

**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/500263957>

Or dial in using your phone.

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

Access Code: 500-263-957

**ASHLAND CITY COUNCIL MEETING
Tuesday, December 7, 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. November 16, 2021 City Council and Committee of the Whole Meeting Minutes

B. November 30, 2021 City Council Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

A. Announcements

B. Appointments

6. CONSENT AGENDA

A. Approve the 2022 Common Council Meeting Calendar (Clerk)

B. Approve the Appointment of 2022-2023 Election Inspectors and Special Voting Deputies (Clerk)

C. Approve to Waive the Requirements Set Forth in Chapter 923.10, Ashland City Ordinances, and Approve a Joint Powers Agreement between Ashland County and the City of Ashland for Ashland County 911 Emergency System (Emergency Services)

- D. Approval to Accept a 2022 Urban Forestry Grant from the Wisconsin Department of Natural Resources for the City of Ashland Urban Forestry Program: Tree Inventory & Reforestation Project (*Parks*)**
- E. Approve a Schedule of Appointment of Agent Application for Kwik Trip 110 at 1814 Lake Shore Drive West, Ashland, WI, Applicant Amanda OLeary (*Clerk*)**
- F. Miscellaneous Meeting Minutes**

7. NEW BUSINESS

- A. Presentation and Discussion of City of Ashland 2020 Audit (*Finance*)**
- B. Public Hearing on the Proposed 2022 City of Ashland Budget (*Mayor*) Roll**
- C. Approve a Resolution Authorizing the Award and Sale of a \$270,000 Short Term General Obligation Promissory Note, Series 2021A, to Fund 2022 Capital Projects (*Administrator*) Roll**
- D. Approve a Resolution to Adopt the 2022 Non-Represented Employees Salary/Hourly Wage Schedule (*Administrator*) Roll**
- E. Approve an Ordinance to Repeal Chapter 165 (2021-1945) and Recreate Chapter 165 (2021-1952) Comprehensive Fee Schedule, Ashland City Ordinances (*Clerk*) Roll**
- F. Approve a Resolution by the Common Council for the City of Ashland, Wisconsin, to Adopt the 2022 General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds Budgets (*Administrator*) Roll**
- G. Approve the 2022 Proposed Budgets for JFK Memorial Airport and Ashland Marina (*Administrator*) Roll**
- H. Approve a Resolution Adopted by the Common Council for the City of Ashland, Wisconsin, to Establish the 2021 Tax Levy (Payable in 2022) for the City's General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds (*Administrator*) Roll**
- I. Approve the Proposed 2022 Water and Wastewater Utility Budgets (*Administrator*) Roll**
- J. Approve a Resolution to Allow the City Clerk to Advertise for Candidates to Fill City Council Vacancies (*Clerk*) Roll**
- K. Approve a Resolution to Combine Aldermanic Districts and Establish Polling Places for the February 15, 2022 Primary, and the April 5, 2022 Spring Elections (*Clerk*) Roll**
- L. Approve an Ordinance to Rescind Chapter 5 (2021-1942), Municipal Board of Absentee Canvassers, Ashland City Ordinances (*Clerk*) Roll**
- M. Approve 2022 Property Insurance Carrier and Renewal Quote, and 2022 General Liability, Linebacker, Law Enforcement Liability, Data Compromise and Cyber Security, Government Crime/Fidelity ISO, Business Auto, Workers Compensation, and Commercial Umbrella Insurance Carrier and Renewal Quote (*Clerk*) Roll**

- N. Approve a Resolution to Issue a Conditional Use Permit (CUP) for an Emergency Residential Facility Use at 3600 Ellis Avenue, parcel #201-04992-0000, Zoned Light Industrial (LI). Applicant: Crossroads Outreach Center, Inc. (Planning) Roll**
- O. Approve a Resolution to Accept an Offer to Purchase City-Owned Land for Parcel #201-05053-0200 from Patrick Mika, Zoned Heavy Industrial (Planning) Roll**
- P. Approve Final Payment to Ritola, Inc for the 2021 Lead Service Lateral Replacement Project (Public Works) Roll**
- Q. Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement (Public Works)**
- R. Approve an Amendment to the Sidewalk Special Assessment Policy (Public Works) Voice**

8. CLOSED SESSION

- A. Closed Session** Pursuant to Wis. 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." *Wal-Mart Real Estate Business Trust Claim for Excessive Assessment for 2020 (City Attorney) Roll*
- B. Return to Open Session** Voice
- C. Report on 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.

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Access Code: 500-263-957

**ASHLAND CITY COUNCIL MEETING MINUTES
Tuesday, November 16, 2021 – 5:30 PM
Ashland City Hall Council Chambers**

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, November 16, 2021 Ashland City Council meeting was called to order by Council President Kevin Haas at 5:38 p.m. It was noted a quorum of the Common Council was present.

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

ABSENT: Jackie Moore (excused)

ALSO PRESENT: City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Max Lindsey, Finance Director Julie Vaillancourt, Public Works Director John Butler, Parks Director Sara Hudson, Planning Director Megan McBride, and other concerned citizens.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

A. October 26, 2021 Council Meeting Minutes

B. October 26, 2021 Committee of the Whole Meeting Minutes

Franek moved, seconded by Seefeldt to approve the minutes as presented. The motion passed unanimously by voice vote.

4. CITIZEN PARTICIPATION PERIOD

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

Zygmund Jablonski, 916 6th Avenue West, spoke to Council regarding the repeated work on a sewer lateral on Highway 2 East.

5. MAYOR'S REPORT

A. Announcements

Council President Kevin Haas relayed that Mayor Lewis is away tending to a family matter. On her behalf, he noted that the Tree Lighting Ceremony would be held on November 27, 2021 at Pearson Park. NWCSA has continued to work on the homeless shelter and anticipated it being accessible by December 1, 2021. They are also hiring and training staff for the facility. A reminder went out to Council of the final meetings for the year being November 30 and December 7. Finally, he passed along wishes for a joyful Thanksgiving holiday from the Mayor.

6. CONSENT AGENDA

- A. Approve to Accept a Wisconsin DNR Outdoor Recreation Aids Grant for \$300,000 for Ashland Oredock Redevelopment (*Parks*)**
- B. Approve to Accept a Pass-through Grant for \$10,000 from International Mountain Bike Association (IMBA) for the Planning and Design of Future Mountain Bike Trails on the Ashland Memorial Medical Center Campus (*Parks*)**
- C. Approve an Agreement between the City of Ashland and Northwest Community Services Agency Inc. (NWCSA) for CDBG CV Grant 21-38 for a Homeless Shelter (*Mayor*)**
- D. Approve an Original Alcohol Beverage Retail License Application for a Class B Fermented Malt Beverage and Class C Wine License for One Night in Bangkok, LLC at 311 Main Street East, Ashland, Agent Jodi Rush (*Clerk*)**

- E. Approve Utility Access Agreement at 1522 9th Avenue West and 1604 9th Avenue West**
(Public Works)
- F. Approve a Proposal from the Historical Consulting, LLC for Professional Services to Prepare Nomination of a Fifield Row Historic District on the National Register of Historical Places** *(Planning)*

G. Miscellaneous Meeting Minutes

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

7. NEW BUSINESS

- A. Approve a Resolution to Exempt the City of Ashland from the Ashland County Library Levy** *(Administrator)* Roll

Jackson moved, seconded by Lindell to approve the resolution. The motion passed 7-1 by roll call vote; Pufall opposed.
- B. Approve to Increase the Contract with Managing Results, LLC as the Strategic Planning Consultant for the City of Ashland** *(Administrator)* Roll

Lindell moved, seconded by Seefeldt to approve to increase the contract by \$5,993.00. The motion passed unanimously by roll call vote.
- C. Approve a Resolution to Submit an EPA Brownfields Site Assessment Grant Application** *(Planning)* Roll

Jackson moved, seconded by Lindell to approve the resolution. The motion passed unanimously by roll call vote.
- D. Approve an Agreement for Professional Services between the City of Ashland and Short Elliott Hendrickson Inc. for Preparation of an EPA Brownfields Site Grant Application** *(Planning)* Roll

Lindell moved, seconded by Seefeldt to approve the agreement for \$4,875.00. The motion passed unanimously by roll call vote.
- E. Approve a Resolution to Rezone Parcel #201-05070-0000 from Light Industrial (LI) to Single-Family Residential (R-1). Applicant: Lawrence Pufall** *(Planning)* Roll

Lindell moved, seconded by Franek to approve the resolution. The motion failed 2-6 by roll call vote; opposed were Haas, Ortman, Seefeldt, Jackson, Tochtermann, and Lindell.

8. ADJOURNMENT

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

Respectfully Submitted,

November 16, 2021

Denise Oliphant,
City Clerk

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COMMITTEE OF THE WHOLE MEETING MINUTES

The Common Council of the City of Ashland will meet as the Committee of the Whole on **November 16, 2021** immediately following the City Council meeting which begins at **5:30 PM** in the Ashland City Hall Council Chambers.

The following items will be considered:

1. Roll Call

The Tuesday, November 16, 2021 City of Ashland Committee of the Whole Meeting was called to order by Council President Kevin Haas at 6:35 PM.

ROLL CALL: Present were Kevin Seefeldt, Sarah Jackson, Ana Tochtermann, Eric Lindell, Kevin Haas, Charlie Ortman, Elizabeth Franek, and Dick Pufall. Jackie Moore was excused.

Others Present: City Administrator Brant Kucera, City Clerk Denise Oliphant, Finance Director Julie Vaillancourt, Public Works Director John Butler, Parks Director Sara Hudson, Planning Director Megan McBride, Fire Chief Stuart Mathias, Airport Manager Bill Moore, and other concerned citizens.

2. Approval of Agenda

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

3. Discussion Items

A. **Continue Discussion and Presentation of Proposed 2022 City of Ashland Budget and Approve a Recommended 2022 Budget for Council Approval and Public Budget Hearing at the December 7, 2021 Council Meeting**

A presentation was made of the Capital Budgets by Administrator Kucera. A presentation was made of the Utility Budget by Public Works Director Butler.

Lindell moved, seconded by Seefeldt to approve and forward the proposed 2022 City of Ashland Budget to Council for public hearing on December 7, 2021. The motion passed unanimously by voice vote.

Haas again reminded of the upcoming Council meetings for November 30, 2021 and December 7, 2021.

4. Adjournment

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

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

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, November 30, 2021 Ashland City Council meeting was called to order by Mayor Debra Lewis at 5:30 p.m.

A. Roll Call

Roll call was taken.

PRESENT: Kevin Seefeldt, Sarah Jackson, Ana Tochtermann (5:40), 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 Max Lindsey, Planning Director Megan McBride, Elections Specialist Sarah Szymaniak, and other concerned citizens.

2. APPROVAL OF AGENDA

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

3. CITIZEN PARTICIPATION PERIOD

Elise Kehle, 6th Ward Resident, spoke in favor of at-large seats as a positive component of Council.

Mary Rehle, 9th Ward Resident, encouraged Council to approve at-large seats.

4. NEW BUSINESS

A. Approve an Ordinance No. 2021-1950 to Amend Chapter 3 (1525) Aldermanic Districts, Ashland City Ordinances (Clerk) Roll

Lindell moved, seconded by Pufall to approve to amend Charter Ordinance Chapter 3 creating boundaries for seven aldermanic districts and approve seven Council seats and no at-large seats. Haas moved, seconded by Ortman to recognize Elise Kehle to speak. Pufall called the question, seconded by Lindell. A roll call vote carried the motion 6-3; opposed were Jackson, Ortman, and Franek.

B. Approve a Charter Ordinance to Amend Charter Ordinance Chapter 29 (1100) Aldermanic Terms, Ashland City Ordinances (Clerk) Roll

Haas moved, seconded by Lindell to approve the amended Charter Ordinance Chapter 29 (1100) to reflect aldermanic terms for seven council seats. A roll call vote carried the motion 8-1; opposed was Franek.

C. Approve a Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 10, City of Ashland, Wisconsin (Planning) Roll

Tochterman moved, seconded by Haas to approve the resolution. A roll call vote unanimously carried the motion.

5. ADJOURNMENT

Lindell moved, Haas seconded and Council unanimously approved to adjourn.

Respectfully Submitted,

Denise Oliphant,
City Clerk

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SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Mayor

EXHIBITS:

1. Offer to Volunteer - A Zais
2. Offer to Volunteer - A Amman
3. Offer to Volunteer - A Peterman

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

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

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

The Mayor respectfully requests approval of the following appointments:

Sustainability Committee:

Adam Zais, replacing Parker Sterling, who resigned, Term expires: June 28, 2022.

Amy Amman, term expires: December 7, 2023.

Axel Peterman, term expires: December 7, 2023.

OFFER TO VOLUNTEER

1) I would like to be considered for the following committees.

Sustainability Committee

2) Write a brief statement of education and training:

Education / BA Renewable Energy & Ecological Design / Green Mountain College / graduated 2014
(magna cum laude)

Current vocation / Apprentice Electrician / Solar / Jolma Electric

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

Greetings,

I chose to live in downtown Ashland in order to match up my professed beliefs with my actions. For example, it felt hypocritical for me to advocate that people live in walkable communities when I didn't. Environmental & fiscal sustainability were important for me then, and continue to be now. To that end, in 2017 I purchased a historic Main Street building that was sliding into serious disrepair with the intent of hitting the 'triple bottom line' - fiscal, social, and environmental sustainability. Five years later, I continue to renovate and weatherize the building.

While I'm happy with my progress on the building, I've become more and more interested in ways to have a greater impact in the community. Working with the Sustainability Committee is a way to have that greater impact, and I'm excited by the opportunity that it provides!

Work History (highlights)

- AmeriCorps Alumni
- Wildland firefighter (2014-19 fire season - 2017-2019 as squad leader)
- Solar Installer (electrician apprentice)
- Small business owner

4) Referred by (include phone number)

Kate Ullman -

Contact Information:

Name: Adam Zais

Phone number:

Address: 113 1/2 Main St W

Date: 11/29/21

Find yourself next to the water.

ASHLAND

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:

Sustainability Committee

Write a brief statement of education and training:

I hold a bachelor's degree from UW-Stevens Point in General Resource Management with minors in Environmental Science and Water Resources,

and have worked in natural resource management for the US Forest Service in Michigan's Upper Peninsula for over 20 years.

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 spent my life in the Upper Great Lakes, and have worked in natural resource management locally for the Forest Service for 20 years. I work every day to balance human needs and environmental protections.

I'm comfortable working in a team setting and am willing to speak up and participate in team discussions. I have always enjoyed spending time outside (camping, skiing, biking, swimming, etc.).

I have done some coaching (swimming) and some mentoring (mountain biking), and I've been very involved in organizing and putting on a women's biking clinic locally in recent years.

I care deeply about the impact humans have on the environment, local food and products, sustainability, and making personal choices that minimize my impact on this planet.

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

Mike Amman

Sara Hudson

Contact information: **Amy Amman**

Name (Please print)

Phone #

1312 Chapple Avenue, Ashland

11/7/2021

Date

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:

Sustainability Committee

Write a brief statement of education and training:

I earned my BS degree in outdoor education (with emphasis on natural history and interpretation) as part of the Northland College class of 2018.

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.)*

My special interests include food systems and their role in sustainable community development. I

have several vegetable ferments bubbling away in my kitchen at any time. I am a conscientious

objector to car ownership. I have experience operating on a committee through volunteering with the

SRWA, and experience interacting with the public through work at the Chequamegon Food Co-op.

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

Jason Maloney

Contact information:

Axel Peterman

Name (Please print)

Phone #

113 1/2 Main St W. Ashland, WI 54806

Address

10/27/2021

Email

Date

SUBJECT: Approve the 2022 Common Council Meeting Calendar (*Clerk*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS: 1. 2022 Council Calendar

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permits 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:

The 2022 Ashland Common Council meeting calendar includes consideration of the following:

- Council meetings are held on the second and last Tuesdays of the month as stated in Chapter 51, Ashland City Ordinances, with the exception of dates that may interfere with the election calendar and holidays, such as in August, November, and December.
- Per WI State Statute, a Reorganizational Meeting is held on the third Tuesday of every April. This will be the only anticipated meeting during that month.
- Committee of the Whole meetings will be held immediately after the scheduled Council meetings. It is up to the discretion of the Council President if there needs to be a Committee of the Whole meeting held.
- At least three designated Committee of the Whole Budget Work Sessions are held prior to the 2023 Budget Public Hearing to approve the next year's budget, with the option of additional work sessions in lieu of already scheduled Committee of the Whole meetings during that time if necessary.
- Special meetings due to deadlines or urgent matters may be added to the calendar at the Mayor's discretion and upon the availability of a quorum.

The Clerk is requesting approval of the proposed 2022 Ashland Common Council Meeting calendar.

2022 CITY OF ASHLAND COUNCIL CALENDAR

Subject to Change

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
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30	31					

February						
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27	28					

March						
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April						
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May						
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29	30	31				

June						
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26	27	28	29	30		

July						
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31						

August						
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28	29	30	5			

September						
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October						
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30	31					

November						
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December						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

COUNCIL MEETINGS



CITY HALL OFFICES CLOSED



ELECTION DATES



COUNCIL MEETING/
BUDGET HEARING



REORGANIZATIONAL MTG



BUDGET WORKSESSIONS



SUBJECT: Approve the Appointment of 2022-2023 Election Inspectors and Special Voting Deputies
(Clerk)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS: 1. 2022-2023 Election Inspectors and SVDs

EXPENDITURES REQUIRED: As budgeted

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: Section 51.26 (b) of Chapter 51, Ashland City Ordinances, permits 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:

According to WI State Statute 7.30(4)(a), 7.30(6), the Governing Body shall appoint election inspectors for a two-year term, which begins January 1, 2022 and ends December 31, 2023.

