. Electricity accounts for most energy costs in Ashland. The average residential premise spent \$1,300 annually on energy during the baseline period. Commercial and industrial customers spent nearly \$8.5 million on energy annually over the baseline period. Costs per commercial and industrial premise averaged \$10,000 annually but vary greatly depending on energy use.

Table 15: Average Annual Energy Costs by Sector and Fuel Source

Sector	Total Costs	Electricity Costs	Natural Gas Costs
Residential	\$4,710,313	\$2,696,606	\$2,013,707
Commercial and Industrial	\$8,213,066	\$6,433,456	\$1,779,610
Municipal	\$140,861	\$91,099	\$49,762
Total	\$13,064,240	\$9,221,162	\$3,843,078

Program Participation and Savings

Xcel Energy and Focus on Energy offer programs to Ashland residents and businesses to increase their home or buildings' energy efficiency. Rebates for new equipment, audit programs and discounted or no-cost energy measures are available in addition to load management programs.

Ashland residents and businesses saved more than 5.2 million kWh and almost 130,000 therms through program participation during the baseline period. Program participation varied each year, depending on program availability, outreach campaigns and utility outreach. 2018 marked the highest participation among residents and businesses and most incentives paid by Focus on Energy and Xcel Energy. Program participation was higher in 2020 than 2019, but there were fewer incentives paid in 2020 than in 2019. Popular programs included lighting and rooftop unit rebates for businesses and energy savings packs for residents.

Between 2018 and 2020, customers in Ashland received almost \$530,000 in incentives from Focus on Energy. In addition to the incentives paid by Focus on Energy, Xcel Energy offers additional bonus incentives for certain Focus on Energy rebates and programs. Over the baseline period, Ashland customers received almost \$80,000 in bonus incentives from Xcel Energy.

Table 16: Focus on Energy Program Participation by Sector 2018–2020

	2018	2019	2020	Total
Residential Program Participation	2,792	253	933	3,978
Residential Electricity Savings (kWh)	223,753	58,347	130,398	412,498
Residential Natural Gas Savings (therms)	12,694	7,742	5,090	25,526
Residential Incentives Paid	\$63,074	\$23,384	\$28,442	\$114,900
Business Program Participation	454	657	495	1,606
Business Electricity Savings (kWh)	2,527,419	1,494,557	742,882	4,764,858
Business Natural Gas Savings (therms)	50,367	34,068	19,014	103,449
Business Incentives Paid	\$221,570	\$129,997	\$63,530	\$415,097
Total Participation	3,246	910	1,428	5,584
Total Electricity Savings (kWh)	2,751,172	1,552,904	873,280	5,177,356
Total Natural Gas Savings (kWh)	63,061	41,810	24,104	128,975
Total Incentives Paid	\$284,645	\$153,381	\$91,972	\$529,997

Table 17: Xcel Energy Bonus Incentives Paid by Sector 2018–2020

	2018	2019	2020	Total
Residential Customers	\$12,780	\$5,840	\$2,820	\$21,440
Business Customers	\$29,089	\$19,190	\$9,637	\$57,916

Renewable Energy Support

About 2% of residential premises and 1% of commercial and industrial premises are subscribed to either a renewable energy subscription program or a community solar garden. Top renewable energy programs in Ashland were Xcel Energy's Windsource and Xcel Energy's Renewable*Connect for both residents and commercial and industrial customers. On-site solar installations were less popular and only eight incentives were paid for photovoltaic systems by Focus on Energy from 2018 to 2020.

Table 18: Renewable Energy Program Participation by Program and Sector

	Residential	Commercial and Industrial
Xcel Energy Windsource®		
Subscriber Count	146	2
Total Annual Electricity Subscribed (kWh)	68,060	7,095
Percentage of Sector Electricity Use	0.29%	0.01%
Xcel Energy Renewable*Connect®		
Subscriber Count	152	2
Total Annual Electricity Subscribed (kWh)	265,402	23,958
Percentage of Sector Electricity Use	1.12%	0.04%
Xcel Energy Solar*Connect Community®		
Subscriber Count	9	6
Total Annual Electricity Subscribed (kWh)	26,651	477,733
Percentage of Sector Electricity Use	0%	1%
Focus on Energy Renewable Rewards		
Participant Count	7	1
Incentives Paid	\$10,285	\$3,831

APPENDIX 5: IMPLEMENTATION MEMORANDUM OF UNDERSTANDING

To be inserted once approved by City Council.



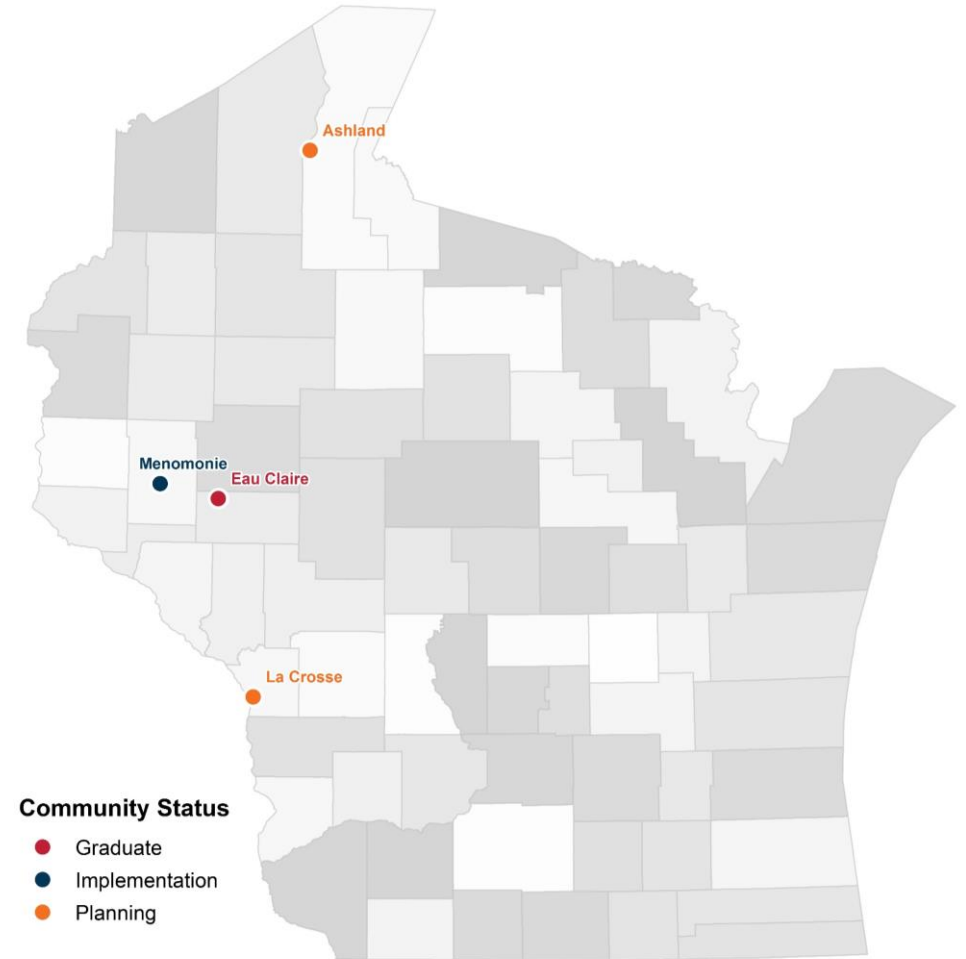
ASHLAND ENERGY ACTION PLAN

City Council Meeting – October 12, 2021



WHAT IS PARTNERS IN ENERGY?

- Partners in Energy is a **two-year** collaboration with Xcel Energy to develop and implement your individual community energy plan goals
- Opportunity to engage stakeholders, create goals and strategies, and develop a work plan to be successful
- Includes support for both planning and implementation phase



PARTNERS IN ENERGY

An Xcel Energy Community Collaboration

HOW WE GOT HERE



ENERGY ACTION TEAM

City of Ashland

- Deb Lewis, Mayor
- Megan McBride, Director of Planning & Development

Sustainability Committee

- Cheyanne Reeves
- Dale Kupczyk
- Jessica Eckhardt
- Laura Graf
- Lissa Radke
- Parker Garver
- Tamara Sylte

Community Representatives

- Bill Bailey
- Carver Harries
- Kate Ullman
- Karl Solibakke
- Melodie Phipps
- Nathan Kilger

Utility Representatives

- Xcel Energy
 - Julie Poepping
 - Mike Bebeau
 - Tami Gunderzik
- Focus on Energy
 - Steve Craker



WHERE DOES ASHLAND WANT TO GO?

ENERGY GOALS

City of Ashland Buildings

- Achieve 25% renewable energy by 2025

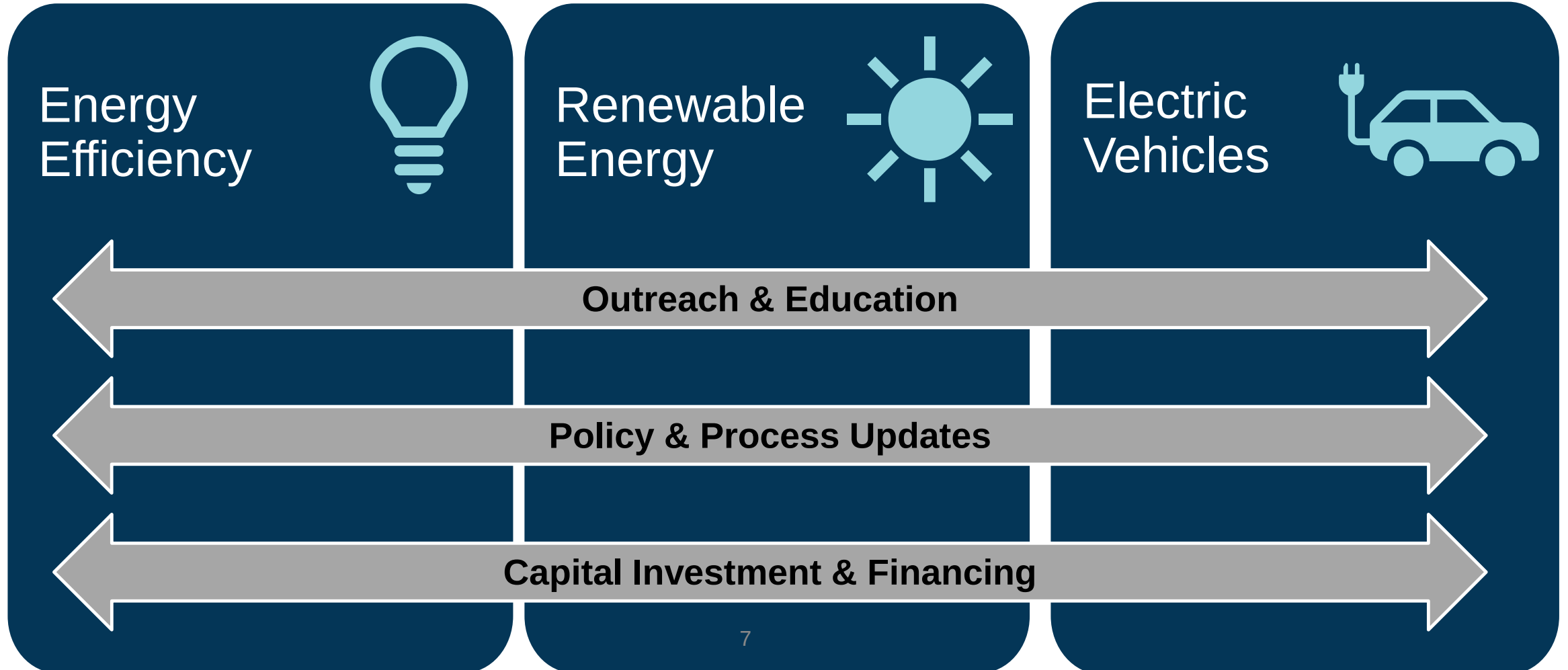
Ashland residents, businesses, nonprofit organizations, and education institutions

- Increase annual energy savings 30% by 2026
- Add 350 new renewable energy participants by 2026



HOW ARE YOU GOING TO GET THERE?