The individuals listed as 2022-2023 Elections Inspectors and Special Voting Deputies have replied to the Clerk confirming they wish to serve as workers for the 2022 and 2023 elections.

2022-2023 Election Inspectors and Special Voting Deputies

Sam	Adair
Stephanie	Baker
Sara	Beadle
Linda	Calhan
Joyce	Carlson
Jaclynn	Findlay
Bob	Ford
Blake	Frost
Brontë	Gross
Sara	Hudson
Leslie	Jagger
Isabella	Jeffron Neuhold
Jeff	Johnson
Chelsea	List
Matt	Mackenzie
Magi	Malone
Sharon	Manthei
Anna	Marhefke
Catherine	McComas-Bussa
Jacob	Miner
Ed	Monroe
Maribeth	Monroe
John	Morris
Mary Kay	Muse
Valerie	Olinik-Damstra
Linda	Opperman
Tara	Padovan
Karin	Pierce
Bruce	Prentice
Lissa	Radke
Cheyenne	Reeves
Kevin	Seefeldt
Rose	Spieler-Sandberg
Cheryl	Tveit
Phil	Wesner
Kat	Whitten
Emerson	Ziehr

SUBJECT: Approve to Waive the Requirements Set Forth in Chapter 923.10, Ashland City Ordinances, and Approve a Joint Powers Agreement between Ashland County and the City of Ashland for Ashland County 911 Emergency System (*Emergency Services*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Mayor, Police Chief, Fire Chief

EXHIBITS:

1. Correspondence from David McGuire, Public Safety Communications Director, November 9, 2021
2. Joint Powers Agreement between Ashland County and the City of Ashland

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on November 29, 2021 that Ashland County is not 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, permits 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:

Section 236.35(9), WI State Statutes requires that emergency service providers enter into an annual Joint Powers Agreement with the agency operating the 911 Call Center for the community. The Joint Powers agreement authorizes the 911 Call Center to dispatch municipal fire, ambulance, or law enforcement vehicles to incidents within or outside the boundaries of the municipality.

Although it is confirmed that Ashland County is not in compliance with Chapter 923.10, Ashland City Ordinances, and due to the nature of this agreement, it is requested of Council to waive this requirement and approve the mandatory Joint Powers Agreement for the Ashland County 911 Emergency System.



ASHLAND COUNTY SHERIFF'S OFFICE

Sheriff Michael W. Brennan

November 9, 2021

City of Ashland

601 Main St W
Ashland, WI 54806

Ms. Oliphant,

Enclosed is the Joint Powers Agreement for calendar year 2022 to be signed. Wisconsin State Statute 256.35(9) requires Joint Powers Agreements between Ashland County and the City of Ashland to be filed annually.

Changes have been made from the prior agreement to reflect the dates of the new term. No substantive change to the nature of the Agreement has been made.

Please sign and return the Agreement within 30 days and after being signed by the Ashland County Clerk, a copy will be forwarded to you and also filed with the Wisconsin Department of Justice as required by statute.

Your cooperation and timely response is greatly appreciated. Please contact me if you have any questions or concerns.

Regards,

A handwritten signature in black ink, appearing to read "David McGuire". The signature is fluid and cursive.

David McGuire
Public Safety Communications Director
Ashland County Sheriff's Office
(715) 685-7640 x478
david.mcguire@ashlandcountysheriff.us

Joint Powers Agreement
Between Ashland County
and the
City of Ashland

Ashland County 911 Emergency System

WHEREAS, Ashland County and the municipalities located within the boundaries of Ashland County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including firefighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9)(a), Wis. Stats. "Joint Powers Agreement," requires that in implementing a 911 system as has been done in Ashland County, public agencies shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Ashland County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE in consideration of the mutual promises, agreements and condition contained herein, it is hereby jointly agreed between Ashland County and the City of Ashland as follows:

1. That effective January 1, 2022 this agreement shall, thereafter, be applicable on a daily basis from said date through December 31, 2022.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Ashland County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Section 256.35(9)(c), Wis. Stats.

Dated this _____ day of _____, 2021.

Heather Schutte
Ashland County Clerk

Deb Lewis
Mayor
City of Ashland

SUBJECT: Approval to Accept a 2022 Urban Forestry Grant from the Wisconsin Department of Natural Resources for the City of Ashland Urban Forestry Program: Tree Inventory & Reforestation Project (*Parks*)

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Parks and Recreation Committee
Administration

EXHIBITS:

1. WI DNR Notification of Award 2022, November 18, 2021
2. WI DNR Urban Forestry Grant Application

EXPENDITURES REQUIRED: \$ 18,313.00 DNR 2022 Grant
\$ 6,000.00 2022 CIP Budget Fund (Match)
\$ 12,313.00 City Staff Time (Match)
\$ 36,626.00 Total

AMOUNT BUDGETED: \$ 6,000.00 2022 CIP Budget Fund (Match)
\$ 12,313.00 City Staff Time (Match)
\$ 18,363.00 Total

APPROPRIATION REQUIRED: \$ 6,000.00 2022 CIP Fund

TREASURER'S CERTIFICATE: NA

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

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

SUMMARY STATEMENT:

The City of Ashland has been selected to receive a WI DNR Urban Forestry Grant for the City of Ashland Urban Forestry Program: Tree Inventory & Reforestation Project in the amount of \$18,313.00.

This grant proposal will assist the City of Ashland with:

- The update of the City's tree inventory, thus updating the WI DNR's Community Tree Inventory online
- The reforestation of four City blocks from the Chapple Avenue South street reconstruction projects with up to five trees. In 2021, thirteen trees were removed as part of this project. Of these, five were ash trees.
- The removal of an additional fifteen ash trees in "poor" or "fair" conditions in areas designated within the

current urban forestry plan.

- The replacement of an additional twenty trees in neighborhoods where trees were removed over the last ten plus years.
- Staff Training: sending one staff member to the Wisconsin Community Tree Management Institute and providing a chain saw safety course to Public Work staff, neighboring communities and local organizations.



November 18, 2021

Sara Hudson
Parks & Rec Director/City Forester
City of Ashland
601 Main St. W
Ashland, WI 54806

SUBJECT: SELECTION OF YOUR 2022 URBAN FORESTRY GRANT PROPOSAL

Dear Sara,

For your planning purposes, I am pleased to inform you that your application for the "City of Ashland UF Program: Tree Inventory & Reforestation" project has been selected to receive a 2022 Urban Forestry grant for \$18,313.00, **Congratulations!**

Competition was high again this year. We received 59 grant applications totaling \$871,762.49. The Department has \$519,680.00 available for the 2022 Urban Forestry grant, allowing 42 grants to be awarded, covering 59.6% of the dollars requested.

We continue to process your application with plans to provide your grant agreement on or before December 20, 2021. The project components and proposed budget will be reviewed for eligibility. Any necessary adjustments will be shared prior to drafting the agreement. If you are no longer interested in this grant, please let me know immediately!

Please hold any news release related to this grant award until after:

- 1) you have received and signed your agreement, **and**
- 2) the DNR has issued, and shared with you, the statewide press release, which is scheduled for December 2021

Do not make any purchases or start work related to this project until after the grant start date, January 1st, 2022, which will be noted on your agreement. Expenses incurred prior to the grant start date will be your responsibility.

Again, congratulations on the selection of your project for funding. Should you have any questions about the forthcoming agreement or grant, please feel free to contact me at (715)896-7099 or your [Urban Forestry Coordinator](#). I look forward to working with you as you complete your project.

Sincerely,

Nicolle Spafford
Urban Forestry Grant Specialist

C: Patricia Lindquist - Urban Forestry Coordinator, Green Bay

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For more assistance with Adobe Reader visit <http://www.adobe.com/go/acrreader>.

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SUBJECT: Approve a Schedule of Appointment of Agent Application for Kwik Trip 110 at 1814 Lake Shore Drive West, Ashland, WI, Applicant Amanda OLeary (*Clerk*)

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Clerk

EXHIBITS: 1. Schedule for Appointment of Agent

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, permits 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:

Amanda OLeary has applied as a new Agent for the Alcohol Beverage License application for Kwik Trip 110, 1814 Lake Shore Drive West.

It is recommended to approve the application for Amanda OLeary, fka Amanda Carrillo, as Agent for Kwik Trip 110.



Legal

PHONE 608-781-8988

FAX 608-793-6120

1626 Oak St., P.O. Box 2107
La Crosse, WI 54602

www.kwiktrip.com

November 24, 2021

City Clerk
City of Ashland
601 Main St. W.
Ashland, WI 54806-1537

RE: Appointment of Agent
Kwik Trip 110
1814 Lake Shore Dr. W.

Dear City Clerk:

Amanda OLeary, has been assigned to take on leadership responsibilities at our Kwik Trip 110 convenience store. Therefore, we would like to appoint Amanda as the agent of the store.

Enclosed please find the completed Appointment of Agent and Auxiliary Questionnaire forms along with a \$10.00 check for the administrative fee. I respectfully request that you include this item on the agenda of your City Council meeting for consideration.

If you require any further information, please contact me at (608) 793-6262 or DHafner@kwiktrip.com. Thank you in advance for your assistance with this matter.

Yours truly,

Deanna Hafner
Licensing Agent

Enclosures

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 KWIK TRIP, INC.
(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
Kwik Trip 110

(Trade Name)
located at 1814 Lake Shore Dr. W., Ashland, WI 54806

appoints Amanda M. OLeary
(Name of Appointed Agent)
23840 Co. Hwy. F, Ashland, WI 54806
(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? Since 12/2020

Place of residence last year 2153 Waukon Ave., St. Paul, MN 55119

For: KWIK TRIP, INC.

By: Ronald J. Guttman
(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, Amanda M. OLeary, 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.

23840 Co. Hwy. F, Ashland, WI 54806
(Signature of Agent) 11/19/21 (Date)
(Home Address of Agent) Agent's age 36
Date of birth 12/21/1984

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 _____ by _____ Title _____
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

0460-0138-4961-04

WI Dr. Lic. # **C687-052-512-824**

Individual's Full Name (please print) (last name) OLeary		(first name) Amanda		(middle name) Marie	
Home Address (street/route) 23840 Co. Hwy. F		Post Office Ashland	City	State WI	Zip Code 54806
Home Phone Number 651-373-6283		Age 36	Date of Birth 12/21/1984	Place of Birth Milwaukee, WI	

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.
- ☒ Agent _____ of **Kwik Trip, Inc.**
(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:

1. How long have you continuously resided in Wisconsin prior to this date? Dec. 2020
2. 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.)
3. 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.
4. 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)
5. 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		Employed From	To
Old Chicago Pizza & Taproom	Apple Valley, MN	8/2019	12/2020
MSP Airport Food Truck Alley	St. Paul, MN	2/2018	7/2019

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)
Amanda M. OLeary

Wisconsin Responsible Beverage Seller Training

Amanda Carrillo

has met all training requirements and successfully completed the above course and/or exam.

Certification Number: SL114753

Date of Completion: 12/07/2020



Authorized Signature

This certificate represents the successful completion of an approved Wisconsin Department of Revenue Responsible Beverage Server Course in compliance with secs. 125.04(5)(a)5., 125.17(6), and 134.66(2m), Wis. Stats. Present this certificate to your local municipal clerk's office to receive your Operator's or Retail license.

Diversys Learning, Inc.
1101 Arrow Point Drive, Suite 302
Cedar Park, TX 78613

**ASHLAND BEAUTIFICATION COUNCIL
MEETING MINUTES
Monday, October 4th, 2021
6:00 PM
Vaughn Library 2nd Floor Meeting Room**

1. Roll Call

David Askue	64
Shawna Johnson	71.75
Chris Oreskovich	63
Elaine Peterson	99.5
Layne Richardson	36
Kay Saari	73.5
Jeanne Spruell	39
Beth Strauss	38.5
Mary Zinnecker	73.5

Guest: Susan Askue

Volunteers:

Marla Mattson	4.5
Matt Johnson	1.5
Nola Bohn	1
Laura Bohn	2
Susan Askue	7
Joyce Goglin	86
Kelly Ross	3
Linda and Ed Calhan	12

2. Approval of August 30th, 2021 Meeting Minute: Motion: David Second: Kay Vote: Aye

3. Administrative:

Log Volunteer Hours

Treasurer's Report: Treasurer's Report: \$106.18 remaining from 2021 budget. Donation fund=\$2490.08. ABC is hoping to use these funds for a storage shed. Mary will talk with Sara Hudson at Parks and Rec regarding a potential location for shed near Pearson Plaza/Otis Park/City Hall. Future discussions on who will build or if we purchase and from where. Mary did get rough estimates on shed costs.

4. Old Business:

Review 2021 BC Budget

Review 2021 Calendar: ABC proposed to keep volunteer work calendar similar for 2022

Beauty Spot 2021 Wrap-Up: Write up for winners was sent to Bottomline News and was posted on Facebook.

Fall Mums & Bulbs Planting: Bulbs were ordered and will be planted by snowfall. Mums/Asters are being added to pots around the city and in Otis Park.

5. New Business:

Layne Richardson presented his resignation from ABC. Susan Askue has made application for seat on ABC.

Possible Christmas potluck for ABC members Dec. 13, 2021

Wrap garland November, time and place TBD

6. Project Plans/Updates:

- | | | |
|---|---|--|
| <ul style="list-style-type: none">• Crest Gardens: mulching• Pearson Plaza/Otis Park:
Mulched, moved hydrangea, lady's mantle and peonies. City trimmed in Otis. Layne has been adding sedum to rooftop restroom area. Purple asters were added to Otis for fall color.• Bayview Park: blooming, Daffodils will be added• Ellis Avenue: volunteers logging hours. Spent perennials will be cut back but grasses and Russian Sage | <ul style="list-style-type: none">should remain for winter interest.• Beaser Avenue: consider adding shrubs like red twig dogwood & burning bush.• 3rd Street Planters: blooming, mums added. Mary talked with Sara Hudson about 3rd St/3rd Ave w. She will have the city crew remove remaining tree roots & a work study student will maintain plots on the boulevard. Mulch will be added around the pots. ABC will continue planting and care of the pots only. | <ul style="list-style-type: none">• City Hall: blooming, mums added• Public Works Planters: blooming, mums added• Boat Landing: did not do well, too dry. Consider other options for next growing season.• Memorial Park: blooming, it was suggested to plant red/white/blue flowers next year• Jane Smith Memorial: weeding continues |
|---|---|--|

7. Next Meeting: Monday, November 1st at 6 pm, Vaughn Library 2nd Floor Meeting Room

8. Adjournment: 7:07 *Motion: Jeanne* *Second: Beth* *Vote: Aye*

Respectfully submitted,

Shawna Johnson

AIRPORT COMMISSION MINUTES

September 23, 2021

Page 1 of 2

Lloyd Orensten called the Airport Commission meeting to order at 4:30 p.m., September 23, 2021.

AGENDA ITEM 1: ROLL CALL

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

Absent: None

Also Present: Bill Moore (Airport Manager)

AGENDA ITEM 2: APPROVAL OF MINUTES (July 22, 2021)

A motion was made by Huber second by Korpela to approve the July 22, 2021 meeting minutes. The motion passed unanimously.

AGENDA ITEM 3: CITIZEN PARTICIPATION PERIOD

None

AGENDA ITEM 4: COMMISSION ITEMS

- 100LL Sump Installation
 - Will begin on September 27, 2021 and will be ready to use again on September 30, 2021. Airport will have no 100LL fuel during those 4 days of installation.
- 100LL Fuel Dispenser and Hose Reel
 - Dispenser has not arrived yet, will replace the old dispenser when new dispenser arrives.
- SRE Update
 - Has been ordered, and is getting painted and will be delivered before snow arrives.
- Net Jets
 - Moore has sent Net Jets all of their requested pictures of the airport updates but has yet to hear back from them, will be sending them a reminder.
- 2021 Crack Seal Project
 - Going to get brand new paint along with the crack seal project.
- Next Gen Brush Removal Project
 - On schedule for the winter, Hal Davis flew a drone on both approach ends and has a map where removal needs to happen. This project will happen when the ground finally freezes.
- Runway Stripes Repainting
 - Happening along with the crack seal project, photos and

measurements have been sent, painting will be beginning soon.

AGENDA ITEM 5: AIRPORT MANAGER'S REPORT

Moore is cycling all of the equipment to the city garage for repairs and updates. For fence perimeter project Moore wants to rent the Brush Hog for \$3,150 to knock all of the brush down, this expense would be included in next year's budget. Old SRE will be kept for at least a year if not longer, Moore will tell those airports inquiring that the old SRE equipment is not for sale at the moment. There is a new policy in place for crew car, stating that the car is to be used for maximum 2 hour trips with no overnight trips unless approved by Airport Manager. The Titian audit has been completed and the JFK Memorial Airport did well, they asked that Moore put a BC fire extinguisher by 100LL pump and add stainless steel piping on the fuel pump. The second audit was done by the Department of Weights and Measures where they found 3 things to correct: under picnic table there is a cracked manhole cover and Moore has ordered a new manhole cover and will be installed when slab is poured, a hose reel which will be replaced when parts arrive, and a bucket that needs to be hydrostatically tested every 3 years which has since been tested and passed with results sent to the state. Moore will let the commissioners know when SRE equipment arrives so they are able to come and view it out at their leisure.

AGENDA ITEM 6: APPROVAL OF BILLS

The list of bills was presented by Orensten. The total amount of the bills came to \$25,438.35. Motion made by Coffey seconded by Korpela to approve the bills as presented. The motion passed unanimously.

AGENDA ITEM 7: SET NEXT MEETING DATE

The next Airport Commission meeting will be held in two months on November 18, 2021 at 4:30pm, at JFK Airport.