FOCUS AREAS & STRATEGIES





THANK YOU!



SUBJECT: Approve Xcel Energy Memorandum of Understanding Phase 2 - Plan Implementation as the City of Ashland's Adopted Energy Action Plan (*Planning*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Planning

EXHIBITS:

1. Xcel Energy Partners in Energy Memorandum of Understanding, Phase 2-Implementation - DRAFT
2. September 8, 2020 Committee of the Whole meeting minutes

EXPENDITURES REQUIRED: \$ 7,500 to be budgeted in 2022 from Fund 245-56900-213 (Professional Services)

AMOUNT BUDGETED: \$ 7,500 to be budgeted in 2022 from Fund 245-56900-213 (Professional Services)

APPROPRIATION REQUIRED: \$ 7,500 to be budgeted in 2022 from Fund 245-56900-213 (Professional Services)

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on October 26, 2021 that Xcel Energy 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 development conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan.

SUMMARY STATEMENT:

An initial discussion was held by the Committee of the Whole on September 8, 2020 to discuss the City's interest in participating in the Partners in Energy Program. At this meeting COW unanimously voted to pursue the program. An MOU was approved between the City of Ashland and Xcel Energy for Phase 1-- Plan Development on March 9, 2021. Since that time, City staff have worked with our Partners in Energy team and Xcel Energy staff to engage community members and stakeholders in discussion around current energy use and future goals. The draft MOU included for City Council consideration on October 26, 2021 is for Phase 2-- Plan Implementation. This will enable the City to begin to address some of its own energy goals as well as public outreach in a much more efficient manner than would be feasible by City staff alone. Types of support that can be provided include creation of education and outreach materials, direct partnership with the Focus on Energy

program among others to ensure existing resources are being efficiently utilized and communicated, and assistance in holding additional public meetings, forums, etc. to have continued public engagement throughout the process.

**Memorandum of Understanding
Phase 2 – Plan Implementation**

Mayor Deb Lewis
City of Ashland
601 Main Street West
Ashland, WI 54806

DRAFT

The intent of this Memorandum of Understanding is to recognize the achievement of the City of Ashland in completing the development of their energy action plan. This work has been supported through Northern States Power Company – Wisconsin, doing business as Xcel Energy, through its Partners in Energy offering. This document outlines how the City of Ashland and Xcel Energy will continue to work together to implement this Energy Action Plan. The term of this joint support, as defined in this document, will extend from October 1, 2021 through March 31, 2023.

The support described below is delivered as part of a pilot program and the cost of delivering it will be shared by Northern States Power Company – Wisconsin, doing business as Xcel Energy, and City of Ashland. The total budget to cover the vendor costs of delivering this service through the Planning and Implementation phases of the program is \$30,000, shared equally by the two entities. Charges shall not exceed this amount unless approved in writing by City of Ashland. Xcel Energy shall invoice City of Ashland on a quarterly basis with time and materials spent to date.

Xcel Energy will support City of Ashland in achieving the goals of its Energy Action Plan in the following ways:

Outreach and Education

- Promote energy efficiency, renewable energy and electric vehicle programs, resources, and behavior changes.
 - Create outreach calendar to plan messaging and outreach strategies through implementation phase.
 - Create content for website updates for Xcel Energy and Focus on Energy offerings.
 - Share existing Xcel Energy and Focus on Energy collateral.
 - Create new co-branded collateral to share in city hall common areas, on social media and city-owned other platforms, incorporating message specific to the Ashland community.
- Engage large industry and education institution leadership to champion energy action plan and lead by example.
 - Identify programs and incentives for energy efficiency and electric vehicles targeting businesses, and create informational materials promoting programs and incentives.

Memorandum of Understanding
Implementation Phase

- Coordinate large industry meetings (workshop or webinars) by identifying Xcel Energy speakers, creating agenda template and slide templates, and creating invitation platforms.
- Collaborate with Energy Action Team champions in planning large industry meetings.
- Connect residents to free and low-cost energy assistance programs.
 - Create co-branded collateral promoting Xcel Energy and Focus on Energy programs.
 - Incorporate Statewide assistance program content into collateral as appropriate.
 - Create digital outreach material to support City and partner outreach with newsletters, social media, and emails.
- Connect businesses with free energy assessments.
 - Design postcard with program information and facilitate printing and mailing to Ashland businesses.
 - Support additional assessment promotion with social media, newsletter and email blast to share with local business partners.

Process and Policy Updates

- Update development review and permitting process with energy efficiency and renewable energy program information.
 - Identify Xcel Energy and Focus on Energy collateral for new construction programs.
 - Provide guidance on the use of Partners in Energy New Construction toolkit as a resource to identify best practices and deliver education and outreach.
 - Provide project management and best practice to inform city staff as they develop updates and program recommendations.
- Benchmark city-owned building energy consumption and share data in public dashboard for community.
 - Share Xcel Energy resources to benchmark city owned buildings.
 - Connect City contacts with appropriate Xcel Energy staff to support benchmarking.
- Prioritize sustainability standards in new construction and renovation of city-owned buildings.
 - Provide guidance on the use of Partners in Energy New Construction toolkit to inform the process of developing sustainability standards and delivering education and outreach.
 - Connect City staff with Xcel Energy and Focus on Energy new construction program managers.

Capital Investment & Financing

- Create energy audit and recommissioning schedule for city-owned buildings.
 - Connect City staff with Xcel Energy and Focus on Energy energy efficiency program managers.
 - Facilitate review of audit results to help city identify low-hanging fruit projects.
 - Create case study highlight completed projects and showcase the City's leadership.
- Update existing loans and grants to include energy efficiency and renewable energy improvements as eligible costs.

Memorandum of Understanding
Implementation Phase

- Update co-branded materials to include loan and grant information as appropriate.

Project Management

- Provide presentation content outlining Partners in Energy process, identified focus areas and goals, and benefits to community to be presented to City Council as part of update process.
- Facilitate regular check-in meetings, track and report energy impacts and activities (process annual data from Xcel Energy) and help coordinate implementation kick-off activities.

Support funded by Xcel Energy for this community is not to exceed 150 hours. These hours will include those provided through the Partners in Energy team from Center for Energy and Environment and do not include support provided by Xcel Energy internal program staff.

City of Ashland commits to supporting the Energy Action Plan to the best of its ability by:

Achieving the annual energy savings impacts outlined in the energy action plan and shown in the table below:

	Electricity Savings (in kWh)	Natural Gas Savings (in therms)
Baseline Historic Annual Energy Savings	1,725,800	43,000
Incremental Plan Annual Energy Savings	517,700	12,900
Total Annual Energy Savings	2,243,500	55,900

Performing the coordination, tracking, and outreach duties as outlined in the Energy Action Plan that include but are not limited to the following:

Outreach and Education

- Promote energy efficiency, renewable energy and electric vehicle programs, resources, and behavior changes.
 - Share city channels, preferred messaging, and content submission dates to inform outreach calendar development.
 - Update website with new content on Xcel Energy and Focus on Energy offerings.
 - Distribute Xcel Energy, Focus on Energy, and co-branded collateral on city channels and with city partners.
 - Review all co-branded materials before approval for City of Ashland branding.
- Engage large industry and education institution leadership to champion energy action plan and lead by example.
 - Participate in large industry meetings, inviting City leadership and City Council to attend.
 - Coordinate large industry meeting planning with Energy Action Team champions.
 - Promote large industry meetings on City channels.
- Connect residents to free and low-cost energy assistance programs.

Memorandum of Understanding
Implementation Phase

- Share co-branded collateral promoting Xcel Energy and Focus on Energy programs.
- Update City digital channels with content and share all content with partner organizations and Energy Action Team.
- Connect businesses with free energy assessments.
 - Provide input on postcard design.
 - Promote assessment availability on City social media and newsletters.
 - Connect with local business partners, like Chamber, to distribute Partners in Energy created materials.

Process and Policy Updates

- Update development review and permitting process with energy efficiency and renewable energy program information.
 - Complete the Partners in Energy New Construction toolkit worksheets to identify opportunities to update processes.
 - Facilitate process updates with department leadership.
- Benchmark city-owned building energy consumption and share data in public dashboard for community.
 - Benchmarking city owned buildings using preferred benchmarking platform.
 - Update website with dashboard information to demonstrate leadership for other Ashland organizations.
- Prioritize sustainability standards in new construction and renovation of city-owned buildings.
 - Review the Partners in Energy New Construction toolkit, Xcel Energy programs, and Focus on Energy programs to understand opportunities.
 - Facilitate City staff meetings with Xcel Energy and Focus on Energy new construction program managers.
 - Create process to ensure facility upgrades integrate energy efficiency and renewable energy.
- Advocate for State energy initiatives as recommended by the 2020 Climate Change Task Force Report.
 - Facilitate City Council and staff connections with Ashland State Senator and Representative to advocate for why this is important to Ashland.
- Maintain SolSmart Silver designation and pursue additional recommended process changes to reduce on-site solar barriers and achieve Gold designation.
 - Connect with SolSmart technical assistance to identify additional activities to achieve Gold designation.

Capital Investment & Financing

- Create energy audit and recommissioning schedule for city-owned buildings.
 - Facilitate department and facility staff meetings with Xcel Energy and Focus on Energy efficiency program managers.
 - Create schedule with input from Xcel Energy and Focus on Energy experts.
 - Review of audit results to identify low-hanging fruit projects and bigger lifts that need additional budget allocations.
 - Inform case study and project highlights to showcase the City's leadership.

Memorandum of Understanding
Implementation Phase

- Update existing loans and grants to include energy efficiency and renewable energy improvements as eligible costs.
 - Review loan and grant eligibility requirements where energy efficiency and renewable energy callouts are appropriate.
 - Work with City finance and leadership to update eligibility requirements.

Project Management

- Provide single point of contact for implementation phase communications.
- Participate in coordination and tracking of scheduled check-ins, activities, and events.
- Provide Xcel Energy an opportunity to review marketing materials to assure accuracy when they incorporate the Xcel Energy logo or reference any of Xcel Energy's products or services.
- Share the plan document, supporting work documents, collateral, and implementation results from the Energy Action Plan with the public. The experience, successes, and lessons learned from this community will inform others looking at similar or expanded initiatives.
- Share progress on upcoming sustainability planning as it relates to activities outlined in the Energy Action Plan.

Legal Applicability and Waiver

This is a voluntary agreement and not intended to be legally binding for either party. This Memorandum of Understanding has no impact, nor does it alter or modify any existing Franchise Agreement or other existing agreements between Xcel Energy and City of Ashland. Parties agree that this Memorandum of Understanding is to memorialize the intent of the Parties regarding Partners in Energy but does not create a legal agreement between the Parties. It is agreed by the Parties that nothing in this Memorandum of Understanding will be deemed or construed as creating a joint venture, trust, partnership, or any other legal relationship among the Parties. This Memorandum of Understanding is for the benefit of the Parties and does not create third party rights. Nothing in this Memorandum of Understanding constitutes a waiver of City of Ashland ordinances, City of Ashland regulatory jurisdiction, or Wisconsin's utility regulatory jurisdiction.

Single Points of Contact

All communications pertaining to this agreement shall be directed to Megan McBride on behalf of City of Ashland and Tami Gunderzik on behalf of Xcel Energy.

Xcel Energy is excited about this opportunity to support City of Ashland in advancing its goals. The resources outlined above and provided through Partners in Energy are provided as a part of our commitment to the communities we serve and Xcel Energy's support of energy efficiency and renewable energy as important resources to meet your future energy needs.

Memorandum of Understanding
Implementation Phase

For City of Ashland:

Signature:

Name:

Title:

Date:

For Xcel Energy:

Signature:

Name:

Title:

Date:

COMMITTEE OF THE WHOLE MEETING MINUTES

The Common Council of the City of Ashland will meet as the Committee of the Whole on September 8, 2020 immediately following the City Council meeting which begins at 5:30 PM in the Ashland City Hall Council Chambers.

The following items will be considered:

1. Roll Call

The Tuesday, September 8, 2020 Ashland Committee of the Whole meeting was called to order by Kevin Haas via GoTo Meeting at 7:42 pm.

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

ABSENT: (None)

ALSO PRESENT: Mayor Deb Lewis, City Clerk Denise Oliphant, City Administrator Brant Kucera, Public Works Director John Butler, Deputy Clerk Sarah Szymaniak, and other concerned citizens.

2. Council President's Report

Haas commented on political yard signs and asked residents to respect one another.

3. Administrator's Report

Kucera stated the City of Ashland CDBG grant was denied on a technicality. Kucera urged the Ashland community to continue to follow practices that prevent the spread of COVID-19: physically distance. Kucera responded to questions from Council.

4. Approval of Agenda

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

5. Discussion Items

A. **Presentation, Discussion and Possible Action Regarding Xcel Partners in Energy Program** *(Mayor)*

Ullman moved, seconded by George, to pursue the Xcel program. The motion carried unanimously by voice vote.

B. **Presentation, Discussion and Possible Action Regarding City Priorities for**

Paving of Roads and Paving Costs (*Councilor Moore*)

Moore moved, seconded by Tochtermann, to table discussion to the September 29, 2020 Committee of the Whole meeting due to time constraints. This motion carried 10-1 by voice vote; MacKenzie opposed.

6. Adjournment

Whitebird moved, seconded by Moore to adjourn. The motion carried unanimously.

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

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

SUBJECT: Approve to Waive Bid Requirements of chapter 194 Procurement of Goods and Services, Ashland City Ordinances, and Approve a Contract for Maintenance Assessment Services with Associated Appraisal Consultants, Inc. (Clerk) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Administrator
Finance

EXHIBITS: 1. Contract for Maintenance Assessment Services

EXPENDITURES REQUIRED: \$ 30,000 Annual Maintenance Fee
\$ 800 Website posting
\$ 30,800 Total due for 2022

AMOUNT BUDGETED: \$ 30,000 2022
\$ 30,250 2023
\$ 30,500 2024
\$ 30,750 2025
\$ 31,000 2026
\$152,500 over 2022-2026 budgets

\$ 25,000 additional in either 2024, 2025 or 2026 for Market Update

APPROPRIATION REQUIRED: As budgeted

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on October 20, 2021 that Associated Appraisal Consultants Inc. 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:

The City's current assessment contract with Associated Appraisal Consultants, Inc. expires on December 31, 2021. The City Clerk received a five-year renewal contract for the years 2022 through 2026 for maintenance assessment services, with an optional one-time market update revaluation during either 2024, 2025 or 2026.

Associated Appraisal Consultants, Inc. contracted with the City of Ashland for the 2017 through 2021 revaluation process, bringing property values up to today's market value, which they haven't been since 2004. The appraiser conducted this revaluation throughout the City, viewing one-quarter of its properties each year between 2017 and 2020, and sending notices of revaluation to all property owners in the completion year of 2021. The cost to the City for this four-year process was \$265,000.

As the next five years will not be subject to full revaluation, it is recommended to remain open to the optional market update during one of the last three years of the contract. With the high activity in property sales over 2020 and 2021, revaluations ending in 2021 saw multiple unexpected changes. The unpredictable market may show extreme changes in the next five years because of either continued increasing sales or sudden drop in demand, lowering sale values and in turn, affecting the total property sales and costs. It would be wise for the City to entertain the option for a market update dependent on the unpredictable home and property sale market.

Contracted services for 2022 through 2026 include inspection of new construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed; properties affected by structure removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected; improved properties under construction over the term of the contract years shall be re-inspected; all sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment; requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle; and a classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

Associated Appraisal has been in the mass appraisal business since 1959 with a primary focus on municipal assessment through maintenance and revaluation programs. Associated Appraisal serves over 250 municipalities throughout the State of Wisconsin including similar sized communities of Rice Lake and Neenah, and serves as the Statutory Assessor for many communities in the surrounding region. The City's experience with Associated Appraisal ensures that the following are the primary focus of the City's assessment program:

- Provides tax assessment services that are technically sound and defensible;
- Follows sound assessment methodologies that values municipal equity without bias;
- Meets the needs for both ongoing maintenance and revaluation in a cost-effective and professional manner;
- Ensures information is readily available providing for transparency and accountability;
- Provides a level of customer service that is consistent with the City's expectations.
- Staff are recommending a five-year maintenance contract with Associated Appraisal Consultants, Inc. for \$152,500 for 2022 through 2026, and an optional one-time interim market update during either 2024, 2025, or 2026 for an additional \$25,000, bringing the total budgeted amount to \$177,500 for five years.

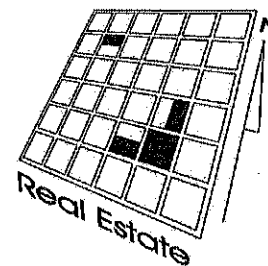
The City has an option to post assessment data on Associated Appraisal Consultant, Inc.'s website through a web link. The assessment roll is maintained and updated by the consultant over the course of the year. The associated annual fee is \$0.015 per parcel per month, or \$66.62 monthly/\$799.44 annually. This would allow for the public to view current assessment information at any time, and can be utilized at any time during the contract term.

Because of the positive experience with Associated Appraisal Consultants Inc., staff recommends approving waiving the need to request bids for these services, and renewing a five-year contract with the current firm to maintain continuity, experience, and excellent service for the City.

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

Prepared for the
City of Ashland
Ashland County

By
***Associated Appraisal
Consultants, Inc.***



**Appleton Office
W6237 Neubert Road
Appleton, WI 54913
Phone (920) 749-1995/Fax (920) 731-4158**

**P.O. Box 291
Greenville, WI 54942-0291**

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **City of Ashland, Ashland County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. Additional scope of services performed by the Assessor are further described in Appendix A that is attached hereto and incorporated herein by reference.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over the term of the contract years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

A. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. **OPEN BOOK CONFERENCE.** Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. **COMPLETION OF ASSESSMENT ROLL AND REPORTS.** The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue; postage and mailing services are at the Assessor's expense.

F. **BOARD OF REVIEW ATTENDANCE.** Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify

under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). Any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

G. PERSONAL PROPERTY ASSESSMENTS. The Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at the Assessor's expense. Each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

H. PUBLIC REQUESTS. The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including sec. 70.35(3) Wis. Stats., regarding the personal property return, sec. 70.47(7)(af), Wis. Stats. regarding income and expense information provided to the assessor and board of review; and sec. 77.265, Wis. Stats., regarding the real estate transfer return.

I. AVAILABILITY. The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within four business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend City meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

J. MUNICIPAL RECORDS. The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

K. MAPS. Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

A. OATH OF OFFICE. As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City Assessor as per Wisconsin Statutes secs. 62.09 (1)(c) and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the

Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

B. QUALIFICATIONS AND CONDUCT OF PERSONNEL. The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. INSURANCE AND INDEMNITY. The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation State of Wisconsin requirements

(b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000
Fire Damage	\$ 100,000
Medical Expense	\$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit	\$ 1,000,000
-----------------------	--------------

- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. TERM. The term of this Contract is for the **2022, 2023, 2024, 2025 and 2026** assessment year(s). The assessor shall have completed all work under this Contract on or before July 1 of each year, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

B. TERMINATION. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, any compensation not yet paid to the Assessor shall be paid based on a weighted scale relative to work completed to date.

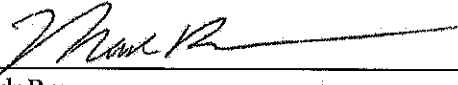
C. AUTOMATIC RENEWAL. This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

- A.** The Municipality shall pay the Assessor **Thirty Thousand Dollars (\$30,000.00)** for 2022, **Thirty Thousand Two Hundred Fifty Dollars (\$30,250.00)** for 2023, **Thirty Thousand Five Hundred Dollars (\$30,500.00)** for 2024, **Thirty Thousand Seven Hundred Fifty Dollars (\$30,750.00)** for 2025, and **Thirty-One Thousand Dollars (\$31,000.00)** for the 2026 assessment year(s) for maintenance assessment services through December 31, 2026.
- B.** The compensation due the Assessor shall be paid in monthly or quarterly installments throughout the 2022, 2023, 2024, 2025 and 2026 assessment year(s).
- C.** The Municipality shall not be billed for postage and mailing services, mileage or supplies unless otherwise specified in this Contract and/or addenda.
- D.** Renewal Adjustments: A cost of living adjustment of not more than three percent (3.0%) may be applied on an annual basis for each year of automatic renewal after 2026.