AGENDA ITEM 8: ADJOURNMENT

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

Minutes respectfully submitted by Chelsea List

SUBJECT: Presentation and Discussion of City of Ashland 2020 Audit (*Finance*)

RECOMMENDATION: Presentation and Discussion only

DEPARTMENT OF ORIGIN: Finance

CLEARANCES: Mayor

EXHIBITS: 1. City of Ashland - Baker Tilly 2020 Audit Summary

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The financial statement auditor for the City of Ashland, Kimberly Shult, C.P.A., who is a partner with Baker Tilly US LLP, will be joining the meeting virtually to present the 2020 audit summary and answer questions from City Councilors.

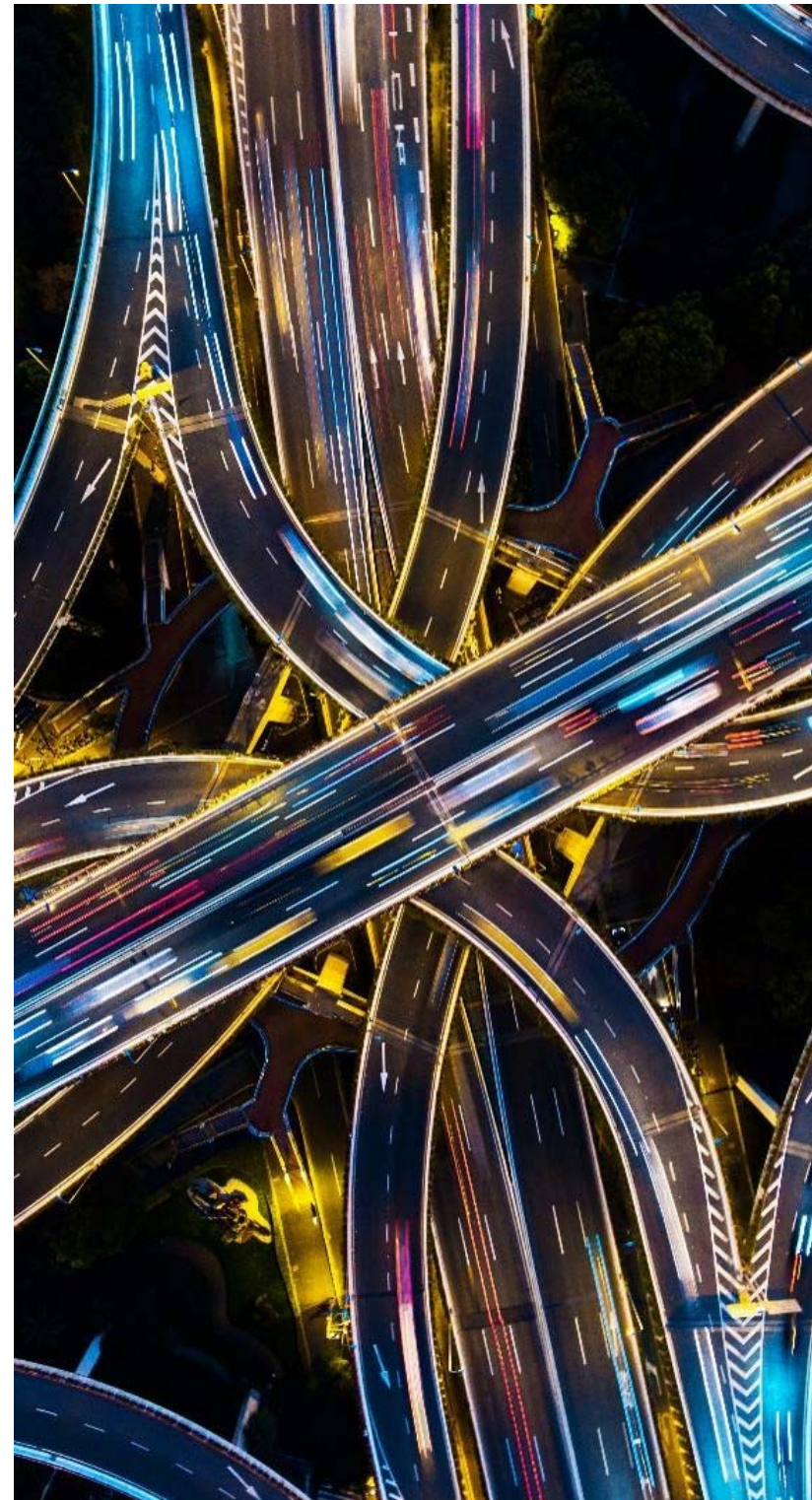


City of Ashland *Report to the City Council*

2020 Audit Summary



This report is intended solely for the use of management and the City Council.



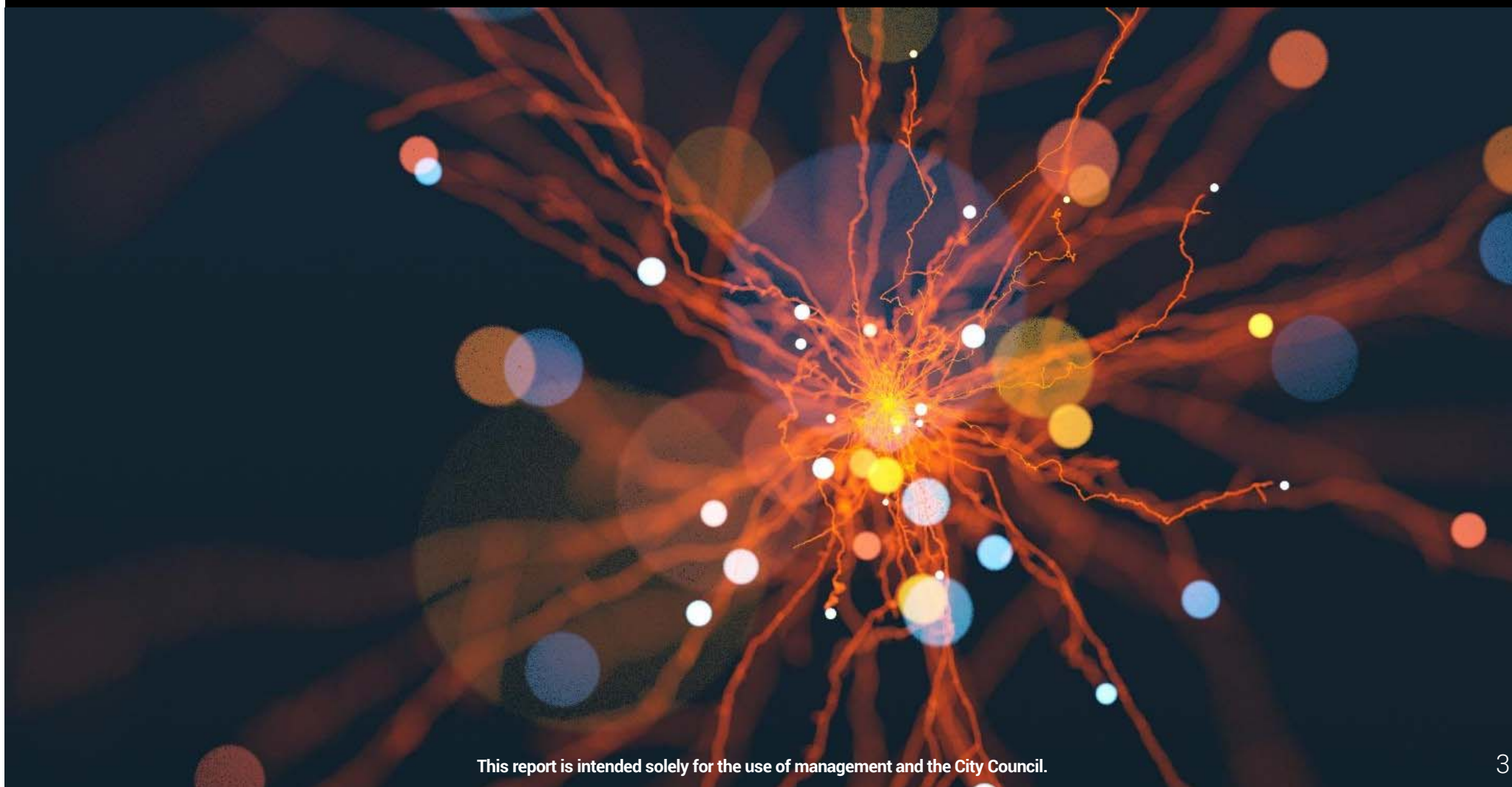
Overview

01 Independent auditors' report

02 Financial highlights

03 Reporting and insights letter

Independent auditors' report



This report is intended solely for the use of management and the City Council.

Independent Auditors' Report

Management's Responsibilities

- Preparation and fair presentation of financial statements
- Design, implementation and maintenance of internal controls

Auditors' responsibility

- Express opinions on the financial statements based on our audit
- Plan and perform the audit to obtain reasonable assurance about whether financial statements are free of material misstatement
- Procedures selected depend on auditors' judgment, including risk assessments and relevant internal controls

Opinions

- Unmodified: Financial statements are presented fairly, in all material aspects, in accordance with accounting principals generally accepted in the U.S.

Financial highlights



FINANCIAL HIGHLIGHTS

Analysis of General Fund Balance

DETAILS OF GENERAL FUND BALANCE

Nonspendable

includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.

2020

\$ 1,316,311

Assigned

includes spendable fund balance amounts that are intended to be used for specific purposes that are not considered restricted or committed.

145,028

Unassigned

includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories.

3,261,354

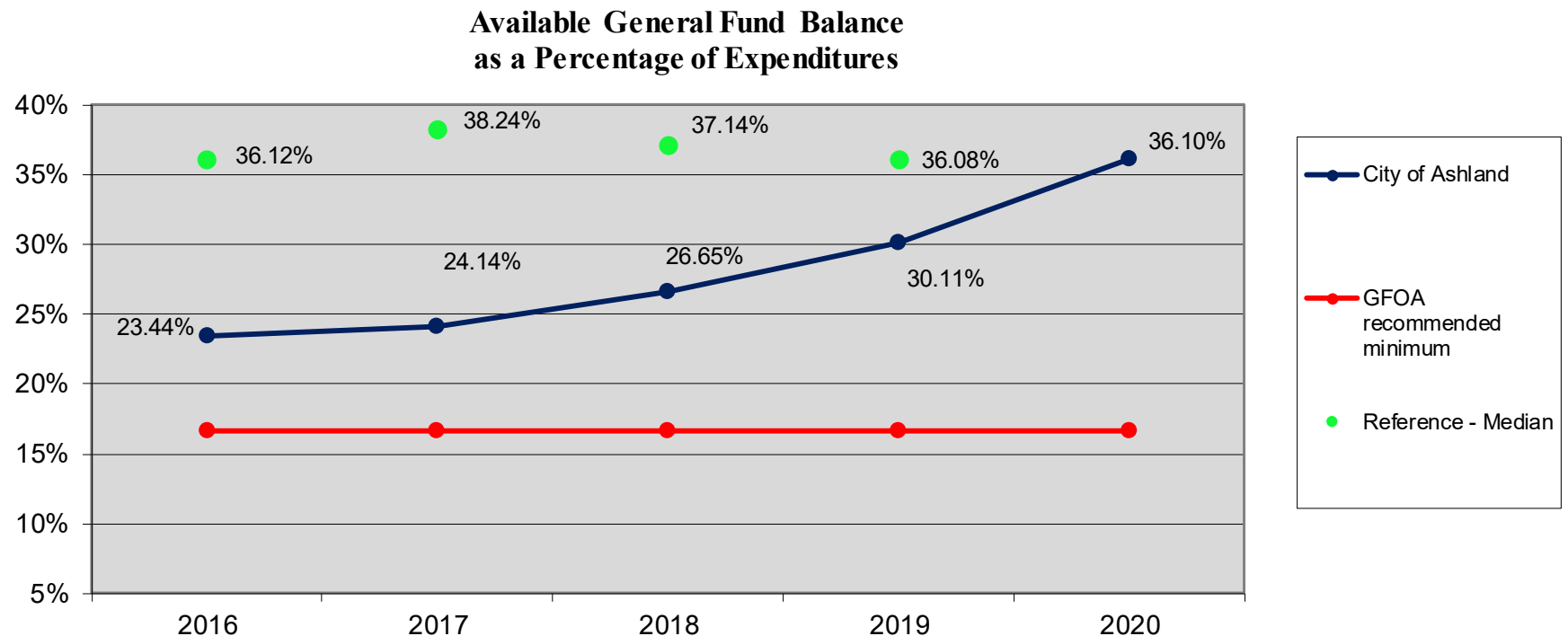
Total General Fund Balance

\$ 4,722,693

FINANCIAL HIGHLIGHTS

Analysis of General Fund Balance (cont.)

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Available Fund Balance	\$ 2,184,437	\$ 2,317,574	\$ 2,572,304	\$ 2,969,704	\$ 3,406,382
Expenditures	9,320,686	9,600,224	9,653,498	9,862,424	9,435,987
% of expenditures	23.44%	24.14%	26.65%	30.11%	36.10%



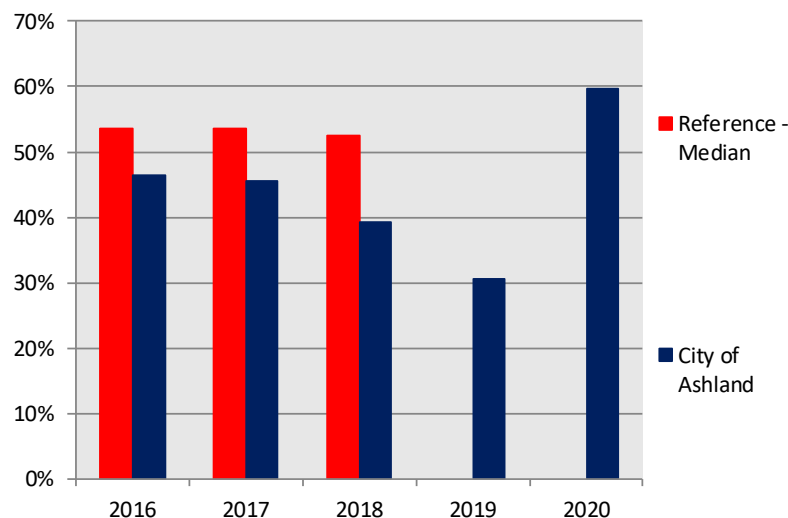
Reference values for the population range: less than 10,000 generated from 2016 - 2019 Baker Tilly municipal client data for Wisconsin.

FINANCIAL HIGHLIGHTS

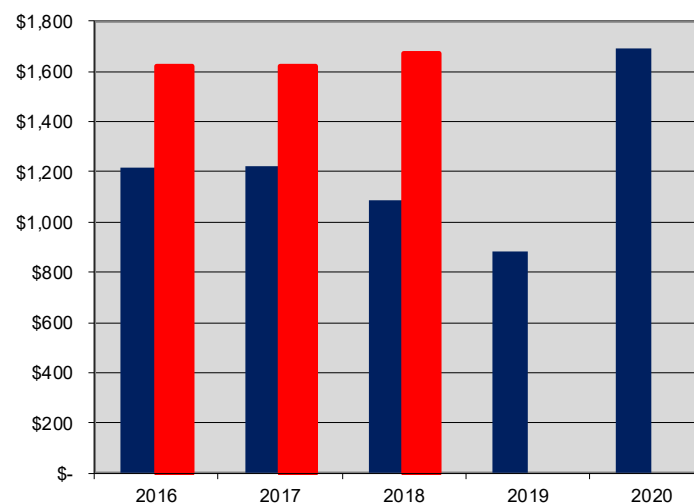
General Obligation Debt Outstanding

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Total General Obligation (G.O.) Debt (net)</u>					
Governmental Funds	\$ 9,214,920	\$ 9,647,978	\$ 8,828,234	\$ 7,475,997	\$ 13,030,097
Enterprise Funds	967,420	631,020	305,761	-	1,110,000
Subtotal	10,182,340	10,278,998	9,133,995	7,475,997	14,140,097
Less: Fund equity available for debt	(188,112)	(239,698)	(206,084)	(210,713)	(222,178)
TOTAL	\$ 9,994,228	\$ 10,039,300	\$ 8,927,911	\$ 7,265,284	\$ 13,917,919
Population (per 2010 census)	8,216	8,216	8,216	8,216	8,216
G.O. Debt Capacity	\$ 21,540,160	\$ 22,074,695	\$ 22,748,660	\$ 23,800,940	\$ 23,352,600
G.O. debt per capita	\$ 1,216	\$ 1,222	\$ 1,087	\$ 884	\$ 1,694
% of debt limit	46%	45%	39%	31%	60%

Percentage of Debt Limit



G.O. Debt Outstanding - Per Capita



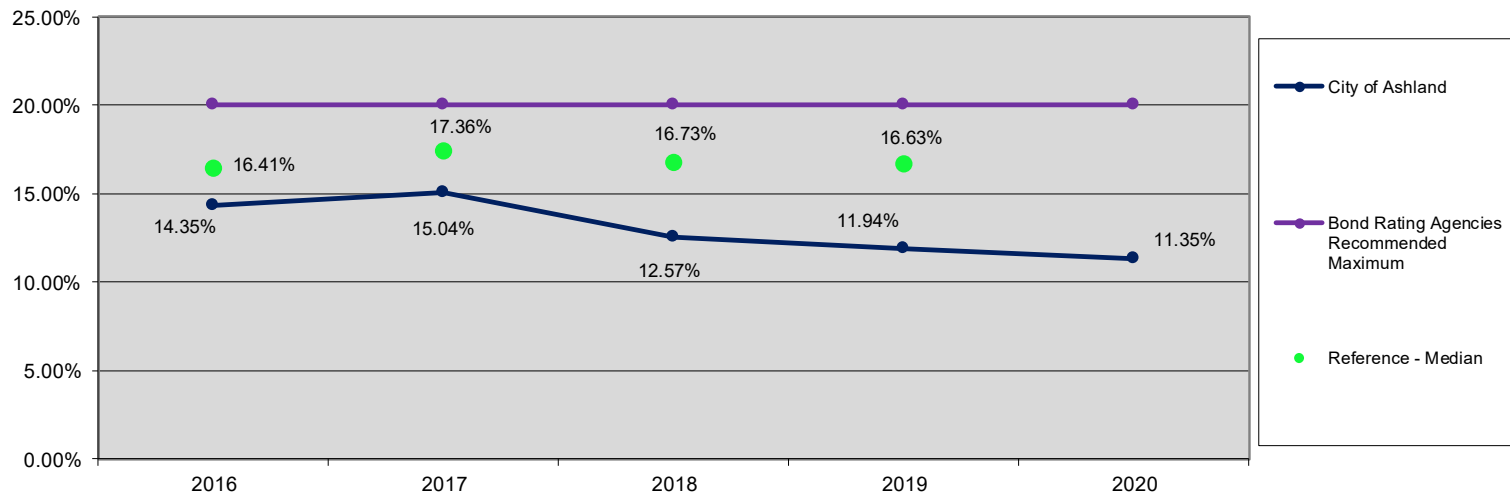
Reference values for the population range: 7,500 to 10,000 taken from *MunicipalFacts* publications by the Wisconsin Taxpayers Alliance.