- E. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.
- F. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for an additional cost of a penny and a half per parcel per month ($\$.015 * 4,441 = \66.62) payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.015 per parcel.
*** Please initial yes or no to post data to the website. ***
Yes ____ No ____

V. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

08/19/2021

Date

Authorized Signature
City of Ashland

Date

**APPENDIX A
ADDITIONAL SCOPE OF SERVICES**

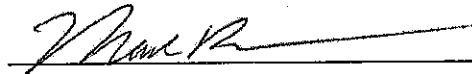
This Appendix A is attached to and incorporated into the Contract for maintenance assessment services made by and between the **City of Ashland, Ashland County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.**, with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

In consideration of the promises and agreements hereinafter set forth, and in consideration of the execution of those promises, both parties agree to the following:

OPTIONAL – INTERIM MARKET UPDATE

- I. **SCOPE OF SERVICES.** This optional service shall be provided only upon request by the Municipality. Assessor shall perform one interim market update revaluation for either the **2024, 2025 or 2026** assessment year (circle year) of all taxable real estate and personal property during this additional scope of services agreement.
- II. **DURATION.** Assessor shall complete all work on or before October 30th of the year in which the interim market revaluation service is conducted. If reasonably unforeseen circumstances outside the control of Assessor cause a delay completion of the work, the parties agree to cooperate in good faith to reach an agreement on an extension of time.
- III. **COMPENSATION**
This additional scope of services agreement runs simultaneously with the 2022-2026 Contract for Maintenance Assessment Services. The Municipality shall pay the Assessor an additional Twenty-Five Thousand Dollars (\$25,000.00) during the interim market update revaluation assessment year.
- A. The compensation due the Assessor shall be made on a monthly basis for services and expenses incurred during a Revaluation year. Monthly invoices shall reflect the percentage of work completed, less 5 percent retained by the Municipality until completion of the revaluation and final adjournment of the Board of Review. This monthly payment schedule would apply to the Interim Market Update assessment year.

SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

08/19/2021
Date

Authorized Signature
City of Ashland

Date

SUBJECT: Approve to Award a Contract to Northern Interstate Construction for the 6th Street East Reconstruction and Utility Replacement Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS:

1. CDBG-PF 2020 Service Area Map
2. Cedar Corporation Bid Recommendation
3. Bid Tabulation - 6th Street E Reconstruction & Utility Replacement

EXPENDITURES REQUIRED:	Construction Total	Construction Contingency	Project Total
Street Improvements (CP Fund 470)	\$ 870,070.27	\$ 87,007.03	\$ 957,077.30
Water Utility (Fund 680)	\$ 368,874.34	\$ 36,887.43	\$ 405,761.77
Wastewater Utility (Fund 690)	\$ 367,865.39	\$ 36,786.54	\$ 404,651.93
TOTAL PROJECT	\$ 1,606,810.00	\$ 160,681.00	\$ 1,767,491.0

AMOUNT BUDGETED: \$996,666.95 - Fund 470 Street Improvements- CDGB Public Facilities Grant
\$408,800.16 - Fund 680 Water Utility CDGB Close Grant
\$ 3,333.05 - Fund 690 Wastewater Utility CDGB Public Facilities Grant
\$211,199.84 - Fund 690 Wastewater Utility CDGB Close Grant

All funds to be included in 2022 Capital Budgets

APPROPRIATION REQUIRED: \$190,119.04 - Fund 690 Wastewater Utility Fund Balance

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on October 20, 2021, that Northern Interstate Construction is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

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

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

SUMMARY STATEMENT:

The Public Works Department received and opened six bids on October 20, 2021 for the 6th Street East Reconstruction and Utility Replacement project.

The project involves street reconstruction of six blocks on 6th St E, including replacement of storm sewer, sanitary sewer, and watermain, along with a new street surface. See attached project location map.

The project area is located within Sewer District 7 and previous studies have shown that this District is the 2nd largest contributor of I&I within the City. In addition, previously completed testing has indicated that there are significant, direct sources of inflow in the project area that will be corrected through the replacement of this infrastructure. The public sewer main in the project area represents the last portion of Sewer District 7 requiring replacement and/or rehabilitation.

Residents of the project area have also experienced frequent sewage back ups that will be alleviated through the project while the City has responded to 12 different water main breaks in the project area since 2000. In addition, 8 private lead service laterals will be eligible for replacement as a result of the project as the public side will be replaced to include lead-free materials.

The project is almost entirely grant funded. At the April 20, 2021 and July 27, 2021 meetings, the Council approved the allocation of \$620,000 in Community Development Block Grants (CDGB) CLOSE funding to the project. The CDGB CLOSE funds are being applied to the cost of water and wastewater utilities. In summer 2021, the City was awarded additional funds in the amount of \$1,000,000 for the project through the CDGB Public Facilities (PF) program. CDGB CLOSE funds serve as the match required for the CDGB CLOSE program.

Administration was completed by the City Planning and Development Department, including applying for the CDGB PF grant.

Council previously approved engineering and grant administration costs for the project, both of which were completed by Cedar Corporation. The City is responsible for these costs and will also be responsible for the cost of construction management services.

In addition, staff is requesting the allocation of \$190,119.04 in Wastewater Utility funds as the grant funds will not cover the entire estimated cost. The Wastewater Utility was selected to support the additional cost due to the availability of funds as well as the anticipated impact of the project on I&I.

The project was bid with an alternate bid amount to place the final asphalt lift in 2022. The department has selected the alternative at an increase to the project of \$9,810, as waiting one year after utility construction allows the roadway to settle and will provide for a smoother roadway surface.

The lowest responsible bidder was Northern Interstate Construction. The Public Works Department, along with Cedar Corporation, recommends awarding the contract to Northern Interstate Construction, contingent upon receipt of CDGB Environmental Approval.

CDBG-PF 2020 Service Area Map



11/25/2019, 10:42:08 AM

Lines

 Parcel Mapping

 Override 1

Parcel Labels

1:9,028

0 0.075 0.15 0.3 mi

0 0.1 0.2 0.4 km

City of Ashland Public Works Department, GIS Division
PICTOMETRY INTL

October 20, 2021

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

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

On Wednesday, October 20, 2021, 11:00 AM, City of Ashland held a public bid opening at City Public Works Office for the 6th Street E. Reconstruction & Utility Replacement Project. Six (6) bids were received. The bids ranged from \$1,597,000.00 to \$2,268,117.11. The low bid submitted is from Northern Interstate Construction, South Range, WI. City staff have prepared an attached bid tabulation depicting the bids received. For comparison purposes, our engineer's opinion of probable project construction cost was \$1,639,230. It is our opinion that the City received competitive bids.

City staff received requested qualification information from Northern Interstate Construction pursuant to the Bidding Documents.

Accordingly, we recommend that the City of Ashland award the 6th Street E. Reconstruction & Utility Replacement Project construction contract in amount of \$1,597,000.00 to Northern Interstate Construction contingent upon receipt of bonds and insurance certificates.

Please do not hesitate to contact us if you have any questions regarding this matter.

Respectfully Submitted,

CEDAR CORPORATION



Brian Chapman
Project Manager



Russ Kiviniemi, P.E.
Principle



Bid Tabulation

6th Street E. Reconstruction & Utility Replacement
City of Ashland
Ashland County, WI

October 20, 2021

			Northern Interstate Const. South Range, WI		McCabe Construction Eau Claire, WI		A-1 Excavating, Inc. Bloomer, WI	
Item	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
Street Construction								
1 Clearing & Grubbing	I.D.	600	\$21.00	\$12,600.00	\$45.00	\$27,000.00	\$40.00	\$24,000.00
2 Remove Curb & Gutter	L.F.	4,275	\$5.80	\$24,795.00	\$2.25	\$9,618.75	\$4.00	\$17,100.00
3 Remove Asphaltic Pavement, Roadway and Driveways	S.Y.	10,400	\$3.30	\$34,320.00	\$1.75	\$18,200.00	\$4.00	\$41,600.00
4 Remove Concrete Driveway	S.Y.	340	\$8.80	\$2,992.00	\$5.00	\$1,700.00	\$9.00	\$3,060.00
5 Sawcut	L.F.	750	\$4.25	\$3,187.50	\$4.00	\$3,000.00	\$3.00	\$2,250.00
6 Excavation	C.Y.	5,600	\$11.00	\$61,600.00	\$15.00	\$84,000.00	\$13.00	\$72,800.00
7 Geotextile Fabric, Type SR	S.Y.	11,200	\$2.25	\$25,200.00	\$1.80	\$20,160.00	\$2.00	\$22,400.00
8 Granular Subbase, Roadway, 10"	C.Y.	3,110	\$16.50	\$51,315.00	\$18.60	\$57,846.00	\$21.00	\$65,310.00
9 Crushed Aggregate Base, Roadway, 8"	C.Y.	2,500	\$24.25	\$60,625.00	\$33.00	\$82,500.00	\$33.00	\$82,500.00
10 Crushed Aggregate Base, Driveway, 6"	C.Y.	90	\$50.00	\$4,500.00	\$34.00	\$3,060.00	\$38.00	\$3,420.00
11 Aggregate Tracking Pad	EA.	3	\$1,950.00	\$5,850.00	\$1,300.00	\$3,900.00	\$100.00	\$300.00
12 Concrete Curb & Gutter, 24" Mountable	L.F.	720	\$17.80	\$12,816.00	\$17.80	\$12,816.00	\$18.00	\$12,960.00
13 Concrete Curb & Gutter, 24" Barrier	L.F.	4,400	\$12.34	\$54,296.00	\$12.35	\$54,340.00	\$12.60	\$55,440.00
14 Concrete Driveway, 6"	S.F.	4,560	\$6.15	\$28,044.00	\$6.15	\$28,044.00	\$7.00	\$31,920.00
15 Concrete Driveway, Alley, 8"	S.F.	310	\$7.00	\$2,170.00	\$6.95	\$2,154.50	\$8.00	\$2,480.00
16 HMA, Binder, 2.5"	S.Y.	9,450	\$14.00	\$132,300.00	\$13.80	\$130,410.00	\$14.00	\$132,300.00
17 HMA, Surface, 1.5"	S.Y.	9,410	\$9.00	\$84,690.00	\$8.95	\$84,219.50	\$9.00	\$84,690.00
18 HMA, Driveway	S.Y.	180	\$13.00	\$2,340.00	\$12.75	\$2,295.00	\$13.00	\$2,340.00
19 Traffic Control	L.S.	1	\$7,875.00	\$7,875.00	\$42,000.00	\$42,000.00	\$27,500.00	\$27,500.00
20 Topsoil, Turf, Grasses, and Erosion Mat	S.Y.	8,000	\$4.90	\$39,200.00	\$9.00	\$72,000.00	\$0.01	\$80.00
Subtotal Street Construction				\$650,715.50		\$739,263.75		\$684,450.00
Storm Sewer Construction								
21 Remove Storm Structure	EA.	20	\$250.00	\$5,000.00	\$300.00	\$6,000.00	\$500.00	\$10,000.00
22 Remove & Abandon Storm Pipe	L.S.	1	\$4,000.00	\$4,000.00	\$11,700.00	\$11,700.00	\$30,450.00	\$30,450.00
23 Storm Sewer, HDPE, 12"	L.F.	1,160	\$29.25	\$33,930.00	\$36.00	\$41,760.00	\$43.00	\$49,880.00
24 Storm Sewer, HDPE, 15"	L.F.	670	\$32.40	\$21,708.00	\$38.00	\$25,460.00	\$48.00	\$32,160.00
25 Storm Sewer, HDPE, 18"	L.F.	145	\$36.60	\$5,307.00	\$42.00	\$6,090.00	\$57.00	\$8,265.00
26 Storm Sewer, HDPE, 24"	L.F.	65	\$48.00	\$3,120.00	\$56.00	\$3,640.00	\$80.00	\$5,200.00
27 Storm Manhole, Type I	V.F.	43.4	\$500.00	\$21,700.00	\$400.00	\$17,360.00	\$400.00	\$17,360.00
28 Storm Manhole, Type II	V.F.	8	\$800.00	\$6,400.00	\$720.00	\$5,760.00	\$800.00	\$6,400.00
29 Storm Inlet, Type III	EA.	28	\$1,650.00	\$46,200.00	\$1,020.00	\$28,560.00	\$850.00	\$23,800.00
30 Storm Casting, R-1642	EA.	10	\$415.00	\$4,150.00	\$625.00	\$6,250.00	\$600.00	\$6,000.00
31 Storm Casting, R-3067-R	EA.	27	\$570.00	\$15,390.00	\$625.00	\$16,875.00	\$780.00	\$21,060.00
32 Storm Casting, R-2502-B	EA.	1	\$495.00	\$495.00	\$705.00	\$705.00	\$690.00	\$690.00
33 Storm Casting, R-3290-A-C	EA.	1	\$640.00	\$640.00	\$700.00	\$700.00	\$855.00	\$855.00
34 Perforated Pipe Underdrain, Wrapped, 4"	L.F.	5,100	\$5.20	\$26,520.00	\$7.80	\$39,780.00	\$9.00	\$45,900.00
35 Connect to Storm Pipe	EA.	5	\$300.00	\$1,500.00	\$310.00	\$1,550.00	\$950.00	\$4,750.00
36 Inlet Protection	EA.	29	\$150.00	\$4,350.00	\$55.00	\$1,595.00	\$10.00	\$290.00
37 Tracer Wire and Signal Boxes	L.S.	1	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$3,300.00	\$3,300.00
38 Televising	L.F.	2,040	\$2.00	\$4,080.00	\$2.00	\$4,080.00	\$2.00	\$4,080.00
Subtotal Storm Sewer				\$205,690.00		\$218,865.00		\$270,440.00