FINANCIAL HIGHLIGHTS

Analysis of Debt Service – Governmental Funds

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Total Debt Service</u>					
Principal	\$ 1,436,877	\$ 1,631,942	\$ 1,369,744	\$ 1,352,237	\$ 1,105,270
Interest	416,666	359,584	282,218	222,686	274,231
TOTAL	<u>\$ 1,853,543</u>	<u>\$ 1,991,526</u>	<u>\$ 1,651,962</u>	<u>\$ 1,574,923</u>	<u>\$ 1,379,501</u>
<u>Total Non-Capital Expenditures</u>					
Total governmental funds expenditures	\$ 17,144,848	\$ 15,839,513	\$ 15,947,107	\$ 14,659,430	\$ 16,433,944
Less: capital outlay	(4,225,893)	(2,602,233)	(2,801,327)	(1,471,074)	(4,280,627)
TOTAL NON-CAPITAL EXPENDITURES	<u>\$ 12,918,955</u>	<u>\$ 13,237,280</u>	<u>\$ 13,145,780</u>	<u>\$ 13,188,356</u>	<u>\$ 12,153,317</u>
% of debt service to non-capital expenditures	14.35%	15.04%	12.57%	11.94%	11.35%

Debt Service to Non-Capital Expenditures



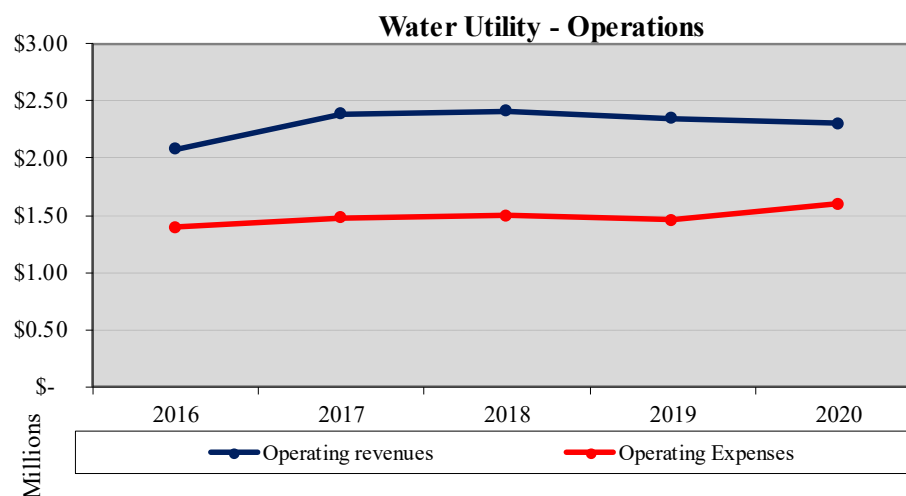
Reference values for the population range: less than 10,000 generated from 2016 - 2019 Baker Tilly municipal client data for Wisconsin.

FINANCIAL HIGHLIGHTS

Water Utility

ANALYSIS OF INCOME STATEMENT

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Operating Revenues	\$ 2,077,712	\$ 2,382,891	\$ 2,409,326	\$ 2,348,567	\$ 2,305,271
Operating Expenses	1,397,744	1,479,140	1,495,899	1,455,933	1,599,151
Operating income	\$ 679,968	\$ 903,751	\$ 913,427	\$ 892,634	\$ 706,120



Other Benchmarks

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Rate of Return (PSC)					
Actual rate	4.39%	5.97%	5.82%	5.11%	4.72%
Authorized rate	5.00%	5.00%	5.00%	5.00%	5.00%

Ability to meet current obligations

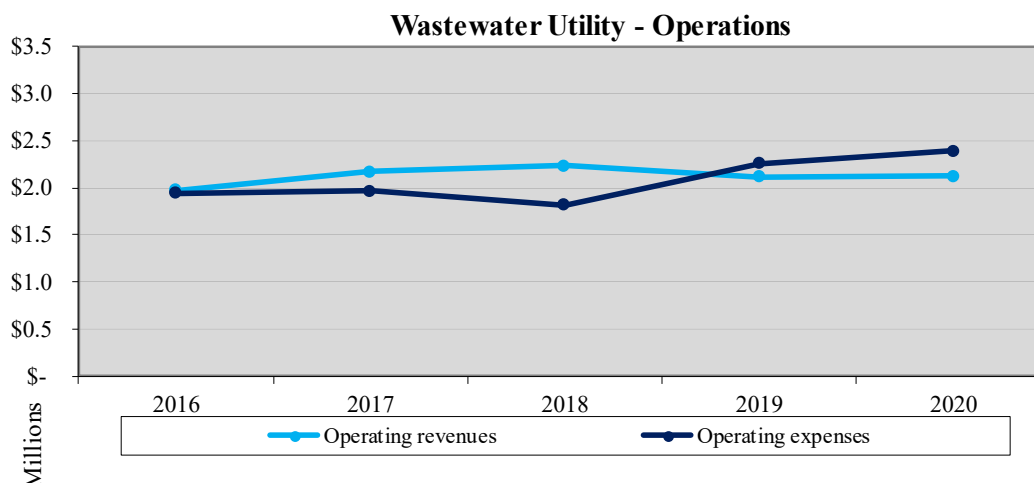
Unrestricted cash & investments (deficit)	\$ (453,701)	\$ (270,733)	\$ (453,441)	\$ 230,728	\$ 768,503
Months of unrestricted cash	n/a	n/a	n/a	1.18	4.00

FINANCIAL HIGHLIGHTS

Wastewater Utility

ANALYSIS OF INCOME STATEMENT

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
Operating Revenues	\$ 1,973,395	\$ 2,174,013	\$ 2,233,804	\$ 2,119,397	\$ 2,121,016
Operating Expenses	1,943,823	1,968,483	1,821,223	2,257,194	2,390,488
Operating income (loss)	\$ 29,572	\$ 205,530	\$ 412,581	\$ (137,797)	\$ (269,472)



Other Benchmarks

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<u>Ability to meet current obligations</u>					
Unrestricted cash & investments (deficit)	\$ 249,954	\$ 903,608	\$ 1,773,795	\$ 2,166,274	\$ 1,923,338
Months of unrestricted cash	1.52	4.99	9.53	12.27	10.88

A utility should have enough funds on hand to cover its operations in a normal business operation cycle (i.e. quarterly, monthly) plus a contingency. In addition, a utility should have available an amount equal to one year's routine capital improvements. Minimum target of unrestricted cash is three months.

Reporting and insights letter



REQUIRED COMMUNICATION

Reporting and Insights Letter

Internal control matters reported

- Lack of segregation of duties (details on page 11)
- Financial reporting (details on page 13)

Two-way communication regarding 2021 audit (pages 35 - 37)

2020 audit communications (pages 14 – 17)

- Significant estimates included in financial statements – pension and OPEB calculations, allowance for doubtful accounts, landfill obligations and depreciation
- No difficulties, disagreements or consultations occurred

Uncorrected and corrected misstatements (page 34)

Informational points relevant to local governments

QUESTIONS?

Connect with us

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Partner

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SUBJECT: Public Hearing on the Proposed 2022 City of Ashland Budget (*Mayor*) Roll

RECOMMENDATION: This is a public hearing

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Finance Director

EXHIBITS: 1. City of Ashland Budget Notice 2022

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

Pursuant to Section 65.90, Wisconsin Statutes, the City must hold a public hearing prior to adoption of the 2022 Budget. The Statute further states that a notice must be published containing the budget and the date and location of the public hearing at least 15 days prior to the hearing.

The City's notice of the public hearing was published in the Daily Press on November 19, 2021 which is the official newspaper of the City as designated by the Council, 18 days prior to the advertised December 7, 2021 Public Hearing date. The attached notice contained the time, date and place of the public hearing as well as a summary of the 2022 budget.

The public hearing is being held to receive public comment on the 2022 budget. The public hearing is not an opportunity for Council discussion or comments on the budget. The opportunity for Council discussion, or replies to the comments of the public during the hearing, will be provided during the discussion on the budget after the close of the public hearing.

PUBLIC HEARING NOTICE

The Common Council of the City of Ashland, Wisconsin will hold a **Public Hearing on the proposed 2022 Budget at its meeting on Tuesday, December 7, 2021.** The meeting will begin **at 5:30 pm in-person with the option of on-line via go-to-meeting.** Adoption of the 2022 Budget is scheduled to follow the Public Hearing. Below is a summary of the proposed Budget and City Levy. The proposed budget detail is available for inspection at City Hall, the Vaughn Public Library, or at www.coawi.org.

Join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/500263957>

You can also dial in using your phone.

United States (Toll Free): 1 877 309 2073 Access Code: 500-263-957

CITY OF ASHLAND - 2022 BUDGET SUMMARY

General Fund Detail

Sources of Funds	PROPOSED		Percent Change
	2021 Budget	2022 Budget	
Revenues:			
Taxes:			
General Property Taxes	\$2,779,725	\$2,833,374	1.93%
Other Taxes	465,620	476,640	
Special Assessments	0	0	
Intergovernmental Revenues	4,666,919	4,716,956	
Licenses & Permits	155,110	164,010	
Fines, Forfeitures & Penalties	20,000	20,000	
Public Charges for Service	1,747,950	1,725,800	
Intergovernmental Charges for Service	819,290	815,185	
Miscellaneous Revenues	87,430	90,650	
Other Financing Sources	144,950	144,950	
Total General Fund Revenues	10,886,994	10,987,565	0.92%
Fund Balance Applied	143,928	374,284	
Total Sources of General Funds	\$11,030,922	\$11,361,849	3.00%

Uses of Funds

Expenditures:			
General Government	\$1,974,589	\$2,036,929	
Public Safety	5,301,012	5,362,270	
Public Works	2,074,250	2,087,381	
Health & Human Services	148,710	149,445	
Culture, Recreation & Education	567,824	571,734	
Conservation & Development	232,275	236,520	
Total General Fund Expenditures	10,298,660	10,444,279	1.41%
Other Financing Uses:			
Transfers to Special Revenue Funds	423,662	464,100	
Transfers to Debt Service Funds	0	0	
Transfers to Capital Projects Funds	178,600	299,700	
Transfers to Enterprise Funds	45,000	68,770	
Transfers to Internal Service Funds	85,000	85,000	
Total Other Financing Uses	732,262	917,570	25.31%
Current Year Fund Balance Reserved	0	0	
Total Uses of General Funds	\$11,030,922	\$11,361,849	3.00%

All Governmental & Proprietary Funds Combined

	Est. Fund Bal. 12/31/21	Total Revenues	Total Expenditures	Est. Fund Bal. 12/31/22	Property Tax Contribution
General Fund	\$4,722,683	\$10,987,565	\$11,361,849	\$4,348,399	\$2,833,374
Special Revenue Funds	70,830	1,958,769	1,681,987	347,612	257,486
Debt Service Funds	310,680	1,680,328	1,680,328	310,680	1,680,328
Capital Projects Funds	2,153,769	3,133,280	4,497,232	789,817	0
Enterprise Funds	28,672,110	5,101,527	5,534,379	28,239,258	0
Internal Service Funds	388,200	227,100	389,450	225,850	0
Total	\$36,318,272	\$23,088,569	\$25,145,225	\$34,261,616	\$4,771,188

Mill Rate Calculation

	2019 Actual	2020 Actual	2021 Actual	2022 Budget	Percent Change
Amount to be Raised by Taxes	\$4,040,950	\$4,161,103	\$4,399,708	\$4,771,188	8.44%
Assessed Value	413,813,750	420,745,300	420,903,200	470,175,200	11.71%
Mill Rate (\$ per \$1,000 assessed value)	9.7651	9.8898	10.4530	10.1477	-2.92%

SUBJECT: Approve a Resolution Authorizing the Award and Sale of a \$270,000 Short Term General Obligation Promissory Note, Series 2021A, to Fund 2022 Capital Projects (*Administrator*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Committee of the Whole

EXHIBITS:

1. Proposed Resolution
2. Preliminary Term Sheet Dated November 22, 2021

EXPENDITURES REQUIRED: \$270,000

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** \$270,000

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

Ehlers, municipal advisors, distributed a preliminary term sheet for financing to local banks and credit unions. Ehlers will also gather the bank proposals and present them to the Council at the meeting for approval or refusal.

The attached resolution is a draft and an updated version will be provided at the Council meeting, if necessary.

The Committee of the Whole approved a 2022 budget for public hearing and for Council approval at the November 16, 2021 meeting. As part of this 2022 proposed budget, a short-term general obligation promissory note (STGOPN) will need to be approved and received in December 2021 for 2022 capital expenditures as follows:

2022 Public Works building roof replacement	- \$160,000
2022 Partial funding-ambulance replacement	- \$ 75,600
2022 Partial funding-for street projects	- <u>\$ 34,400</u>
Total general obligation promissory note	- <u>\$270,000</u>

As part of the development of the 2022 budget, the City Administrator met with each Department Head to discuss operating and capital needs for 2022. After the 2022 budget estimates for revenues and expenditures were compiled, there was a deficit balance of (\$488,288) without having all the capital expenditures included. The deficit balance was eliminated and capital expenditures covered by the following major changes:

2.2% reduction in department budgets

The Main Street Program position will be funded with American Rescue Plan Act revenue

Increase in the recycling fee for garbage

Applying general fund - fund balance

Partially funding capital expenditures for 2022 with a 2021 STGOPN

The City Administrator recommends approval of the STGOPN to fully fund the 2022 budgets per agenda item 7F.

RESOLUTION No. 17657

DRAFT

RESOLUTION AUTHORIZING THE AWARD AND SALE OF A \$270,000 SHORT TERM GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2021A, TO FUND 2022 CAPITAL PROJECTS

WHEREAS, the City Council of the City of Ashland, Wisconsin, has heretofore determined that it is necessary and expedient to issue the City's \$270,000 Short Term General Obligation Promissory Note, Series 2021A (the "Note"), to provide funding for 2022 building, equipment and infrastructure projects; and

WHEREAS, the City retained Ehlers & Associates, Inc., in Roseville, Minnesota ("Ehlers"), as its independent municipal advisor and solicited bids from public depositories;

WHEREAS, bid(s) were received per exhibit B; **(To be provided at Council meeting)**

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Ashland, Wisconsin, to award the sale of a \$270,000 Short Term General Obligation Promissory Note, Series 2021A to the lowest bidder as per attached exhibit A Resolution.

PASSED: December 7, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

DRAFT**EXHIBIT A
RESOLUTION**

Prepared and intended for use by commercial banks in transactions governed by Wisconsin Law.

(Adopted at an Open Meeting held December 7, 2021)

WHEREAS the City of Ashland Ashland and Bayfield County, Wisconsin ("City"), is presently in need of funds aggregating \$ 270,000 for public purpose(s) of: (1)

2022 capital expenditures for building, equipment, and infrastructure projects

; and

WHEREAS, the Council deems it necessary and in the best interests of the City that, pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, the sum of two hundred seventy thousand Dollars (\$ 270,000) be borrowed for such purpose(s) upon the terms and conditions hereinafter set forth:

NOW, THEREFORE, BE IT RESOLVED, that for the purpose(s) hereinabove set forth the City, by its Mayor (or City Manager), and Clerk, pursuant to Section 67.12(12), Wisconsin Statutes, borrow from

("Lender"), the sum of \$ 270,000, and, to evidence such indebtedness, said Mayor (or City Manager) and City Clerk shall make, execute and deliver to the Lender for and on behalf of the City the promissory note of the City to be dated December 21, 2021, in said principal amount with interest at the rate of percent (%) per annum and payable as follows:

[Check (a), (b), (c) or (d); only one shall apply.]

- (a) ☒ **Single Payment.** In one payment on _____, PLUS interest payable as set forth below.
- (b) ☐ **Installments of Principal and Interest.** (2) In _____ equal payments of \$ _____ due on _____, and on ☐ the same day(s) of each _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, PLUS a final payment of the unpaid balance and accrued interest due on _____. All payments include principal and interest.
- (c) ☐ **Installments of Principal.** In _____ equal payments of principal of \$ _____ due on _____, and on ☐ the same day(s) of each _____ month thereafter ☐ every 7th day thereafter ☐ every 14th day thereafter, PLUS a final payment of the unpaid principal due on _____, PLUS interest payable as set forth below.
- (d) ☐ **Other.** _____

Interest is payable on _____, and on ☐ the same day of each _____ month thereafter, ☐ every 7th day thereafter, ☐ every 14th day thereafter, and at maturity, or, if box (b) is checked, at the times so indicated. Interest is computed for the actual number of days principal is unpaid on the basis of ☒ a 360 day year ☐ a 365 day year. (2) of twelve thirty day months. Said interest to be payable on the dates set forth above on the outstanding principal balance, with ☐ no prepayment privileges ☒ prepayment privileges on any principal or interest payment date on or after _____.