			Northern Interstate Const.		McCabe Construction		A-1 Excavating, Inc.	
			South Range, WI		Eau Claire, WI		Bloomer, WI	
Item	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
Watermain Construction								
39 Remove & Abandon Existing Pipe	L.S	1	\$5,000.00	\$5,000.00	\$30,000.00	\$30,000.00	\$26,000.00	\$26,000.00
40 Salvage Hydrant	EA.	3	\$500.00	\$1,500.00	\$370.00	\$1,110.00	\$300.00	\$900.00
41 Watermain, C900 PVC, 6"	L.F.	75	\$52.60	\$3,945.00	\$46.50	\$3,487.50	\$65.00	\$4,875.00
42 Watermain, C900 PVC, 8"	L.F.	2,600	\$45.10	\$117,260.00	\$59.00	\$153,400.00	\$70.00	\$182,000.00
43 Watermain, C900 PVC, 12"	L.F.	45	\$76.00	\$3,420.00	\$90.00	\$4,050.00	\$119.00	\$5,355.00
44 Watermain, C900 PVC, 16"	L.F.	115	\$141.00	\$16,215.00	\$165.00	\$18,975.00	\$179.00	\$20,585.00
45 Water Service Lateral, Poly, 1.0"	L.F.	1,600	\$32.45	\$51,920.00	\$32.00	\$51,200.00	\$33.00	\$52,800.00
46 Corporation Stop, 1.0"	EA.	47	\$225.00	\$10,575.00	\$255.00	\$11,985.00	\$470.00	\$22,090.00
47 Curbstop, 1.0"	EA.	47	\$375.00	\$17,625.00	\$400.00	\$18,800.00	\$320.00	\$15,040.00
48 Hydrant	EA.	6	\$4,200.00	\$25,200.00	\$4,125.00	\$24,750.00	\$4,825.00	\$28,950.00
49 Gate Valve, 6"	EA.	6	\$1,650.00	\$9,900.00	\$1,610.00	\$9,660.00	\$1,800.00	\$10,800.00
50 Gate Valve, 8"	EA.	10	\$2,250.00	\$22,500.00	\$2,070.00	\$20,700.00	\$2,330.00	\$23,300.00
51 Gate Valve, 12"	EA.	1	\$3,800.00	\$3,800.00	\$3,550.00	\$3,550.00	\$3,950.00	\$3,950.00
52 Gate Valve, 16"	EA.	3	\$7,400.00	\$22,200.00	\$7,450.00	\$22,350.00	\$8,375.00	\$25,125.00
53 Connect to Watermain	EA.	8	\$1,500.00	\$12,000.00	\$2,150.00	\$17,200.00	\$2,580.00	\$20,640.00
54 Tracer Wire & Signal Boxes	L.S.	1	\$1,250.00	\$1,250.00	\$7,450.00	\$7,450.00	\$10,000.00	\$10,000.00
55 Insulation, 4"	S.F.	900	\$4.00	\$3,600.00	\$3.10	\$2,790.00	\$4.00	\$3,600.00
Subtotal Watermain				\$327,910.00		\$401,457.50		\$456,010.00
Sidewalk Construction								
56 Remove Concrete Sidewalk	S.Y.	1,865	\$5.00	\$9,325.00	\$5.25	\$9,791.25	\$6.00	\$11,190.00
57 Concrete Sidewalk, 4"	S.F.	20,600	\$5.05	\$104,030.00	\$5.65	\$116,390.00	\$5.85	\$120,510.00
58 Concrete Sidewalk, 6" (non-driveway apron)	S.F.	5,300	\$5.70	\$30,210.00	\$6.60	\$34,980.00	\$6.80	\$36,040.00
59 Concrete Sidewalk, Alley, 8" (non-driveway apron)	S.F.	250	\$6.50	\$1,625.00	\$7.55	\$1,887.50	\$8.50	\$2,125.00
60 Detectable Warning Field (2'x2')	EA.	92	\$250.00	\$23,000.00	\$250.00	\$23,000.00	\$258.00	\$23,736.00
Subtotal Sidewalk				\$168,190.00		\$186,048.75		\$193,601.00
Sanitary Sewer Construction								
61 Manhole Rim Adjustment and Chimney Reconstruction	EA.	1	\$750.00	\$750.00	\$655.00	\$655.00	\$1,070.00	\$1,070.00
62 Remove Existing Structure	EA.	9	\$1,100.00	\$9,900.00	\$400.00	\$3,600.00	\$550.00	\$4,950.00
63 Remove & Abandon Existing Pipe	L.S.	1	\$3,563.50	\$3,563.50	\$13,000.00	\$13,000.00	\$20,500.00	\$20,500.00
64 Sanitary Sewer, PVC, SDR 35, 8"	L.F.	2,160	\$42.60	\$92,016.00	\$55.50	\$119,880.00	\$44.00	\$95,040.00
65 Sanitary Manhole, Type I	V.F.	70	\$648.00	\$45,360.00	\$340.00	\$23,800.00	\$350.00	\$24,500.00
66 Manhole Casting, R-1642	EA.	9	\$415.00	\$3,735.00	\$975.00	\$8,775.00	\$990.00	\$8,910.00
67 Sanitary Sewer Service Laterals, PVC SDR 35, 4"	L.F.	1,425	\$44.00	\$62,700.00	\$35.00	\$49,875.00	\$37.00	\$52,725.00
68 Sanitary Sewer Wye, 8"x4"	EA.	44	\$150.00	\$6,600.00	\$120.00	\$5,280.00	\$290.00	\$12,760.00
69 Connect to Existing Sanitary Pipe	EA.	3	\$1,250.00	\$3,750.00	\$760.00	\$2,280.00	\$1,130.00	\$3,390.00
70 Tracer Wire & Signal Boxes	EA.	44	\$150.00	\$6,600.00	\$165.00	\$7,260.00	\$200.00	\$8,800.00
71 Insulation, 4"	S.F.	1,300	\$4.00	\$5,200.00	\$3.10	\$4,030.00	\$4.00	\$5,200.00
72 Televising	L.F.	2,160	\$2.00	\$4,320.00	\$2.00	\$4,320.00	\$2.00	\$4,320.00
Subtotal Sanitary Sewer				\$244,494.50		\$242,755.00		\$242,165.00
PROJECT TOTAL:				\$1,597,000.00		\$1,788,390.00		\$1,846,666.00
ALTERNATE BID ITEMS:								
HMA Surface 1.5" (2023)	S.Y.	9,450	\$10.00	\$94,500.00	\$10.10	\$95,445.00	\$10.50	\$99,225.00