A copy of the promissory note shall be attached to this resolution.

(1) Here describe each purpose in detail. If the purpose is meeting general and current municipal expenses or refinancing obligation of the City, so specify.
(2) Section 67.12(12), Wisconsin Statutes, does not place any restrictions on the basis of interest rate calculations.

BE IT FURTHER RESOLVED, that there be, and there hereby is, levied on all the taxable property of the City, a direct annual irrepealable tax sufficient in amount to pay the principal and interest on said note as the same becomes due and payable, said tax to be in the following minimum amounts:(4) (6)

Amount of Tax (principal and interest)	To Meet Note Payments Due On	Year of Levy (must be in year(s) prior to due date)
\$ _____	March 1, 2022	For the year 2021
\$ _____	_____	For the year _____
\$ _____	_____	For the year _____
\$ _____	_____	For the year _____
\$ _____	_____	For the year _____
\$ _____	_____	For the year _____
\$ _____	_____	For the year _____
\$ _____	_____	For the year _____
\$ _____	_____	For the year _____
\$ _____	_____	For the year _____

If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said note when due, the requisite amount shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

In the event that the City exercises its prepayment privilege, if any, then no such direct annual tax shall be included on the tax rolls for the prepayments made and the amount of direct annual tax hereinabove levied shall be reduced accordingly for the year or years with respect to which said note was prepaid.

In each of said levy years, the direct annual tax so levied shall be carried into the tax rolls each year and shall be collected in the same manner and at the same time as other taxes of the City for such years are collected; provided, that the amount of tax carried into the tax roll may be reduced in any year by the amount of any surplus in the debt service account for the note. So long as any part of the principal of, or interest on, said note remains unpaid, the proceeds of said tax shall be segregated in a special fund used solely for the payment of the principal of, and interest on, said note.

BE IT FURTHER RESOLVED, that there be and there hereby is established in the treasury of the City, if one has not already been established, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund. Within the debt service fund, there be and there hereby is established a separate and distinct account designated as the "Debt Service Account for Promissory

Note dated December 21, 2021," which account shall be used solely for the purpose of paying principal of and interest on said note. There shall be deposited in said account any accrued interest paid on said note at the time it is delivered to the Lender, all money raised by taxation or appropriated pursuant hereto, and such other sums as may be necessary to pay principal and interest on said note when the same shall become due.

BE IT FURTHER RESOLVED, that the proceeds of said note shall be used solely for the purposes for which it is issued, but may be temporarily invested until needed in legal investments, provided that no such investment shall be in such a manner as would cause said note to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, or the Regulations of the Commissioner of Internal Revenue thereunder; and an officer of the City, charged with the responsibility for issuing the note, shall certify by use of an arbitrage certificate, if required, that, on the basis of the facts, estimates and circumstances in existence on the date of the delivery of the note, it is not expected that the proceeds will be used in a manner that would cause said note to be an "arbitrage bond."

BE IT FURTHER RESOLVED, that the projects financed by the note and their ownership, management and use will not cause the note to be a "private activity bond" within the meaning of Section 141 of the Internal Revenue Code of 1986, as amended, and that the City shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the note.

BE IT FURTHER RESOLVED, that the City Clerk shall keep records for the registration and for the transfer of the note. The person in whose name the note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on the note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such note to the extent of the sum or sums so paid. The note may be transferred by the registered owner thereof by presentation of the note at the office of the City Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his legal representative duly authorized in writing. Upon such presentation, the note shall be transferred by appropriate entry in the registration records and a similar notation, including date of registration, name of new registered owner and signature of the City Clerk, shall be made on such note.

BE IT FURTHER RESOLVED, that the note is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 of the Internal Revenue Code of 1986, as amended, relating to the ability of financial institutions to deduct from income, for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.(5)

BE IT FURTHER RESOLVED, that the City officials are hereby authorized and directed, so long as said note is outstanding, to deliver to the Lender any audit statement or other financial information the Lender may reasonably request and to discuss its affairs and finances with the Lender.

BE IT FURTHER RESOLVED, that said note shall be delivered to the Lender on or after the date of said note, upon receipt of the total principal amount of the loan evidenced thereby, plus accrued interest, if any, to date of delivery, provided that, if this is a refinancing, the refunding note shall be immediately exchanged for the note being refinanced.

- (4) First tax levy should be for the current year unless tax roll has already been delivered for collection, and amount of levy should be sufficient to meet all principal and interest payments coming due prior to date for collection of next succeeding tax levy.
- (5) Delete this paragraph if the City will be issuing more than \$10,000,000 of tax-exempt obligations in the calendar year. In that case, banks will not be entitled to deduct, for federal income tax purposes, interest expense that is allocable to carrying or acquiring the note.

Find yourself next to the water.

ASHLAND

City of Ashland, Wisconsin

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

PHONE: 715-682-7071 FAX: 715-682-7048

November 22, 2021

RE: Preliminary Term Sheet for Financing

The City has authorized financing for its 2022 Capital Projects. The attached Preliminary Term Sheet has been prepared for your consideration. Please review the request, and if you are interested in responding, follow the instructions included in the Preliminary Term Sheet for submitting your response to Ehlers and Associates, Inc. (Ehlers).

The City has retained Ehlers as our Municipal Advisor to advise us on the structure, timing, terms and evaluation of this request. If you have questions, please contact Ehlers. Their contact information is also described in the Preliminary Term Sheet. Ehlers will not provide advice to you. If you require independent representation for this transaction, you should seek out your own advisor or counsel.

Thank you for considering our request and we are hopeful that you will respond.



Julie Vaillancourt
Finance Director
City of Ashland, Wisconsin

cc: Sean Lentz
Senior Municipal Advisor
Ehlers

PRELIMINARY TERM SHEET DATED NOVEMBER 22, 2021

General Obligation Promissory Note, Series 2021A for
City of Ashland, Wisconsin (the "City")
Ashland County

\$268,000* General Obligation Promissory Note, Series 2021A (the "Note")

Proposals Due: Proposals must be received by email to or Keith Schmitz at bondsale@ehlers-inc.com no later than 12:00 PM, CT (Noon) on December 6, 2021 at the offices of Ehlers, 3060 Centre Pointe Drive, Roseville, MN 55113.

Proposal Consideration: Proposals will be considered by the City Council, at a meeting to be held on December 7, 2021, at 5:30 PM.

Purpose: The Note is being issued to finance its Capital Equipment purchase and 2022 Capital Projects.

Costs of issuance, including fees for the municipal advisor, may be paid from proceeds.

Authority: Wisconsin Statutes, Section 67.12(12)

Security: The Note is a general obligation of the City, backed by its full faith, credit and taxing authority.

Date of Note: December 21, 2021

Delivery Date: December 21, 2021

Principal Installment: Principal on the Note will be due on March 1, 2022.

<u>Year</u>	<u>Amount**</u>
2022	\$268,000

* Preliminary, subject to change.

** The City reserves the right to increase or decrease the principal amount of the Note, in increments of \$1,000. Increases or decreases may be made in any principal installment year. If any principal amounts are adjusted, the purchase price proposed will be adjusted to maintain the same gross spread per \$1,000.

Estimated Sources and Uses*

Sources

Par Amount of Note	\$268,000	
Planned Issuer Equity Contribution	<u>2,000</u>	
Total Sources		\$270,000

Uses

Project Costs	\$268,000	
Costs of Issuance	<u>2,000</u>	
Total Uses		\$270,000

*Preliminary, subject to change.

Interest: Interest will be payable on March 1, 2022, to the registered owner of the Note. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

Optional Redemption: The Note will be subject to call and prior payment on any date after closing at a price of par plus accrued interest.

Purchase Price: \$268,000

Form of Note: The Note will be executed through Wisconsin Bankers Association Forms.

Qualified Tax-Exempt Obligations: The Note will be designated as a qualified tax-exempt obligation ("bank qualified").

Financial Disclosure: The City will offer to provide its financial data annually to the Lender upon request.

Rating: The City has not requested a rating for the Note. *A rating may not be requested without contacting Ehlers and receiving the permission of the City.*

Offering Documents: Offering documents shall take the form of this Preliminary Term Sheet and the attached Proposal Form.

Costs of Issuance: Financing and legal costs may be paid for out of the proceeds of the Note. No additional costs proposed by the Lender will be considered.

Resale of Note: The Lender shall agree to purchase the debt instrument for investment and not with a present view to the distribution, transfer or resale thereof. The Lender intends to hold and book the Note as a loan in its loan portfolio; the Lender acknowledges that the use of the word "Note" in the name of the debt instrument is for convenience only and is not intended to indicate that the instrument is a security within the meaning of the Securities Act of 1933. The Lender shall be required to hold such Note for its own account and for an indefinite period of time and does not intend to dispose of all or any portion of such Note and understands that transfer of such Note is restricted pursuant to the terms of the financing agreement.

Lender: To be determined.

Registrar/Paying Agent: The Finance Director shall be designated as the registrar/paying agent.

Municipal Advisor: Ehlers
3060 Centre Pointe Drive
Roseville, MN 55113

Municipal Advisors:	Sean Lentz	Brian Reilly	Josh Low
Phone No.	(651) 697-8509	(651) 697-8541	(651) 697-8596
E-mail Address:	slentz@ehlers-inc.com	breilly@ehlers-inc.com	jlow@ehlers-inc.com

Disclaimer:

No proposing firm representative or third-party solicitor shall contact the City's elected officials regarding this request for proposal while it remains open. Violation of this provision will be deemed grounds for immediate disqualification of a proposal and may be considered in future requests for proposal.

The City reserves the right to reject any and all proposals, and may waive any defect, irregularity, or informality contained in a proposal. The City reserves the right to select the proposal deemed most advantageous to the City, in its sole discretion, and to negotiate directly with any respondents. Preparation and submission of a response to this request for proposals is at the sole expense and risk of the responding firms, and it is understood by the selected firm that no fees or other compensation will be paid if the proposed financing is abandoned or does not close. If deadlines are modified or addenda to this request for proposal are prepared, all parties shall be notified contemporaneously.

PROPOSAL FORM

City Council
City of Ashland, Wisconsin (the "City")

December 7, 2021

RE: \$268,000* General Obligation Promissory Note, Series 2021A (the "Note")
DATED: December 21, 2021

For all or none of the above Note, we will pay you \$268,000 plus accrued interest to date of delivery for such Note, with a principal installment of March 1, 2022 and bearing interest at the following rate:

_____ %

The City reserves the right to increase or decrease the principal amount of the Note, in increments of \$1,000. Increases or decreases may be made in any principal installment year. If any principal amounts are adjusted, the purchase price proposed will be adjusted to maintain the same gross spread per \$1,000.

Interest will be payable on March 1, 2022, to the registered owner of the Note.

The Note will be subject to call and prior payment on any date after closing at a price of par plus accrued interest.

The Lender shall agree to purchase the debt instrument for investment and not with a present view to the distribution, transfer or resale thereof. The Lender intends to hold and book the Note as a loan in its loan portfolio; the Lender acknowledges that the use of the word "Note" in the name of the debt instrument is for convenience only and is not intended to indicate that the instrument is a security within the meaning of the Securities Act of 1933. The Lender shall be required to hold such Note for its own account and for an indefinite period of time and does not intend to dispose of all or any portion of such Note and understands that transfer of such Note is restricted pursuant to the terms of the financing agreement.

The City has not requested a rating on this issue. *A rating may not be requested without contacting Ehlers and receiving the permission of the City.*

This proposal is for consideration and acceptance by the City Council on December 7, 2021, and is conditional upon delivery of said Note to us within 40 days of award. Delivery is anticipated on or about December 21, 2021. The Note will be in typewritten form, registrable as to principal and interest. The Finance Director shall be designated as the bond registrar/paying agent. The Note will be "bank qualified" and tax exempt.

Submitted by:

Name of Institution: _____

Submitted By: _____

Title: _____

Signature: _____

The City reserves the right to reject any and all proposals and to waive any informality in any proposal.

The foregoing offer is hereby accepted by and on behalf of the City Council of the City of Ashland, Wisconsin, this _____ day of _____, 2021.

By: _____

By: _____

Title: _____

Title: _____

SUBJECT: Approve a Resolution to Adopt the 2022 Non-Represented Employees Salary/Hourly Wage Schedule (*Administrator*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Administrator

EXHIBITS: 1. Proposed Resolution with Proposed Salary Schedule

EXPENDITURES REQUIRED: Per the proposed 2022 budget

AMOUNT BUDGETED: Per the proposed 2022 budget

**APPROPRIATION
REQUIRED:** Per the proposed 2022 budget

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The City Administrator's first budget year with the City was 2019. Upon the Administrator's initial review of the non-represented employees' salary/hourly wage schedule, he noted various positions that should have wage increases based upon duties, skill sets, and for employee retainage, which, with budget constraints, would need to be completed gradually year by year. Starting with the 2019 wage schedule, and each year thereafter, the Administrator has presented recommended wage increases in various employee positions. These recommendations have been based on the Administrator's past experiences along with current hiring trends and employee retainage trends.

Non-represented employee wage increases have been a minimum of 2% from 2019 through the 2022 proposed budget.

The Administrator's recommendation for wage increases over 2% is noted on the wage schedule exhibit 1, the column highlighted in green "2022 % Change". The majority of the non-represented employees' salary/hourly wages are proposed to increase by 2%.

The Administrator is recommending approval of the 2022 Non-Represented Employees Salary/Hourly wage schedule.

RESOLUTION No. 17655

RESOLUTION TO ADOPT THE 2022 NON-REPRESENTED EMPLOYEES SALARY/HOURLY WAGE SCHEDULE

BE IT RESOLVED by the Common Council of the City of Ashland that the attached 2022 Non-Represented Employees Salary/Hourly Wage Schedule is hereby adopted.

PASSED: December 7, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

City of Ashland - 2022 Non-Represented Employees Salary/Wage Schedule - Proposed

2022 Salary/Hourly Wage Schedule NON-REPRESENTED EMPLOYEE POSITIONS	Exempt or Non-Exempt Position	Date of Hire of Current Employee	Years of Service 12/31/2021	2021 Base Wage Rate	2021 Annual Wage	2022 % Change	2022 Base Increase (Decrease)	2022 Base Wage Rate	2022 Proposed Annual Base Wage	Longevity Percent	Longevity Rate	2022 Annual Longevity	2022 Proposed Total Annual Wage
General Government													
City Administrator	Exempt	8/27/2018	4.34	\$48.02	\$99,880	2%	\$0.96	\$48.98	\$101,876.32	0%	\$0.00	\$0	\$101,876.32
City Clerk	Exempt	2/6/2017	5.90	\$28.74	\$59,773	5.00%	\$1.44	\$30.17	\$62,761.92	1%	\$0.30	\$624	\$63,385.92
Elections/Clerk Office - part-time 1560 hrs	Non-exempt	11/18/2019	3.12	\$20.00	\$31,200	2%	\$0.40	\$20.40	\$31,824.00	0%	\$0.00	\$0	\$31,824.00
Deputy Clerk	Non-exempt	6/29/2020	2.50	\$18.50	\$38,480	2%	\$0.37	\$18.87	\$39,249.60	0%	\$0.00	\$0	\$39,249.60
HR/Safety Director - part-time 1456 hrs	Exempt	11/26/2018	4.09	\$32.47	\$47,278	2%	\$0.65	\$33.12	\$48,222.72	0%	\$0.00	\$0	\$48,222.72
Technology Coordinator	Exempt	5/21/2012	10.61	\$29.23	\$60,796	3.00%	\$0.88	\$30.11	\$62,620.48	2%	\$0.60	\$1,248	\$63,868.48
Tech Asst 75% & GIS 25% previously PW position	Non-exempt	1/10/2022	0.97	\$21.57	\$44,866	2%	\$0.43	\$22.00	\$45,762.08	0%	\$0.00	\$0	\$45,762.08
Finance Director	Exempt	12/1/2010	12.08	\$38.25	\$79,558	2%	\$0.77	\$39.01	\$81,149.12	2%	\$0.78	\$1,622	\$82,771.12
City Treasurer/Comptroller - new hire will be per hire letter	Exempt	8/30/2004	18.34	\$29.15	\$60,636	2%	\$0.58	\$29.74	\$61,848.80	3%	\$0.89	\$1,851	\$63,699.80
Accounting Specialist - per meeting job requirements	Non-exempt	4/30/2021	1.67	\$19.75	\$41,080	11.40%	\$2.25	\$22.00	\$45,764.16	0%	\$0.00	\$0	\$45,764.16
Facilities and Grounds Foreman	Non-exempt	8/29/2016	6.34	\$26.24	\$54,579	2%	\$0.53	\$26.77	\$55,671.20	1%	\$0.27	\$562	\$56,233.20
Facilities Maintenance Custodian	Non-exempt	5/16/2019	3.63	\$17.69	\$36,789	2%	\$0.35	\$18.04	\$37,525.28	0%	\$0.00	\$0	\$37,525.28
Facilities Maintenance Technician	Non-exempt	5/5/2008	14.65	\$19.05	\$39,624	2%	\$0.38	\$19.43	\$40,416.48	2%	\$0.39	\$811	\$41,227.48
Public Safety													
Fire Chief	Exempt	1/28/2002	20.92	\$39.26	\$81,661	2.28%	\$0.90	\$40.16	\$83,522.40	4%	\$1.61	\$3,349	\$86,871.40
Police Chief	Exempt	1/1/1996	27.00	\$39.26	\$81,661	2.28%	\$0.90	\$40.16	\$83,522.40	5%	\$2.01	\$4,181	\$87,703.40
Police Lieutenant	Exempt	9/10/2000	22.31	\$33.70	\$70,092	2.28%	\$0.77	\$34.47	\$71,689.28	4%	\$1.38	\$2,870	\$74,559.28
Police Lieutenant	Exempt	12/14/2017	5.04	\$33.70	\$70,092	2.28%	\$0.77	\$34.47	\$71,689.28	1%	\$0.34	\$707	\$72,396.28
Police Records Clerk	Non-exempt	8/15/1978	44.38	\$21.74	\$45,211	2%	\$0.44	\$22.17	\$46,115.68	5%	\$1.11	\$2,309	\$48,424.68
Police & Fire Office Assistant	Non-exempt	6/6/2018	4.57	\$20.26	\$42,132	2%	\$0.41	\$20.66	\$42,974.88	0%	\$0.00	\$0	\$42,974.88
Humane Officer	Non-exempt	5/1/2000	22.67	\$19.05	\$39,624	2%	\$0.38	\$19.43	\$40,416.48	4%	\$0.78	\$1,622	\$42,038.48
Property Maintenance	Non-exempt	11/8/2021	1.14	\$20.00	\$41,600	2%	\$0.40	\$20.40	\$42,432.00	0%	\$0.00	\$0	\$42,432.00