			Ruotsala Construction		Ritola Inc.		Snow Country Contr.		
			Ironwood, MI		Mason, WI		Bessemer, MI		
Item	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	
Street Construction									
1	Clearing & Grubbing	I.D.	600	\$40.00	\$24,000.00	\$20.00	\$12,000.00	\$59.52	\$35,712.00
2	Remove Curb & Gutter	L.F.	4,275	\$8.00	\$34,200.00	\$3.95	\$16,886.25	\$3.09	\$13,209.75
3	Remove Asphaltic Pavement, Roadway and Driveways	S.Y.	10,400	\$5.00	\$52,000.00	\$4.00	\$41,600.00	\$3.66	\$38,064.00
4	Remove Concrete Driveway	S.Y.	340	\$8.00	\$2,720.00	\$7.15	\$2,431.00	\$12.12	\$4,120.80
5	Sawcut	L.F.	750	\$10.00	\$7,500.00	\$2.90	\$2,175.00	\$2.00	\$1,500.00
6	Excavation	C.Y.	5,600	\$12.00	\$67,200.00	\$17.35	\$97,160.00	\$20.38	\$114,128.00
7	Geotextile Fabric, Type SR	S.Y.	11,200	\$2.00	\$22,400.00	\$2.25	\$25,200.00	\$1.74	\$19,488.00
8	Granular Subbase, Roadway, 10"	C.Y.	3,110	\$20.00	\$62,200.00	\$20.30	\$63,133.00	\$35.44	\$110,218.40
9	Crushed Aggregate Base, Roadway, 8"	C.Y.	2,500	\$35.00	\$87,500.00	\$33.40	\$83,500.00	\$44.58	\$111,450.00
10	Crushed Aggregate Base, Driveway, 6"	C.Y.	90	\$30.00	\$2,700.00	\$43.30	\$3,897.00	\$108.55	\$9,769.50
11	Aggregate Tracking Pad	EA.	3	\$1,000.00	\$3,000.00	\$1,100.00	\$3,300.00	\$1,904.60	\$5,713.80
12	Concrete Curb & Gutter, 24" Mountable	L.F.	720	\$18.00	\$12,960.00	\$18.85	\$13,572.00	\$15.25	\$10,980.00
13	Concrete Curb & Gutter, 24" Barrier	L.F.	4,400	\$18.00	\$79,200.00	\$13.10	\$57,640.00	\$15.25	\$67,100.00
14	Concrete Driveway, 6"	S.F.	4,560	\$10.00	\$45,600.00	\$6.50	\$29,640.00	\$7.33	\$33,424.80
15	Concrete Driveway, Alley, 8"	S.F.	310	\$12.00	\$3,720.00	\$7.35	\$2,278.50	\$8.29	\$2,569.90
16	HMA, Binder, 2.5"	S.Y.	9,450	\$15.00	\$141,750.00	\$14.30	\$135,135.00	\$14.58	\$137,781.00
17	HMA, Surface, 1.5"	S.Y.	9,410	\$10.00	\$94,100.00	\$9.30	\$87,513.00	\$9.52	\$89,583.20
18	HMA, Driveway	S.Y.	180	\$30.00	\$5,400.00	\$13.25	\$2,385.00	\$13.49	\$2,428.20
19	Traffic Control	L.S.	1	\$12,000.00	\$12,000.00	\$10,035.90	\$10,035.90	\$11,984.00	\$11,984.00
20	Topsoil, Turf, Grasses, and Erosion Mat	S.Y.	8,000	\$4.00	\$32,000.00	\$4.60	\$36,800.00	\$6.29	\$50,320.00
Subtotal Street Construction					\$792,150.00		\$726,281.65		\$869,545.35
Storm Sewer Construction									
21	Remove Storm Structure	EA.	20	\$500.00	\$10,000.00	\$347.90	\$6,958.00	\$349.09	\$6,981.80
22	Remove & Abandon Storm Pipe	L.S.	1	\$5,000.00	\$5,000.00	\$13,464.00	\$13,464.00	\$9,469.50	\$9,469.50
23	Storm Sewer, HDPE, 12"	L.F.	1,160	\$40.00	\$46,400.00	\$47.90	\$55,564.00	\$66.86	\$77,557.60
24	Storm Sewer, HDPE, 15"	L.F.	670	\$45.00	\$30,150.00	\$53.50	\$35,845.00	\$78.56	\$52,635.20
25	Storm Sewer, HDPE, 18"	L.F.	145	\$55.00	\$7,975.00	\$64.40	\$9,338.00	\$89.62	\$12,994.90
26	Storm Sewer, HDPE, 24"	L.F.	65	\$65.00	\$4,225.00	\$80.15	\$5,209.75	\$124.61	\$8,099.65
27	Storm Manhole, Type I	V.F.	43.4	\$425.00	\$18,445.00	\$727.60	\$31,577.84	\$678.00	\$29,425.20
28	Storm Manhole, Type II	V.F.	8	\$425.00	\$3,400.00	\$919.60	\$7,356.80	\$1,238.53	\$9,908.24
29	Storm Inlet, Type III	EA.	28	\$300.00	\$8,400.00	\$2,304.70	\$64,531.60	\$994.53	\$27,846.84
30	Storm Casting, R-1642	EA.	10	\$500.00	\$5,000.00	\$602.15	\$6,021.50	\$824.97	\$8,249.70
31	Storm Casting, R-3067-R	EA.	27	\$900.00	\$24,300.00	\$725.80	\$19,596.60	\$878.47	\$23,718.69
32	Storm Casting, R-2502-B	EA.	1	\$900.00	\$900.00	\$723.80	\$723.80	\$811.06	\$811.06
33	Storm Casting, R-3290-A-C	EA.	1	\$900.00	\$900.00	\$877.80	\$877.80	\$984.40	\$984.40
34	Perforated Pipe Underdrain, Wrapped, 4"	L.F.	5,100	\$12.00	\$61,200.00	\$7.35	\$37,485.00	\$6.04	\$30,804.00
35	Connect to Storm Pipe	EA.	5	\$1,000.00	\$5,000.00	\$675.40	\$3,377.00	\$679.45	\$3,397.25
36	Inlet Protection	EA.	29	\$100.00	\$2,900.00	\$187.75	\$5,444.75	\$170.09	\$4,932.61
37	Tracer Wire and Signal Boxes	L.S.	1	\$5,600.00	\$5,600.00	\$3,558.50	\$3,558.50	\$4,192.26	\$4,192.26
38	Televising	L.F.	2,040	\$4.00	\$8,160.00	\$4.75	\$9,690.00	\$2.93	\$5,977.20
Subtotal Storm Sewer					\$247,955.00		\$316,619.94		\$317,986.10

			Ruotsala Construction		Ritola Inc.		Snow Country Contr.	
			Ironwood, MI		Mason, WI		Bessemer, MI	
Item	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
Watermain Construction								
39 Remove & Abandon Existing Pipe	L.S	1	\$5,000.00	\$5,000.00	\$21,450.00	\$21,450.00	\$3,691.50	\$3,691.50
40 Salvage Hydrant	EA.	3	\$500.00	\$1,500.00	\$360.25	\$1,080.75	\$279.98	\$839.94
41 Watermain, C900 PVC, 6"	L.F.	75	\$60.00	\$4,500.00	\$63.65	\$4,773.75	\$79.85	\$5,988.75
42 Watermain, C900 PVC, 8"	L.F.	2,600	\$65.00	\$169,000.00	\$65.75	\$170,950.00	\$99.94	\$259,844.00
43 Watermain, C900 PVC, 12"	L.F.	45	\$85.00	\$3,825.00	\$179.85	\$8,093.25	\$145.64	\$6,553.80
44 Watermain, C900 PVC, 16"	L.F.	115	\$150.00	\$17,250.00	\$236.55	\$27,203.25	\$264.49	\$30,416.35
45 Water Service Lateral, Poly, 1.0"	L.F.	1,600	\$35.00	\$56,000.00	\$51.25	\$82,000.00	\$42.08	\$67,328.00
46 Corporation Stop, 1.0"	EA.	47	\$250.00	\$11,750.00	\$401.50	\$18,870.50	\$259.60	\$12,201.20
47 Curbstop, 1.0"	EA.	47	\$250.00	\$11,750.00	\$513.35	\$24,127.45	\$366.74	\$17,236.78
48 Hydrant	EA.	6	\$5,600.00	\$33,600.00	\$5,153.50	\$30,921.00	\$6,170.69	\$37,024.14
49 Gate Valve, 6"	EA.	6	\$2,300.00	\$13,800.00	\$1,957.45	\$11,744.70	\$1,670.27	\$10,021.62
50 Gate Valve, 8"	EA.	10	\$2,700.00	\$27,000.00	\$2,601.45	\$26,014.50	\$2,264.12	\$22,641.20
51 Gate Valve, 12"	EA.	1	\$5,600.00	\$5,600.00	\$4,339.90	\$4,339.90	\$3,963.28	\$3,963.28
52 Gate Valve, 16"	EA.	3	\$8,500.00	\$25,500.00	\$9,674.70	\$29,024.10	\$9,074.67	\$27,224.01
53 Connect to Watermain	EA.	8	\$2,100.00	\$16,800.00	\$2,889.00	\$23,112.00	\$4,641.13	\$37,129.04
54 Tracer Wire & Signal Boxes	L.S.	1	\$5,600.00	\$5,600.00	\$8,921.45	\$8,921.45	\$10,063.35	\$10,063.35
55 Insulation, 4"	S.F.	900	\$5.00	\$4,500.00	\$4.15	\$3,735.00	\$5.13	\$4,617.00
Subtotal Watermain				\$412,975.00		\$496,361.60		\$556,783.96
Sidewalk Construction								
56 Remove Concrete Sidewalk	S.Y.	1,865	\$5.00	\$9,325.00	\$7.40	\$13,801.00	\$8.25	\$15,386.25
57 Concrete Sidewalk, 4"	S.F.	20,600	\$7.00	\$144,200.00	\$5.35	\$110,210.00	\$5.82	\$119,892.00
58 Concrete Sidewalk, 6" (non-driveway apron)	S.F.	5,300	\$8.00	\$42,400.00	\$6.05	\$32,065.00	\$8.27	\$43,831.00
59 Concrete Sidewalk, Alley, 8" (non-driveway apron)	S.F.	250	\$15.00	\$3,750.00	\$6.90	\$1,725.00	\$9.42	\$2,355.00
60 Detectable Warning Field (2'x2')	EA.	92	\$225.00	\$20,700.00	\$265.00	\$24,380.00	\$45.74	\$4,208.08
Subtotal Sidewalk				\$220,375.00		\$182,181.00		\$185,672.33
Sanitary Sewer Construction								
61 Manhole Rim Adjustment and Chimney Reconstruction	EA.	1	\$4,500.00	\$4,500.00	\$554.25	\$554.25	\$885.96	\$885.96
62 Remove Existing Structure	EA.	9	\$650.00	\$5,850.00	\$1,422.65	\$12,803.85	\$167.04	\$1,503.36
63 Remove & Abandon Existing Pipe	L.S.	1	\$4,500.00	\$4,500.00	\$24,948.00	\$24,948.00	\$3,397.25	\$3,397.25
64 Sanitary Sewer, PVC, SDR 35, 8"	L.F.	2,160	\$65.00	\$140,400.00	\$69.70	\$150,552.00	\$81.45	\$175,932.00
65 Sanitary Manhole, Type I	V.F.	70	\$500.00	\$35,000.00	\$599.00	\$41,930.00	\$455.44	\$31,880.80
66 Manhole Casting, R-1642	EA.	9	\$950.00	\$8,550.00	\$1,138.75	\$10,248.75	\$1,228.36	\$11,055.24
67 Sanitary Sewer Service Laterals, PVC SDR 35, 4"	L.F.	1,425	\$60.00	\$85,500.00	\$71.00	\$101,175.00	\$59.40	\$84,645.00
68 Sanitary Sewer Wye, 8"x4"	EA.	44	\$85.00	\$3,740.00	\$133.95	\$5,893.80	\$169.06	\$7,438.64
69 Connect to Existing Sanitary Pipe	EA.	3	\$1,200.00	\$3,600.00	\$1,088.05	\$3,264.15	\$791.80	\$2,375.40
70 Tracer Wire & Signal Boxes	EA.	44	\$150.00	\$6,600.00	\$139.70	\$6,146.80	\$199.73	\$8,788.12
71 Insulation, 4"	S.F.	1,300	\$5.00	\$6,500.00	\$3.55	\$4,615.00	\$3.78	\$4,914.00
72 Televising	L.F.	2,160	\$3.00	\$6,480.00	\$4.75	\$10,260.00	\$2.46	\$5,313.60
Subtotal Sanitary Sewer				\$311,220.00		\$372,391.60		\$338,129.37
PROJECT TOTAL:				\$1,984,675.00		\$2,093,835.79		\$2,268,117.11
ALTERNATE BID ITEMS:								
HMA Surface 1.5" (2023)	S.Y.	9,450	\$11.00	\$103,950.00	\$10.55	\$99,697.50	\$10.77	\$101,776.50

SUBJECT: Approve a Resolution to Amend Resolution No. 17640 to Approve a Revision of the City of Ashland Ward Plan (*Clerk*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Attorney

CLEARANCES: City Attorney

EXHIBITS:

1. Proposed Resolution
2. 21-Ward Plan
3. Ward Data for 21 Wards
4. Proposed 7 Aldermanic Districts for 21-Ward Map
5. Data of Proposed 7 Aldermanic Districts for 21-Ward Map
6. 9-Ward Map as Approved 10-12-2021

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**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:

Before discussing the substance and necessary purpose of this proposed revision, it is important to clarify two important issues regarding the redistricting process and how the City's council members are elected. For the first issue, while the City has historically created its aldermanic districts to directly relate to ward boundaries, elected Council members represent the aldermanic districts that they are elected from, not the wards. Since the City has decided to reduce its aldermanic positions from 11 to 9, and the County has decided to keep its number of supervisory districts within the City at 11, this has created a situation where the City's aldermanic districts can no longer contain just one, single ward. In moving forward with this discussion, it is important to emphasize the difference between aldermanic districts (the geographic area that an elected council member represents), with wards (the subdivisions of a City that must be between 300 and 1000 residents each for a city the size of Ashland). While it has been common practice to refer to council members as representatives of a

ward, (See the City's website detailing Council members that identify the ward that they serve: <https://coawi.org/233/City-Council>), the elected officials actually represent the aldermanic district within which they reside. Since we are in a position where we can legally no longer have one ward per aldermanic district, the City and all Council members should make an effort to recognize the difference between districts and wards. The City Attorney recommends that we should start referring to council members as representing the district that they reside in, rather than the ward.

The second issue to clarify is what led to the need to revise the City's October 12, 2021 proposed ward map. The need to revise the prior ward plan did not come from a request or directive from the Ashland County Board or from the Ashland County Redistricting Committee. Rather, it came from discussion with the Ashland County GIS Department, Ashland County Administrator, City Clerk, discussions with legal counsel, and consultation with legal advisors from the Wisconsin Counties Association, League of Municipalities, and the Wisconsin Legislative Reference Bureau. While Ashland County attempted to redraw its supervisory districts following the City's proposed ward boundaries, it was impossible for the County to create a legally compliant map. Thus, we are at a point where the City Clerk and County GIS Department have worked together to redraw proposed wards and supervisory districts that work for both the City and County.

Council approved on October 12, 2021, a ward map divided to into nine wards that would allow for the creation of nine aldermanic districts that would directly follow the proposed ward boundaries. The purpose of this was to reduce the City's aldermanic representative positions from eleven to nine. The October 12 proposed ward map was turned over to Ashland County to allow for redrawing of County Supervisory Districts. Pursuant to Wis. Stats. § 59.10(3)(b), Ashland County is required to draw its supervisory districts along whole ward lines created by the City of Ashland and cannot split any ward into smaller sections. The Ashland County GIS Department attempted to create a supervisory district map following the City of Ashland's proposed 9 wards, but was unable to do so because the ideal population of each County Supervisory Districts is 763, and the approximate population of each of the City's proposed 9 wards was 878. Since the County is required to follow ward boundaries in creating supervisory districts, the County could not create legally compliant supervisory districts within the City of Ashland since the 878 population would lead to a greater than 10% deviation from the County's ideal population number of 763.

Since the City decided to reduce its aldermanic positions from eleven to nine, and the County Board has decided to keep 11 supervisory districts within the City, this has created significant difficulties in ensuring the both the City and County can create statutorily compliant redistricting maps. It has proven to be nearly impossible mathematically to create a compliant ward map that would allow for 9 separate aldermanic districts within the City while allowing the County to create 11 supervisor districts within the City since the County is statutorily prohibited from splitting wards in creating its supervisory districts.

The City Attorney, the Ashland County GIS Coordinator, and the City Clerk worked together to devise a plan for next steps. Each of the nine City aldermanic districts needed to be broken down within themselves into individual wards of approximately 350 to 400 persons each. For this plan to work for both the City and the County, the group considered a total of 21 wards to recreate a total of seven (7) aldermanic districts of substantially equal populations for the City. The County will be able to realign their supervisory districts to follow ward boundaries and still be within the approximate 10% population deviation from their ideal 763 population. As the City is now utilizing this combination of wards within aldermanic districts, the current proposal is to allow for two (2) At-Large seats to retain the original reduced number of the Council, which has been widely favored by past Councilors.

Numerous calculations were entertained for this plan to work for both the City and County. Working with nine aldermanic districts, the City would need to create 27 wards, each with a population of less than 300, which defies WI Statutes (noted above), or broken into 18 wards which satisfies the Statute but restricts the flexibility for the County supervisory districts. In the like, working with eight aldermanic districts leaves each ward with an appropriate population but also with the undesired even number of City Council seats.

In order to remain flexible for both the City of Ashland and Ashland County in this extremely complex redistricting process, this system of wards and aldermanic districts is recommended for approval to allow for staff to move on to complete the process after the 2020 Census. Staff is recommending approval of the attached map to allow for seven (7) aldermanic districts and two (2) at-large seats for the City of Ashland's Common Council.

RESOLUTION No. 17649

RESOLUTION TO AMEND RESOLUTION NO. 17640 TO APPROVE A REVISION OF THE CITY OF ASHLAND WARD PLAN

WHEREAS, following each decennial census, County Boards are required to create supervisory election districts that are substantially equal in population and Common Councils are required to divide the City into separate wards that allow for the creation of Aldermanic Districts that are substantially equal in population; and,

WHEREAS, at their July 9, 2019 meeting, Council approved to decrease the size of members of the City of Ashland Common Council according to the results of the 2020 Census; and

WHEREAS, the Ashland County Board of Supervisors adopted a tentative County Board Supervisory District Plan retaining eleven (11) supervisory districts within the city limits of the City of Ashland and passed to the City Clerk to configure wards as the City saw appropriate; and

WHEREAS, the Mayor created a Census Ad Hoc group to research, determine, and recreate City of Ashland wards as they saw appropriate. This group of five (5) unvested and unbiased City of Ashland citizens unanimously agreed to reduce the size of Council and to redraw ward lines accordingly; and

WHEREAS, on October 12, 2021 the Common Council approved Resolution 17640 establishing nine (9) wards within the City of Ashland, which were intended to allow for the creation of nine (9) aldermanic districts directly following said ward boundaries; and

WHEREAS, following adoption of Resolution 17640, the City Clerk forwarded the proposed ward map to Ashland County, and

WHEREAS, pursuant to Wis. Stats. § 59.10(3)(b), Ashland County is required to draw its supervisory districts along whole ward lines created by the City of Ashland and cannot split any ward into smaller sections; and

WHEREAS, the ideal population in each of the 21 Ashland County Supervisory districts is 763, and each county supervisory district should be within 10% deviation of that ideal population; and

WHEREAS, the City's October 12, 2021 resolution creating 9 wards in the City of Ashland created an approximate population of 878 in each ward; which is greater than 10% deviation from the County's required ideal population for its supervisory districts; and

WHEREAS, the Ashland County GIS Department attempted to create a legally compliant map of County Supervisory Districts following the proposed ward boundaries in the City's October 12, 2021 resolution creating nine (9) separate wards, but was unable to do so within the allowable population deviation; and

WHEREAS, the Ashland County GIS Coordinator and the City of Ashland Clerk have worked together to create a proposed ward map that allows the City to create its ideal number of Aldermanic Districts and retain nine (9) elected aldermanic positions for the Common Council, while also allowing Ashland County to create legally-compliant supervisory districts for its eleven (11) supervisory districts within the City of Ashland, which is the proposed ward map incorporated into this resolution; and

WHEREAS, pursuant to Wis. Stats § 5.15(2)(b)(4), each of the proposed Twenty-One (21) wards contains approximately 320-400 persons, and will be grouped contiguously to represent seven (7) Aldermanic Districts of nearly substantially equal populations, and allow for two (2) At-Large seats to represent the City of Ashland as a whole to maintain the approved nine (9) Alderperson seats on the Common Council.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that Wards One (1) through Twenty-One (21) are created and are defined on the attached map.

BE IT FURTHER RESOLVED that, within sixty (60) days of passage of this Resolution, the City of Ashland shall enact an Ordinance pursuant to WI § 62.08 (1) amending the Aldermanic Districts for the City of Ashland to be aligned with said Wards One (1) through Twenty-One (21), combined to reflect Aldermanic Districts One (1) through Seven (7) and Two (2) At-Large Seats, which shall be submitted to the Ashland County Board for consideration and final supervisory redistricting.