City of Ashland - 2022 Non-Represented Employees Salary/Wage Schedule - Proposed

2022 Salary/Hourly Wage Schedule NON-REPRESENTED EMPLOYEE POSITIONS	Exempt or Non-Exempt Position	Date of Hire of Current Employee	Years of Service 12/31/2021	2021 Base Wage Rate	2021 Annual Wage	2022 % Change	2022 Base Increase (Decrease)	2022 Base Wage Rate	2022 Proposed Annual Base Wage	Longevity Percent	Longevity Rate	2022 Annual Longevity	2022 Proposed Total Annual Wage
Public Works													
Public Works Director-Streets/Utilities	Exempt	1/7/2019	3.98	\$42.02	\$87,395	2%	\$0.84	\$42.86	\$89,142.56	0%	\$0.00	\$0	\$89,142.56
PW Asst Director/Engineer -vacant-replaces civil tech position - estimating \$25-\$38.50 per hour, depending on qualifications	Non-exempt	1/31/2022	0.91	\$0.00	\$0	0%	\$0.00	\$38.50	\$80,080.00	0%	\$0.00	\$0	\$80,080.00
Public Works Admin Manager-St/Utilities	Exempt	11/8/2021	1.14	\$24.00	\$49,920	2%	\$0.48	\$24.48	\$50,918.40	0%	\$0.00	\$0	\$50,918.40
Public Works Office Clerk-Streets/Utilities - (temporary wage increase for training of \$2.00)	Non-exempt	8/11/2008	14.39	\$21.35	\$44,408	2%	\$0.43	\$21.78	\$45,296.16	2%	\$0.44	\$915	\$46,211.16
Public Works Streets Foreman	Non-exempt	5/19/2003	19.62	\$27.22	\$56,611	2%	\$0.54	\$27.76	\$57,742.88	3%	\$0.83	\$1,726	\$59,468.88
PW Streets Op I /Grounds/Facilities	Non-exempt	10/26/2020	2.18	\$23.00	\$47,840	5.74%	\$1.32	\$24.32	\$50,585.60	0%	\$0.00	\$0	\$50,585.60
PW Streets Op I /Grounds/Facilities	Non-exempt	3/1/2021	1.83	\$23.00	\$47,840	5.74%	\$1.32	\$24.32	\$50,585.60	0%	\$0.00	\$0	\$50,585.60
Public Works Street Operator I	Non-exempt	3/10/2010	12.81	\$23.85	\$49,600	2%	\$0.48	\$24.32	\$50,591.84	2%	\$0.49	\$1,019	\$51,610.84
Public Works Street Operator I	Non-exempt	1/2/2003	19.99	\$23.85	\$49,600	2%	\$0.48	\$24.32	\$50,591.84	3%	\$0.73	\$1,518	\$52,109.84
Public Works Street Operator I	Non-exempt	1/8/2018	4.98	\$23.85	\$49,600	2%	\$0.48	\$24.32	\$50,591.84	0%	\$0.00	\$0	\$50,591.84
***Public Works Street Operator I with Street Sweeper + .20/hr	Non-exempt	1/10/1984	38.98	\$23.85	\$49,600	2%	\$0.48	\$24.32	\$50,591.84	5%	\$1.22	\$2,538	\$53,129.84
Public Works Operator I / Street Light Tech	Non-exempt	3/3/2014	8.83	\$25.49	\$53,019	2%	\$0.51	\$26.00	\$54,080.00	1%	\$0.26	\$541	\$54,621.00
Public Works Mechanic	Non-exempt	2/22/2021	1.85	\$24.50	\$50,960	2%	\$0.49	\$24.99	\$51,979.20	0%	\$0.00	\$0	\$51,979.20
Public Works Head Mechanic	Non-exempt	4/18/2011	11.70	\$25.49	\$53,019	2%	\$0.51	\$26.00	\$54,080.00	2%	\$0.52	\$1,082	\$55,162.00
Leisure Activities													
Parks Sub Foreman	Non-exempt	11/16/1992	30.12	\$24.82	\$51,634	2%	\$0.50	\$25.32	\$52,665.60	5%	\$1.27	\$2,642	\$55,307.60
APR - Parks and Recreation Director	Exempt	1/16/2006	16.96	\$32.25	\$67,084	2%	\$0.65	\$32.90	\$68,425.76	3%	\$0.99	\$2,059	\$70,484.76
APR-Leisure Services Gymnastics Coordinating	Non-exempt	8/13/2014	8.38	\$19.05	\$39,624	2%	\$0.38	\$19.43	\$40,416.48	1%	\$0.19	\$395	\$40,811.48
APR-Leisure Services Activities Coordinator	Non-exempt	1/1/2001	22.00	\$20.26	\$42,132	3.00%	\$0.61	\$20.86	\$43,397.12	4%	\$0.83	\$1,726	\$45,123.12
Conservation & Development													
Planning and Development Director	Exempt	10/9/2017	5.22	\$32.25	\$67,084	3.00%	\$0.97	\$33.22	\$69,097.60	1%	\$0.33	\$686	\$69,783.60
Planning Assistant - position to be filled in 2022	Non-exempt	1/31/2022	0.91	\$18.14	\$37,731	2%	\$0.36	\$18.50	\$38,486.24	0%	\$0.00	\$0	\$38,486.24
Planning - Downtown Manager	Exempt	6/1/2021	1.58	\$25.00	\$52,000	2%	\$0.50	\$25.50	\$53,040.00	0%	\$0.00	\$0	\$53,040.00

City of Ashland - 2022 Non-Represented Employees Salary/Wage Schedule - Proposed

2022 Salary/Hourly Wage Schedule NON-REPRESENTED EMPLOYEE POSITIONS	Exempt or Non-Exempt Position	Date of Hire of Current Employee	Years of Service 12/31/2021	2021 Base Wage Rate	2021 Annual Wage	2022 % Change	2022 Base Increase (Decrease)	2022 Base Wage Rate	2022 Proposed Annual Base Wage	Longevity Percent	Longevity Rate	2022 Annual Longevity	2022 Proposed Total Annual Wage
Water & Wastewater Utilities													
Utility Manager	Exempt	10/8/2018	4.23	\$31.97	\$66,498	2%	\$0.64	\$32.61	\$67,826.72	0%	\$0.00	\$0	\$67,826.72
Utility Billing Specialist approved by Council 8/10/21 - wage range \$19 - \$22 per hour	Non-exempt	1/4/2022	0.99	\$0.00	\$0	0%	\$0.00	\$22.00	\$45,760.00	0%	\$0.00	\$0	\$45,760.00
Water/Wastewater Op I / Foreman I	Non-exempt	1/31/2007	15.91	\$28.15	\$58,558	2%	\$0.56	\$28.72	\$59,729.28	3%	\$0.86	\$1,789	\$61,518.28
Water/Wastewater Op I / Foreman III	Non-exempt	6/26/2009	13.51	\$27.79	\$57,801	2%	\$0.56	\$28.35	\$58,957.60	2%	\$0.57	\$1,186	\$60,143.60
Water/Wastewater Lab Technician	Non-exempt	8/8/2006	16.40	\$26.79	\$55,723	2%	\$0.54	\$27.33	\$56,838.08	3%	\$0.82	\$1,706	\$58,544.08
Water/Wastewater Operator III	Non-exempt	8/22/2012	10.36	\$24.71	\$51,397	2%	\$0.49	\$25.20	\$52,424.32	2%	\$0.50	\$1,040	\$53,464.32
Water/Wastewater Operator II	Non-exempt	11/28/2016	6.09	\$24.97	\$51,938	2%	\$0.50	\$25.47	\$52,975.52	1%	\$0.25	\$520	\$53,495.52
Water/Wastewater Operator III	Non-exempt	11/17/2014	8.12	\$24.71	\$51,397	2%	\$0.49	\$25.20	\$52,424.32	1%	\$0.25	\$520	\$52,944.32
Water/Wastewater Operator III	Non-exempt	12/5/2016	6.07	\$24.71	\$51,397	2%	\$0.49	\$25.20	\$52,424.32	1%	\$0.25	\$520	\$52,944.32
Water/Wastewater Operator I	Non-exempt	6/8/2015	7.56	\$25.49	\$53,019	2%	\$0.51	\$26.00	\$54,080.00	1%	\$0.26	\$541	\$54,621.00
Water/Wastewater Operator IV	Non-exempt	5/29/2002	20.59	\$23.93	\$49,772	2%	\$0.48	\$24.41	\$50,768.64	4%	\$0.98	\$2,038	\$52,806.64
Water/Wastewater Operator IV	Non-exempt	4/1/2019	3.75	\$23.93	\$49,772	2%	\$0.48	\$24.41	\$50,768.64	0%	\$0.00	\$0	\$50,768.64
Meter Reader	Non-exempt	7/15/2013	9.46	\$19.58	\$40,726	2%	\$0.43	\$20.01	\$41,622.88	1%	\$0.20	\$416	\$42,038.88
Vaughn Public Library, JFK Airport and Ashland Marina - operation oversight by the Statutory Commissions/Boards													
Library Director	Exempt	11/27/2017	5.09	\$30.18	\$62,779	2.70%	\$0.82	\$31.00	\$64,473.76	1%	\$0.31	\$645	\$65,118.76
Library Assistant	Non-exempt	7/25/1994	28.44	\$20.17	\$41,943	4.15%	\$0.84	\$21.00	\$43,684.16	5%	\$1.05	\$2,184	\$45,868.16
Library Assistant	Non-exempt	5/2/1988	34.67	\$20.17	\$41,943	4.15%	\$0.84	\$21.00	\$43,684.16	5%	\$1.05	\$2,184	\$45,868.16
Library Clerks - 2 Regular Part-Time	Non-exempt	10/4/2021	1.24	\$15.30	\$25,459	2%	\$0.31	\$15.61	\$25,968.38	0%	\$0.00	\$0	\$25,968.38
Airport Manager	Exempt	8/6/2018	4.40	\$28.74	\$59,771	4.40%	\$1.26	\$30.00	\$62,400.00	0%	\$0.00	\$0	\$62,400.00
Marina Manager	Exempt	5/6/2002	20.65	\$30.30	\$63,032	2%	\$0.61	\$30.91	\$64,292.80	4%	\$1.24	\$2,579	\$66,871.80

*** Public Works Street Operator I - receives an additional 0.20 per hour for Street Sweeper duties - 6-8 months per year

Longevity prorated based on
anniversary date

SUBJECT: Approve an Ordinance to Repeal Chapter 165 (2021-1945) and Recreate Chapter 165 (2021-1952) Comprehensive Fee Schedule, Ashland City Ordinances (*Clerk*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS:

1. Proposed Ordinance
2. Proposed Changes to Comprehensive Fee Schedule

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The attached proposed fee schedule for the 2022 calendar year (Exhibit) shows changes redlined in the highlighted areas for each department who submitted the changes.

The attached proposed ordinance incorporates the following department changes:

- EMS/Ambulance fees as recommended by the contracted billing agency, Veyo, Inc.
- Garbage and Recycling fees as recommended by the Utility and Public Works Departments
- Ashland Marina slip and lift rates as approved by the Harbor Commission
- Parks and Recreation camping and park use fees as approved by the Parks and Recreation Committee
- Clerk fees to add a charge for Notary Services
- Special Assessment Rates as approved by Council, and Special Assessment Letters as recommended by the Finance Department

The proposed fee schedule changes for 2022 are shown in red on the attached exhibit.

The 2022 Proposed Fee Schedule will take effect on January 1, 2022.

Sequential Ordinance No. 2021-1952

Chapter No. 165 (2021-1945)

ORDINANCE TO REPEAL CHAPTER 165 (2021-1945) AND RECREATE CHAPTER 165, ASHLAND CITY ORDINANCES, COMPREHENSIVE FEE SCHEDULE

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of December 7, 2021, for the purpose of repealing and recreating the Comprehensive Fee schedule.

SECTION 1:

Chapter 165 (2021-1945), and subsequent amendments thereto, shall be repealed upon adoption of this ordinance.

SECTION II:

Create Chapter 165 as follows:

CHAPTER 165. COMPREHENSIVE FEE SCHEDULE.

165.01 Adoption. The City of Ashland “Comprehensive Fee Schedule” is hereby adopted, as authorized by Wisconsin State Statutes. The Fee Schedule is attached to this Chapter as Exhibit 1.

165.02 Public Access. The City of Ashland “Comprehensive Fee Schedule” shall be permanently on file and open to public inspection in the office of the Clerk after its adoption.

SECTION III:

This ordinance shall take effect on January 1, 2022.

PASSED: December 7, 2021

PUBLISHED: December 14, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

Proposed Changes to Comprehensive Fee Schedule

FIRE DEPARTMENT/EMS

AMBULANCE FEES:

	<u>Resident</u>		<u>Non-Resident</u>	
Basic Life Support	\$1,050.00	\$1,100.00	\$1,200	\$1,300.00
Advance Life Support 1	\$1,225.00	\$1,275.00	\$1,375	\$1,500.00
Advance Life Support 2	\$1,675.00	\$1,750.00	\$1,825.00	\$1,900.00
SCT Base Rate	\$1,775.00	\$1,850.00	\$1,925.00	\$1,950.00
Mileage	\$18.00	\$20.00	\$18.50	\$22.00
Oxygen	N/A Bundled into base		N/A Bundled into base	
Spinal Immobilization	\$155.00		\$155.00	
4th Lift Assist or > in a year		\$175.00		\$300.00
Non-Resident Lift Assist or No Transport				\$300.00
BLS on Scene Care	\$360.00		\$375.00	\$500.00
ALS on Scene Care	\$825.00	\$860.00	\$965.00	\$1,100.00
**Fee increases includes billed supplies			**Fee increases includes billed supplies	

APPARATUS FEES:

Engines	\$400.00	per hour	450.00
Aerial Apparatus	\$550.00	per hour	600.00
Tanker	\$350.00	per hour	400.00
Command Vehicle	\$150.00	per hour	160.00
Ambulance	\$260.00	per hour	275.00
Ambulance for Local Events	\$105.00	per hour/per ambul	110.00
*Non-Subscriber Ambulance Fee	\$1,985.00	per call	
Brush Truck	\$275.00	per hour	285.00
Ice Angel	\$500.00	per hour	550.00
Snowmobile/Rescue Trailer	\$175.00	per hour	
Haz Mat Trailer	\$300.00	per hour	400.00
Extrication Equipment	\$150.00	per hour	160.00

*A non-subscriber fee will be charged to townships that do not currently have an agreement with the City of Ashland for fire protection and emergency medical services. This amount will be charged on top of the non-resident fees.

RESIDENTIAL GARBAGE RECYCLING COLLECTION

48 Gallon container	\$9.50	10.00 per month
64 Gallon container	\$14.25	15.00 per month
96 Gallon container	\$19.00	20.00 per month
Container Replacement Fee	\$75.00	

PLANNING & DEVELOPMENT**B. COMMERCIAL CONSTRUCTION PERMITS**

(Note: a development permit and site plan review may be required for commercial projects.)

2. Alterations and Remodeling to an existing structure (including handicapped ramps)

*Certificate of Appropriateness maybe required on designated Historical Structures or being within a designated Historical District

*Miscellaneous repairs under ~~\$ 5,000~~ \$2,500 in labor and materials, which do not involve structural alterations, or changes to existing egress, do not require a permit. The cost of furniture and removable equipment/fixtures is excluded from project cost.

*Projects over ~~\$ 5,000~~ \$2,500 in labor and materials or structural alterations, or changes to existing egress, at any cost require a permit.