PASSED: October 26, 2021

Councilperson

ATTEST:

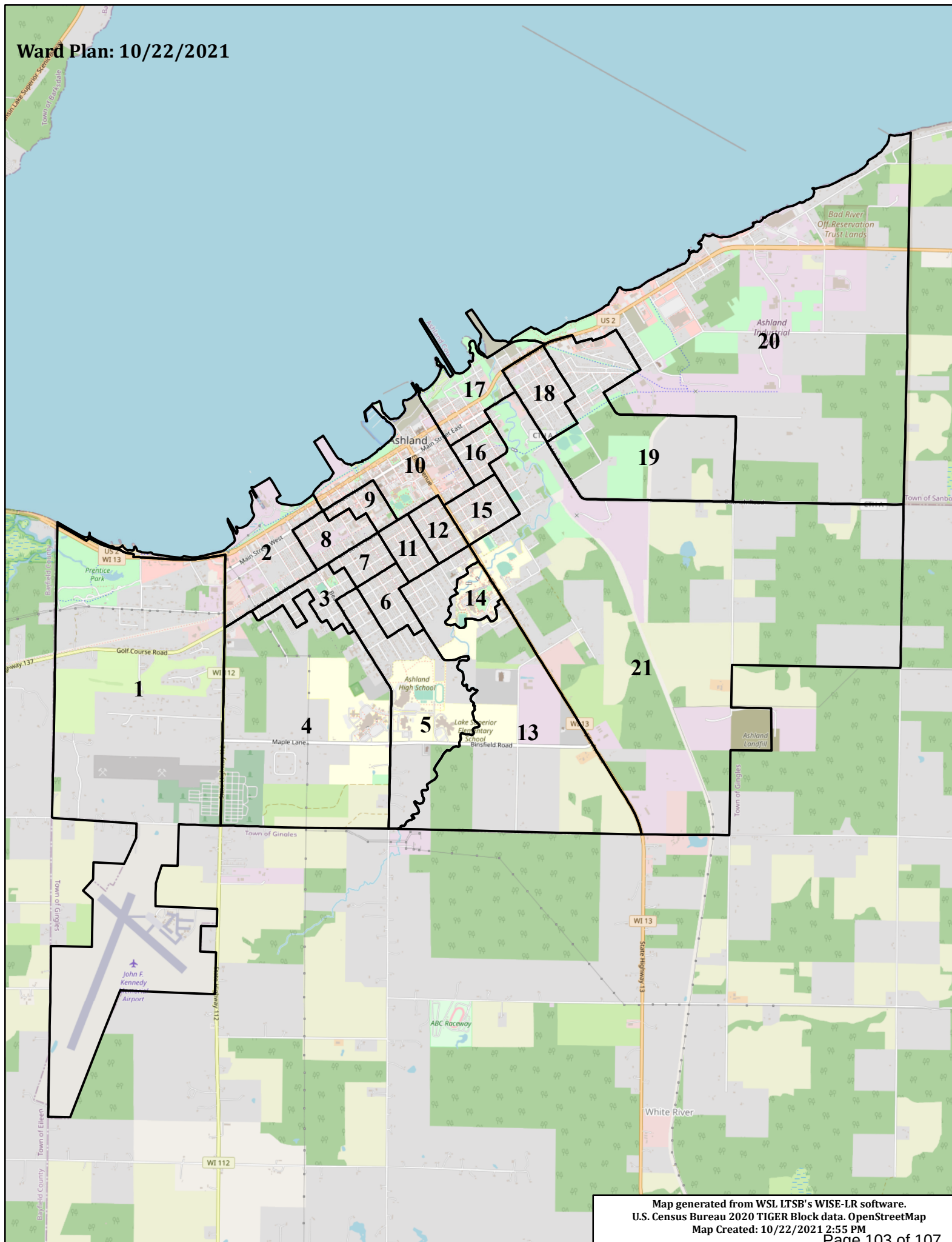
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

Approved as to Form:

Tyler W. Wickman, City Attorney

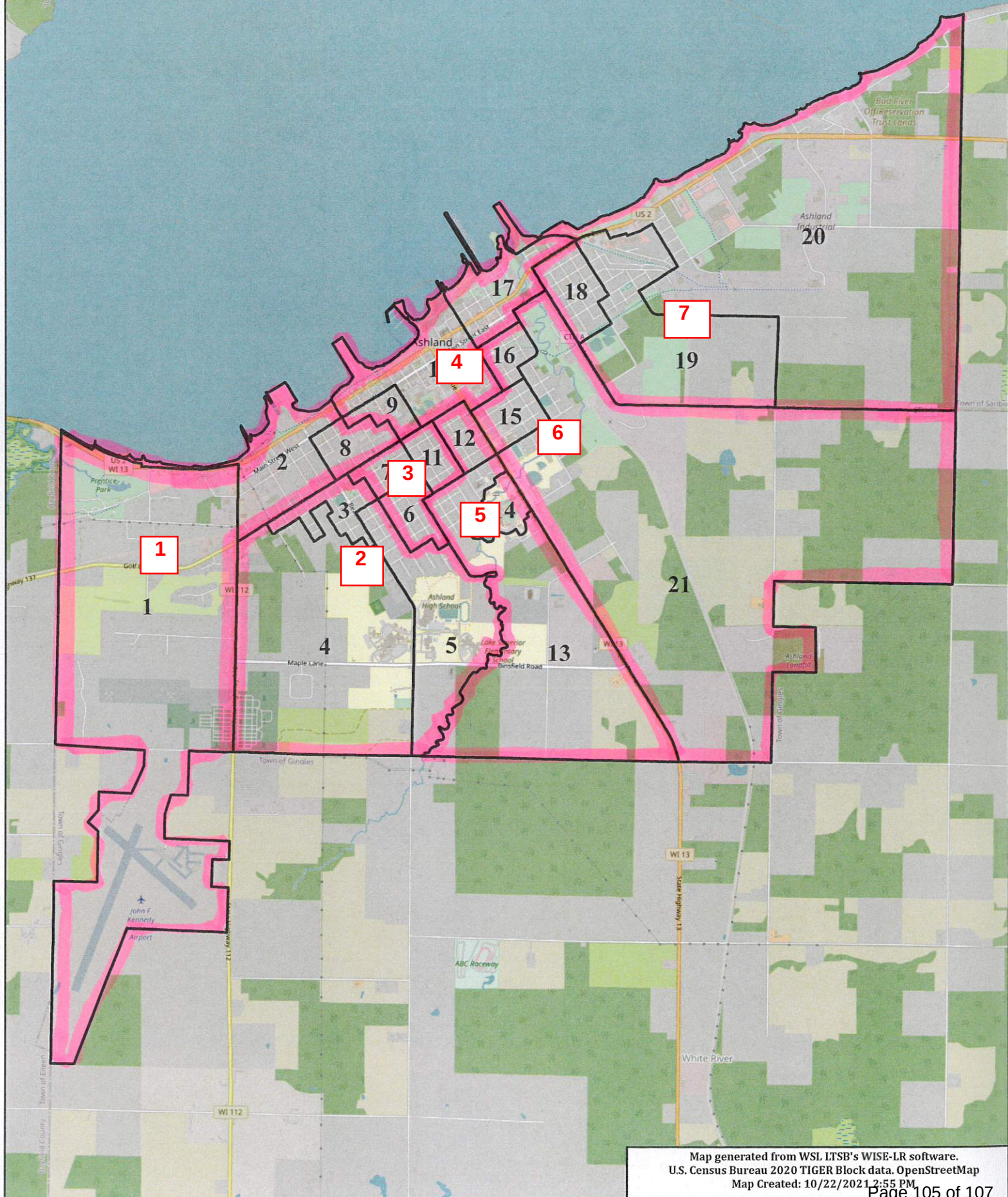
Ward Plan: 10/22/2021



CITY OF ASHLAND WARD DATA
for 21 WARDS

Ward	Population	Valid Range	Deviation Prcnt	Compactness	Population 18	White	Black	Hispanic	Asian	American Indian	% of AL Population	Islander Or	Other	Multi-Other
1	370	300 to 1000	-1.60%	0.25	324	328	1	3	4	34	3.20%	0	0	0
2	364	300 to 1000	-3.19%	0.14	260	296	6	7	6	40	3.77%	1	6	2
3	399	300 to 1000	6.12%	0.23	306	314	3	18	6	50	4.71%	0	4	4
4	373	300 to 1000	-0.80%	0.63	304	314	2	8	0	48	4.52%	0	1	0
5	387	300 to 1000	2.93%	0.31	319	332	0	7	5	40	3.77%	0	2	1
6	363	300 to 1000	-3.46%	0.56	284	305	1	16	3	35	3.30%	0	1	2
7	322	300 to 1000	-14.36%	0.64	227	255	6	11	12	32	3.02%	1	3	2
8	406	300 to 1000	7.98%	0.63	338	291	10	13	4	82	7.73%	0	3	3
9	398	300 to 1000	5.85%	0.24	372	318	4	17	7	47	4.43%	2	3	0
10	355	300 to 1000	-5.59%	0.27	315	260	14	5	3	61	5.75%	0	6	6
11	407	300 to 1000	8.24%	0.74	296	324	0	12	9	60	5.66%	0	1	1
12	350	300 to 1000	-6.91%	0.74	291	278	4	10	8	45	4.24%	0	3	2
13	329	300 to 1000	-12.50%	0.28	275	298	0	7	6	16	1.51%	0	2	0
14	367	300 to 1000	-2.39%	0.56	367	281	33	21	6	18	1.70%	2	0	6
15	393	300 to 1000	4.52%	0.77	297	310	2	2	6	65	6.13%	0	7	1
16	356	300 to 1000	-5.32%	0.7	287	264	2	10	3	72	6.79%	0	5	0
17	379	300 to 1000	0.80%	0.2	308	277	6	17	4	70	6.60%	0	5	0
18	396	300 to 1000	5.32%	0.67	326	308	5	11	4	57	5.37%	2	6	3
19	401	300 to 1000	6.65%	0.43	330	325	3	11	2	53	5.00%	0	5	2
20	382	300 to 1000	1.60%	0.35	309	293	3	3	0	76	7.16%	3	2	2
21	408	300 to 1000	8.51%	0.42	319	316	4	15	7	60	5.66%	1	4	1
Totals	7905				6454	6287	109	224	105	1061	100.00%	12	69	38
Averages	376		0.11%	0.46	307	299	5	11	5	51	4.76%	1	3	2

**Proposed 7 Aldermanic Districts
Utilizing 21 Wards**



PROPOSED 7 ALDERMANIC DISTRICTS DATA
USING 21-WARD MAP

Ward	Population	Deviation from Average	Population over Age 18	White	Black	Hispanic	Asian	American Indian	Pacific Islander Or Hawaiian	Other	Multi-Other
1	370		324	328	1	3	4	34	0	0	0
2	364		260	296	6	7	6	40	1	6	2
8	406		338	291	10	13	4	82	0	3	3
	1140	-0.97%	922	915	17	23	14	156	1	9	5
3	399		306	314	3	18	6	50	0	4	4
4	373		304	314	2	8	0	48	0	1	0
5	387		319	332	0	7	5	40	0	2	1
	1159	2.66%	929	960	5	33	11	138	0	7	5
6	363		284	305	1	16	3	35	0	1	2
7	322		227	255	6	11	12	32	1	3	2
11	407		296	324	0	12	9	60	0	1	1
	1092	-3.28%	807	884	7	39	4	127	1	5	5
9	398		372	318	4	17	7	47	2	3	0
10	355		315	260	14	5	3	61	0	6	6
17	379		308	277	6	17	4	70	0	5	0
	1132	0.27%	995	855	24	39	14	178	2	14	6
12	350		291	278	4	10	8	45	0	3	2
13	329		275	298	0	7	6	16	0	2	0
14	367		367	281	33	21	6	18	2	0	6
	1046	-7.35%	933	857	37	38	20	79	2	5	8
15	393		297	310	2	2	6	65	0	7	1
16	356		287	264	2	10	3	72	0	5	0
21	408		319	316	4	15	7	60	1	4	1
	1157	2.48%	903	890	8	27	16	197	1	16	2
18	396		326	308	5	11	4	57	2	6	3
19	401		330	325	3	11	2	53	0	5	2
20	382		309	293	3	3	0	76	3	2	2
	1179	4.43%	965	926	11	25	6	186	5	13	7

Ward Plan: 10/8/2021