C. PERMIT FEES PERTAINING TO ALL CONSTRUCTION

3. Electrical Permits

~~*No permit required for replacement of existing service panel or wiring update.~~

Proposed Changes to Comprehensive Fee Schedule

MARINA

All Rates Subject to State and Local Sales Tax

<u>Slip Rates</u>			
per boat foot for full service slips		\$54.00	56.00
flat rate for boat maximum 22' (No Electricity)		\$900.00	975.00
flat-23'-29'		\$1,075.00	
flat-30'-36'		\$1,300.00	
flat-37'-43'		\$1,525.00	
flat-44'-50'		\$1,750.00	
flat-51'-57'		\$1,975.00	
Charters, Taxis, and any other boat for hire	per foot	\$50.00	60.00
<u>Storage Rates</u>			
Summer/winter storage if on a trailer or stand		\$16.00 per boat foot	
Non-Tenant summer/winter storage if on a trailer or stand		\$20.00 per boat foot	
Trailer or cradle storage	tenant -	\$100.00	150.00
	non-tenant -	\$200.00	
Trailered fishing/recreational boats (Summer)		\$400.00	
Stand storage summer/winter		\$50.00	75.00
Stand rental		\$40.00	
<u>Miscellaneous</u>			
Pump Outs < 32' boat		\$5.00	10.00
Pump Outs > 32' boat		\$10.00	15.00
Service/Repair		\$100.00 per hour	
<u>Transient Slip Rates</u>			
daily Breakwall		\$25.00	
daily Slips		\$1.00 1.25 per foot	
	minimum 25 20' for A, B, & C Docks		
daily Commercial		\$2.00 per foot	
weekly Slips		\$1.25 per foot	
	minimum 24' (1 Free Night) A, B & C Docks		

SPECIAL ASSESSMENT RATES

Sidewalk Special Assessment Rates	% of Unit Rate:	40%	50%
Special Assessment Letter (7 day service)	Prepaid by Requestor	\$10.00	20.00
Special Assessment Letter (7 day service)	Billed to Requestor	\$15.00	
Special Assessment Letter (1 day service)	Prepaid by Requestor	\$25.00	35.00
Special Assessment Letter (1 day service)	Billed to Requestor	\$35.00	

CITY CLERK FEES

Notary Public Services	\$10.00
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PARKS & RECREATION FEES

Ballfield Usage Fee	\$100.00 per league	150.00
Business in City Parks Daily Fee** Mobile Concession	\$30.00 + sales tax	
Business in City Parks Weekly Fee** Mobile Concession	\$50.00 + sales tax	
Business in City Parks Monthly Fee** Mobile Concession	\$175.00 + sales tax	
Business in City Parks Yearly Fee** Mobile Concession	\$750.00 + sales tax	
<u>Spring Special Event Camping Rates</u>		
Bayview Park parking lot Camping/Overnight Parking:		
Daily Rate	\$15.00	20.00
Weekly (6 nights + 1 night free)	\$90.00	100.00
<u>Hot Pond Camping/Overnight Parking:</u>		
Daily Rate	\$10.00	20.00
Weekly (6 nights + 1 night free)	\$60.00	100.00

Proposed Changes to Comprehensive Fee Schedule

SUBJECT: Approve a Resolution by the Common Council for the City of Ashland, Wisconsin, to Adopt the 2022 General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds Budgets (*Administrator*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Committee of the Whole

EXHIBITS:

1. Proposed Resolution
2. 2021 Assessed Value & Property Tax Levy Payable in 2022 - all Taxing Jurisdictions

EXPENDITURES REQUIRED: \$13,299,663

AMOUNT BUDGETED: -0-

**APPROPRIATION
REQUIRED:** 13,299,663

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

The Committee of the Whole deliberated the 2022 budget at the September 23, October 7, October 26, and November 16, 2021 budget work sessions. At the November 16, 2021 meeting, the Committee of the Whole recommended 2022 proposed budgets for public hearing. The proposed General Fund 2022 budget is within the Wisconsin Department of Revenue limits for Gross Levy and Expenditure Restraint.

Budget highlights include the following key elements:

General Fund - Fund Balance appropriated for the 2022 proposed budget is \$374,284

Includes short-term general obligation debt levy of \$273,000 for capital expenditures

The recycling fee included in the garbage fees increased from .50, .75, 1.00 to 1.00, 1.50, 2.00 per month

Continues to provide for capital expenditures

Maintains service levels for City provided programs

Minimum of 2% wage increase for staff

Employee Benefit Levels Unchanged

Health Insurance High Deductible HSA Plan—premium increase is 3.60%

Continues funding for economic development efforts:

Council strategic plan development \$29,000

AADC funding at \$51,000

Changes from the 2021 budget to the 2022 proposed budget:

Assessed value increased by \$49,272,000 to \$470,175,200

Gross levy increased by \$371,480 to \$4,771,188

The City mill rate, per \$1000 of assessed value, decreased by (0.3053) to 10.1477

The Debt Service Levy increased by \$286,161 (including short-term borrowing) to \$1,680,328

The proposed 2022 Budget is funded via a variety of revenue streams, user charges, and property taxes.

The total proposed 2022 budget is as follows:

Total General Fund Expenditures & Transfers to Other Funds: \$11,361,849

Debt Service Levy \$1,680,328

Tax Increment Financing Levy \$257,468 - which is an increase of \$31,640 from prior year

Total 2022 proposed budget \$13,299,663

RESOLUTION

No.

**RESOLUTION BY THE COMMON COUNCIL FOR THE CITY OF ASHLAND,
WISCONSIN TO ADOPT THE 2022 GENERAL FUND, DEBT SERVICE FUNDS,
SPECIAL REVENUE FUNDS, CAPITAL PROJECT FUNDS, AND INTERNAL
SERVICE FUNDS BUDGETS**

WHEREAS, the Common Council for the City of Ashland, Wisconsin, meeting in committee, has deliberated on the formation of the 2022 municipal budget; and

WHEREAS, the Common Council for the City of Ashland, Wisconsin has, after proper publication and notice, held a public hearing on December 7, 2021, on the 2022 General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds Budgets; and,

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby adopts a 2022 Budget as summarized on the attachment to this Resolution with revenues and expenditures of \$13,299,663 for the City's General Fund, Debt Service Funds, Special Revenue Funds, Capital Projects Funds, and Internal Service Funds.

PASSED: December 7, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

PROPOSED 2022 BUDGET

CITY OF ASHLAND 2022 BUDGET SUMMARY WORKSHEET

SUMMARY WORKSHEET				2018	2019	2020	2021	2021	2022	2021-22	
				Actual	Actual	Actual	Budget	Projected	Budget	\$	%
Property Tax Levy											
Assessed Value				415,577,050	413,813,750	420,745,300	420,903,200	420,903,200	470,175,200	49,272,000	11.71%
Mill Rate				9.6842	9.7651	9.8898	10.4530	10.4530	10.1477	-0.3053	-2.92%
Gross Levy				\$ 4,024,512	\$ 4,040,950	\$ 4,161,103	\$ 4,399,708	\$ 4,399,708	\$ 4,771,188	\$ 371,480	8.44%
Less Restricted Levy:											
TIF Levy				(134,761)	(173,243)	(234,690)	(225,846)	(225,846)	(257,486)	(31,640)	14.01%
Debt Service Levy											NA
Long-term G.O. Debt Service				(1,164,405)	(1,150,834)	(1,149,937)	(1,394,137)	(1,394,137)	(1,407,328)	(13,191)	0.95%
Short-Term GO Debt Service				-	-	-	-	-	(273,000)	(273,000)	NA
Net Debt Service Levy				(1,164,405)	(1,150,834)	(1,149,937)	(1,394,137)	(1,394,137)	(1,680,328)	(286,191)	20.53%
Total Restricted Levy				(1,299,166)	(1,324,077)	(1,384,627)	(1,619,983)	(1,619,983)	(1,937,814)	(317,831)	19.62%
Net Expendable Levy				\$ 2,725,346	\$ 2,716,873	\$ 2,776,476	\$ 2,779,725	\$ 2,779,725	\$ 2,833,374	\$ 53,649	1.93%
Less Direct Expense Levy:											
CP - Fire Capital Equip.				(55,000)	-	-	-	-	-	-	NA
CP 462 Police Capital Equip.				(40,000)	(40,000)	-	-	-	-	-	NA
Total Direct Expense Levy				\$ (95,000)	\$ (40,000)	\$ -	\$ -	\$ -	\$ -	\$ -	NA
Net Levy Available for General Fund				\$ 2,630,346	\$ 2,676,873	\$ 2,776,476	\$ 2,779,725	\$ 2,779,725	\$ 2,833,374	53,649	1.93%
Post-Levy Property Tax Adjustments				418	394	387	-	-	-	-	NA
Non-Tax General Fund Revenues				7,786,066	8,018,672	7,697,199	8,107,269	7,921,830	8,154,191	46,922	0.58%
Appropriation of Fund Balance							143,928		374,284	230,356	160.05%
Total General Fund Revenues				\$ 10,416,830	\$ 10,695,939	\$ 10,474,062	\$ 11,030,922	\$ 10,701,555	\$ 11,361,849	\$ 330,927	3.00%
Uses of General Funds											
General Fund Transfer to Other Funds:											
SR 215 - Vaughn Library				(316,000)	(316,000)	(322,320)	(314,262)	(314,262)	(312,000)	2,262	-0.72%
SR 229 - Insured Loss Deductible				(5,000)	-	-	-	-	-	-	NA
SR 245 - Planning & Redevelopment				(12,000)	(14,000)	(14,000)	(14,000)	(14,000)	(66,500)	(52,500)	375.00%
SR 246 - Home Improvement Programs				-	(5,000)	(5,000)	-	-	-	-	NA
SR 260 - Recycling				(76,502)	(79,835)	(80,475)	(83,100)	(83,100)	(85,600)	(2,500)	3.01%
SR 277 - Wetland Mitigation				(12,000)	(11,000)	(13,649)	(12,300)	(12,300)	-	12,300	-100.00%
SR 233 - Police Programs				(1,000)	-	-	-	-	-	-	NA
SR 281 - Tax Increment Dist #6				-	(3,641)	-					
CP 450 - Building Facilities.				(26,850)	(9,914)	(40,000)	-	-	-	-	NA
CP 454 - Equipment Leases-General Gvnt				(5,000)	-	(10,000)	(5,000)	(5,000)	(5,000)	-	0.00%
CP 460 - Public Works Capital Equip.				(45,000)	-	(50,000)	(50,000)	(50,000)	-	50,000	-100.00%
CP 461 - Fire/Amb Capital Equip.				-	(95,714)	-	-	-	(184,400)	(184,400)	NA
CP 462 - Police Dept Capital Equip.				-	-	-	-	-	(15,000)	(15,000)	NA
CP 463 - Computer Capital Equip.				(10,950)	(25,760)	(15,000)	-	-	-	-	NA
CP 470 - Capital Street Improvements				(121,850)	(241,105)	(405,000)	(118,600)	(118,600)	(84,300)	34,300	-28.92%
CP 480 - Urban Forestry				-	-	-	-	-	(6,000)	(6,000)	NA
CP 481 - Parks & Rec				(10,000)	-	(20,000)	-	-	-	-	NA
EF 610 - JFK Airport				(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(68,770)	(23,770)	52.82%
CP 470 - Storm Water				(10,000)	-	-	-	-	-	-	NA
IS 750 - Post Retirement Benefits Reserve				(90,000)	(114,850)	(141,250)	(85,000)	(85,000)	(85,000)	-	0.00%
CP 491 / TA 810 - Landfill (LTC)				(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	(5,000)	-	0.00%
Total Transfers to Other Funds				\$ (792,152)	\$ (966,819)	\$ (1,166,694)	\$ (732,262)	\$ (732,262)	\$ (917,570)	\$ (185,308)	25.31%
Net Available for General Fund Operations				\$ 9,624,678	\$ 9,729,120	\$ 9,307,368	\$ 10,298,660	\$ 9,969,293	\$ 10,444,279	\$ 145,619	1.41%

PROPOSED 2022 BUDGET

CITY OF ASHLAND 2022 BUDGET SUMMARY WORKSHEET

		2018	2019	2020	2021	2021	2022	2021-22	
		Actual	Actual	Actual	Budget	Projected	Budget	\$	%
General Fund Operations									
GENERAL GOVERNMENT									
Mayor		(27,649)	(26,148)	(24,957)	(29,940)	(30,170)	(29,670)	270	-0.90%
City Council		(41,174)	(39,966)	(36,385)	(63,130)	(64,695)	(71,775)	(8,645)	13.69%
City Administrator		(91,278)	(132,557)	(136,222)	(137,750)	(138,250)	(142,745)	(4,995)	3.63%
Police & Fire Commission		(4,008)	(6,967)	(7,652)	(5,300)	(7,350)	(7,900)	(2,600)	49.06%
City Attorney		(100,970)	(40,381)	(55,506)	(60,000)	(60,000)	(60,000)	-	0.00%
City Clerk		(85,046)	(88,166)	(96,829)	(98,860)	(98,455)	(100,350)	(1,490)	1.51%
Human Resources (Personnel)		(80,159)	(52,500)	(65,868)	(69,795)	(71,670)	(87,095)	(17,300)	24.79%
Elections		(70,155)	(48,505)	(63,135)	(41,405)	(31,224)	(73,365)	(31,960)	77.19%
Technology Services		(277,301)	(263,494)	(267,329)	(287,560)	(283,779)	(353,370)	(65,810)	22.89%
Other City Hall		(151,278)	(138,139)	(111,095)	(88,855)	(74,995)	(89,525)	(670)	0.75%
Finance		(442,305)	(449,663)	(422,909)	(427,665)	(415,285)	(392,950)	34,715	-8.12%
Assessor		(56,755)	(61,823)	(62,464)	(63,150)	(62,700)	(32,800)	30,350	-48.06%
Buildings & Facilities Maintenance		(385,316)	(422,712)	(394,741)	(471,079)	(394,600)	(471,284)	(205)	0.04%
Misc, Insurance & Contingency		(121,624)	(139,553)	(106,185)	(130,100)	(121,540)	(124,100)	6,000	-4.61%
Budget Development Contingency		-	-	-	-	-	-	-	NA
TOTAL GENERAL GOVERNMENT		\$ (1,935,018)	\$ (1,910,574)	\$ (1,851,277)	\$ (1,974,589)	\$ (1,854,713)	\$ (2,036,929)	\$ (62,340)	3.16%
PUBLIC SAFETY									
Police		(2,021,061)	(2,139,315)	(2,111,042)	(2,217,686)	(2,143,355)	(2,241,625)	(23,939)	1.08%
Fire		(1,253,860)	(1,082,791)	(1,122,411)	(1,453,056)	(1,269,755)	(1,445,425)	7,631	-0.53%
Ambulance		(1,462,096)	(1,576,808)	(1,387,767)	(1,486,385)	(1,462,261)	(1,508,615)	(22,230)	1.50%
Public Fire Protection Fee		(18,684)	(19,069)	(19,141)	(19,200)	(19,220)	(19,300)	(100)	0.52%
Building Inspection		(74,325)	(121,394)	(120,196)	(124,685)	(118,820)	(147,305)	(22,620)	18.14%
TOTAL PUBLIC SAFETY		\$ (4,830,026)	\$ (4,939,377)	\$ (4,760,557)	\$ (5,301,012)	\$ (5,013,411)	\$ (5,362,270)	\$ (61,258)	1.16%
HEALTH & SOCIAL SERVICES									
Animal Control		(83,396)	(76,531)	(74,996)	(79,210)	(76,155)	(79,945)	(735)	0.93%
Pest Control		(7,761)	(7,761)	(8,094)	(8,500)	(7,865)	(8,500)	-	0.00%
Mt. Hope Cemetery		(61,000)	(61,000)	(61,000)	(61,000)	(61,000)	(61,000)	-	0.00%
TOTAL HEALTH & SOCIAL SERVICES		\$ (152,157)	\$ (145,292)	\$ (144,090)	\$ (148,710)	\$ (145,020)	\$ (149,445)	\$ (735)	0.49%
PUBLIC WORKS									
Public Works		(1,525,591)	(1,646,487)	(1,462,009)	(1,661,974)	(1,551,803)	(1,652,289)	9,684	-0.58%
Transportation		(30,000)	(30,000)	(30,000)	(31,000)	(31,000)	(31,000)	-	0.00%
Sanitation		(356,587)	(350,560)	(371,036)	(381,276)	(373,868)	(404,092)	(22,816)	5.98%
TOTAL PUBLIC WORKS		\$ (1,912,178)	\$ (2,027,047)	\$ (1,863,045)	\$ (2,074,250)	\$ (1,956,671)	\$ (2,087,382)	\$ (13,132)	0.63%
LEISURE ACTIVITIES									
Community Programs		(26,192)	(29,900)	(27,300)	(27,550)	(27,300)	(27,550)	-	0.00%
City Parks Maintenance		(195,377)	(232,712)	(172,047)	(235,534)	(190,959)	(239,209)	(3,675)	1.56%
Parks & Recreation Programs (APR)		(276,524)	(282,346)	(291,759)	(299,790)	(300,265)	(300,025)	(235)	0.08%
Municipal Band		(4,919)	(4,557)	-	(4,950)	(4,950)	(4,950)	-	0.00%
TOTAL LEISURE ACTIVITIES		\$ (503,012)	\$ (549,515)	\$ (491,106)	\$ (567,824)	\$ (523,474)	\$ (571,734)	\$ (3,910)	0.69%
CONSERVATION & DEVELOPMENT									
Planning and Development		(193,754)	(121,995)	(183,446)	(232,275)	(200,815)	(236,520)	(4,245)	1.83%
TOTAL CONSERVATION & DEVELOPMENT		\$ (193,754)	\$ (121,995)	\$ (183,446)	\$ (232,275)	\$ (200,815)	\$ (236,520)	\$ (4,245)	1.83%
Total General Fund Expenditures for Operations		\$ (9,526,145)	\$ (9,693,799)	\$ (9,293,521)	\$ (10,298,660)	\$ (9,694,104)	\$ (10,444,279)	\$ (145,619)	1.41%
Total Uses of General Funds		\$ (10,318,297)	\$ (10,660,618)	\$ (10,460,215)	\$ (11,030,922)	\$ (10,426,366)	\$ (11,361,849)	\$ (330,927)	3.00%
Net (Expenditures) over Revenue		\$ 98,533	\$ 35,321	\$ 13,847	\$ (0)	\$ 275,189	\$ (0)	\$ (0)	na

CITY OF ASHLAND
2022 BUDGET
GENERAL FUND REVENUES

PROPOSED 2022 BUDGET

Public Hearing 12/07/2021

ACCOUNT DESCRIPTION			2018	2019	2020	2021	2021	2021	2022	2021-22
			Actual	Actual	Actual	Budget	June 30	Projected	Budget	Change
TAXES										
100 41110	GENERAL PROPERTY TAXES		2,630,764	2,677,267	2,776,863	2,779,725	1,953,413	2,779,725	2,833,374	1.93%
100 41140	MOBILE HOME TAXES		23,388	22,968	24,060	24,000	23,311	24,000	24,000	0.00%
100 41210	MOTEL/HOTEL TAXES		8,042	8,669	7,908	10,000	1,255	10,000	10,000	0.00%
100 41222	SALES TAX - CITY SHARE		141	136	141	120	62	140	140	16.67%
100 41310	TAXES - WATER UTILITY PILOT		382,076	385,353	400,184	394,000	200,088	400,000	400,000	1.52%
100 41320	TAXES - TAX EXEMPT PILOT		32,015	35,599	40,356	35,000	2,142	40,000	40,000	14.29%
100 41800	PENALTIES ON DELINQUENT TAXES-PP		655	422	2,445	1,000	332	1,000	1,000	0.00%
100 41810	PENALTIES ON DELINQUENT TAXES-Utilities		2,609	1,507	1,210	1,500	672	1,500	1,500	0.00%
100 41900	OTHER TAXES		22	7,884	10,148	0	0	10,148	0	NA
TOTAL TAXES:			3,079,712	3,139,805	3,263,315	3,245,345	2,181,275	3,266,513	3,310,014	1.99%
SPECIAL ASSESSMENTS										
100 42000	SPECIAL ASSESSMENTS		0	0	0	0	0	0	0	NA
TOTAL SPECIAL ASSESSMENTS:			0	0	0	0	0	0	0	NA
INTERGOVERNMENTAL										
100 43300	FEDERAL GRANTS		0	0	34,562	0	0	0	0	NA
100 43410	SHARED REVENUES		3,710,592	3,707,961	3,701,429	3,707,485	0	3,707,485	3,712,076	0.12%
100 43411	EXPENDITURE RESTRAINT		124,740	118,006	115,497	114,042	0	114,042	132,474	16.16%
100 43412	EXEMPT COMPUTER AID		18,091	18,529	18,529	19,000	0	18,500	18,500	-2.63%
100 43413	PERSONAL PROPERTY TAX AID		0	46,268	47,871	49,474	49,474	49,474	47,870	-3.24%
100 43414	VIDEO SERVICE PROVIDER AID		0	0	9,527	18,533	0	18,533	18,533	0.00%
100 43420	STATE FIRE DUES		19,109	20,947	21,057	21,000	0	20,639	21,000	0.00%
100 43529	OTHER PUBLIC REVENUE		50,378	52,088	57,568	49,000	0	50,000	50,000	2.04%
100 43531	STATE GENERAL TRANS AID		497,460	520,446	598,513	599,070	299,143	599,070	627,312	4.71%
100 43530	STATE GRANT REVENUE		18,645	10,097	5,081	100	7	100	100	0.00%
100 43533	STATE CONNECTING HWY AID		74,143	74,092	73,907	76,465	38,232	76,465	76,591	0.16%
100 43610	PAYMENT FOR MUNICIPAL SERVICE		12,556	12,533	12,386	12,500	8,340	12,165	12,500	0.00%
100 43799	OTHER LOCAL GOVT GRANTS		3,598	16,988	3,776	250	0	0	0	-100.00%
TOTAL INTERGOVERNMENTAL:			4,529,312	4,597,955	4,699,703	4,666,919	395,196	4,666,473	4,716,956	1.07%
LICENSES & PERMITS										
100 44100	LICENSES - BUSINESS & OCCUPATIONAL		27,017	38,934	23,160	28,000	27,325	35,000	35,000	25.00%
100 44110	CABLE FRANCHISE FEE		95,270	92,664	84,163	82,100	17,525	76,000	76,000	-7.43%
100 44200	LICENSES - NON BUSINESS		19	11	7	10	4	10	10	0.00%
100 44300	BUILDING & STREET-CUT PERMITS		29,513	43,364	57,024	37,000	24,657	47,000	47,000	27.03%
100 44400	ZONING PERMITS & FEES		6,890	8,845	2,750	8,000	2,005	3,600	6,000	-25.00%
TOTAL LICENSES & PERMITS:			158,709	183,818	167,104	155,110	71,516	161,610	164,010	5.74%
FINES, FORFEITS & PENALTIES										
100 45100	LAW & ORDINANCE VIOLATIONS		28,605	21,070	18,882	20,000	9,085	18,500	20,000	0.00%
TOTAL FINES, FORFEITS & PENALTIES:			28,605	21,070	18,882	20,000	9,085	18,500	20,000	0.00%
PUBLIC CHARGES FOR SERVICES										
100 46100	OTHER REVENUES - GENERAL GOVT		8,699	9,207	10,584	9,000	3,015	9,000	9,000	0.00%
100 46210	POLICE SERVICES		2,574	4,445	4,998	3,500	1,295	5,000	5,000	42.86%
100 46220	FIRE PROTECTION FEES		1,085	1,171	0	1,000	22	1,000	1,000	0.00%
100 46230	AMBULANCE/EMS FEES		1,055,175	1,123,826	901,148	1,069,000	469,652	985,000	995,000	-6.92%
100 46231	AMB PROTECTION FEES		13,405	16,244	6,904	13,400	551	12,000	12,000	-10.45%
100 46290	SPECIAL CHARGES		925	947	150	5,800	180	500	6,100	5.17%
100 46310	PUBLIC WORKS CHARGES		61,939	74,141	63,935	50,000	7,504	50,000	50,000	0.00%
100 46330	PARKING RENT & FINES		15,233	13,228	7,343	14,500	6,894	10,000	10,000	-31.03%

CITY OF ASHLAND
2022 BUDGET
GENERAL FUND REVENUES

PROPOSED 2022 BUDGET

Public Hearing 12/07/2021

ACCOUNT DESCRIPTION			2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 June 30	2021 Projected	2022 Budget	2021-22 Change
PUBLIC CHARGES FOR SERVICES Cont.										
100 46420	REFUSE/GARBAGE COLLECTION FEES		347,748	346,862	349,056	348,000	175,130	350,000	350,000	0.57%
100 46421	RECYCLING FEES (started February 2016)		19,315	19,270	19,392	19,300	10,000	20,000	39,000	102.07%
100 46431	SPRING CLEANUP FEES		2,000	1,440	0	1,800	0	0	1,800	0.00%
100 46440	WEED/NUISANCE CONTROL		0	0	4,658	2,000	0	5,000	5,000	150.00%
100 46510	ANIMAL CONTROL FEES		1,944	2,652	2,367	2,500	2,479	3,000	3,000	20.00%
100 46720	PARKS REVENUE		123,009	109,326	109,833	119,250	33,879	150,000	150,000	25.79%
100 46721	PW FUEL TAX REFUND		3,499	3,638	3,414	3,500	0	3,500	3,500	0.00%
100 46722	PW ADMIN FEE		5,405	5,587	3,478	5,400	2,215	5,400	5,400	0.00%
100 46755	LEISURE PROGRAMS & REC FEES		78,858	80,056	32,261	80,000	26,116	50,000	80,000	0.00%
TOTAL PUBLIC CHARGES:			1,740,813	1,812,040	1,519,521	1,747,950	738,932	1,659,400	1,725,800	-1.27%
INTERGOVERNMENTAL CHARGES FOR SERVICE										
100 47321	LIAISON OFFICER-REIMBURSE		66,986	85,105	46,079	75,000	49,116	75,000	80,190	6.92%
100 47323	FIRE- TOWNSHIP CONTRACTS		165,757	169,042	136,387	138,290	66,302	138,290	140,292	1.45%
100 47324	AMBULANCE - TOWNSHIP CONTRACTS		226,628	230,025	233,477	305,980	155,878	311,756	316,433	3.42%
100 47330	GIS REIMBURSEMENT (COUNTY)		0	1,650	1,650	0	0	0	0	NA
100 47400	ATTORNEY - UTILITY REIMBURSE		5,689	0	0	5,000	0	5,000	5,000	0.00%
100 47401	UTILITY COST SHARE		267,917	281,130	234,094	244,520	119,218	234,000	221,570	-9.39%
100 47403	AIRPORT ADMIN REIMBURSEMENT		8,000	8,000	8,000	8,000	0	8,000	8,000	0.00%
100 47405	CHARGES TO LIBRARY		38,876	43,841	42,455	42,500	19,737	42,500	43,700	2.82%
TOTAL INTERGOVERNMENTAL CHARGES:			779,853	818,793	702,142	819,290	410,251	814,546	815,185	-0.50%
MISCELLANEOUS REVENUES										
100 48110	INTEREST ON CASH & INVESTMENTS		23,400	45,250	22,504	15,000	100	20,000	20,000	33.33%
100 48200	PROPERTY RENTS & LEASES		27,011	28,148	20,632	27,430	14,261	28,000	28,500	3.90%
100 48309	SALES OF OTHER EQUIP & PROPERTY		95	235	0	0	175	0	0	NA
100 48440	INS CLAIMS REIMB - OTHER		0	0	2,078	0	0	0	0	NA
100 48500	GENERAL DONATIONS & GIFTS		607	1,479	2,051	1,000	0	1,000	1,000	0.00%
100 48900	WORKERS COMP WAGE REIMB		1,444	5,688	10,939	2,000	6,484	10,000	2,000	0.00%
100 48901	MISCELLANEOUS		2,924	2,672	4,305	2,000	2,568	4,150	4,150	107.50%
100 48910	INSURANCE DIVIDENDS		33,345	27,986	40,886	40,000	0	30,863	35,000	-12.50%
TOTAL MISCELLANEOUS:			88,826	111,458	103,395	87,430	23,588	94,013	90,650	3.68%
OTHER FINANCING SOURCES & TRANSFERS										
100 49220	TRANS FROM SPEC REVENUE		0	0	0	2,800	0	2,800	2,800	0.00%
100 49240	TRANS FROM CAPITAL PROJ (Waterfront)		11,000	11,000	0	17,700	0	17,700	17,700	0.00%
100 49270	TRANS FROM INTERNAL SERVICE FUND		0	0	0	124,450	0	0	124,450	0.00%
TOTAL OTHER FIN. SOURCES:			11,000	11,000	0	144,950	0	20,500	144,950	0.00%
TOTAL GENERAL FUND REVENUES:			10,416,830	10,695,939	10,474,062	10,886,994	3,829,843	10,701,555	10,987,565	0.92%
Non Property Tax GF Revenues			7,786,066	8,018,672	7,697,199	8,107,269	1,876,430	7,921,830	8,154,191	0.58%

CITY OF ASHLAND PROPOSED 2022 BUDGET

2022 BUDGET

Where do your tax dollars go

Mill Rate

10.1477

GENERAL GOVERNMENT

	Gross Property Tax Levy \$	Percent of Levy	Property Tax Allocation per \$100,000 of Value
Mayor	\$ 10,742	0.23%	\$ 2.28
City Council	25,991	0.54%	5.53
City Administrator	36,691	0.77%	7.80
Police & Fire Commission	2,861	0.06%	0.61
City Attorney	19,917	0.42%	4.24
City Clerk	13,298	0.28%	2.83
Human Resources/Safety (Personnel)	24,808	0.52%	5.28
Elections	26,374	0.55%	5.61
Technology Services	126,603	2.65%	26.93
Other City Hall	26,078	0.55%	5.55
Finance	93,339	1.96%	19.85
Assessor	11,878	0.25%	2.53
Buildings & Facilities Maintenance	142,567	2.99%	30.32
Misc & Contingency	44,939	0.94%	9.56
TOTAL GENERAL GOVERNMENT	606,086	12.70%	128.92

PUBLIC SAFETY

Police	\$ 713,221	14.95%	\$ 151.69
Fire & Ambulance	516,877	10.83%	109.93
Public Fire Protection Fee	6,989	0.15%	1.49
Building Inspection	33,668	0.71%	7.16
TOTAL PUBLIC SAFETY	1,270,755	26.63%	270.27

HEALTH & SOCIAL SERVICES

Animal Control	\$ 27,585	0.58%	\$ 5.87
Pest Control	3,078	0.06%	0.65
Mt. Hope Cemetery	22,089	0.46%	4.70
TOTAL HEALTH & SOCIAL SERVICES	52,752	1.11%	11.22

PUBLIC WORKS

Public Works	\$ 359,508	7.53%	\$ 76.46
Transportation	11,226	0.24%	2.39
Sanitation	18,763	0.39%	3.99
TOTAL PUBLIC WORKS	389,497	8.16%	82.84

LEISURE ACTIVITIES

Community Programs	\$ 9,976	0.21%	\$ 2.12
Parks	25,617	0.54%	5.45
Recreation Programs	76,405	1.60%	16.25
Municipal Band	1,792	0.04%	0.38
TOTAL LEISURE ACTIVITIES	113,790	2.38%	24.20

CONSERVATION & DEVELOPMENT

Planning and Development	\$ 82,347	1.73%	\$ 17.51
TOTAL CONSERVATION & DEVEL	82,347	1.73%	17.51

TRANSFERS TO OTHER FUNDS

Vaughn Public Library	\$ 112,981	2.37%	\$ 24.03
JFK Airport	24,903	0.52%	5.30
Special Revenue & Internal Service Fun	71,736	1.50%	15.26
Capital Project Funds	108,527	2.27%	23.08
TOTAL TRANSFER TO OTHER FUNDS	318,147	6.67%	67.67

	2,833,374	59.39%	602.63
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DIRECT LEVY

GO Debt Levy	\$ 1,680,328	35.22%	\$ 357.38
Tax Incremental District Levy	257,486	5.40%	54.76
TOTAL DIRECT LEVY	1,937,814	40.61%	412.14

TOTAL GENERAL FUND	\$ 4,771,188	100.00%	1,014.77
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PROPOSED 2022 BUDGET
City of Ashland
2022 Levy for Debt Service

Program Explanation

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs. Included within this fund type are the various bond issues, promissory notes, and State Trust Fund

2022 General Obligation Debt

	Total Principal/Int./Fees	General Tax Levy	Other Fund Sources
<i>Bremer Bank NA - Note 2020A 4/01/2030 2.75%</i>	47,258		
Marina		-	47,258
<i>Bremer Bank NA - Note 2020B 4/01/2030 2.27%</i>	79,437		
Water Utility		-	79,437
<i>Bremer Bank NA - Note 2020C 5/01/2030 1.91%</i>	497,752		
General Tax Levy		497,752	0
<i>WI State Trust Fund Loan - 2018 4.00%</i>	75,473		
Tax Increment District #10		-	75,473
<i>US Bank - GO Bonds 2017B 12/01/2027 2.023%</i>	335,123		
General Tax Levy		335,123	
<i>US Bank - GO Bonds 2015A 4/01/2035 2.805%</i>	431,631		
General Tax Levy		431,631	
<i>Bremer Bank NA - Note 2015B 10/01/2025 2.59%</i>	128,562		
General Tax Levy		128,562	
<i>Bankers Bank - GO Promissory Notes 2011A 12/1/2021 1.81%</i>	-		
General Tax Levy		-	
<i>2007 Safe Drinking Water Loan - Revenue 1.42%</i>	13,310		
General Tax Levy for Turner Road (Street Portion)		13,310	
Payment Agent Fees (5 US Bank Issues)	950	950	
Long-Term GO and Tax Levy Debt Service	\$ 1,609,496	\$ 1,407,328	\$ 202,168
Short-Term GO Debt Service Tax Levy	\$ -	\$ 273,000	\$ -
Total GO Debt Service and Tax Levy for Debt Service	\$ 1,609,496	\$ 1,680,328	\$ 202,168

PROPOSED 2022 BUDGET

2022 Project and Capital List 12/07/2021														
		Project Expenditures			Sources of Project Revenues									
	Estimated Fund Balance Jan 1st	Project Expenditure Request	Transfers OUT to Other Funds	TOTAL EXPENSES TRANSFERS OUT	2021 Levy/Trans	Other Funding	Other Source	Borrowing	Transfers IN from Other Funds	Trnsf Fund	Use (Increase) Fund Balance	TOTAL PROJECT SOURCES	Estimated Fund Balance Dec 31st	Fund Balance Restricted to Specific Project
TID # 10 Project Fund (CP 414)														
Various projects per the project plan		\$ (15,150)	\$ -	\$ (15,150)	\$ -	\$ 33,979	Increment	\$ -	\$ -		\$ (18,829)	\$ 15,150		
Downtown improvement grants		(112,300)	-	(112,300)	-	-		-	112,300	250	-	112,300		
Interest on Advance from fund 250		(2,700)	-	(2,700)	-	-		-	-		2,700	2,700		
TOTALS		\$ 26,590	\$ (130,150)	\$ (130,150)	\$ -	\$ 33,979		\$ -	\$ 112,300		\$ (16,129)	\$ 130,150	\$ 42,719	\$ 42,719
Public Transportation (CP 415)														
		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -
Future transportation projects		-	-	-	-	-		-	-		-	-		22,000
TOTALS		\$ 22,000	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	\$ 22,000	\$ 22,000
(\$19,000 is reserved for BART-WIDOT restriction)														
Building & Facilities (CP 450)														
Public Works Building - Roof Replacement		\$ (160,000)	\$ -	\$ (160,000)	\$ -	\$ -		\$ -	\$ -		\$ 160,000	\$ 160,000		
Building & Facilities Master Plan (Prof. Services)		(25,000)		(25,000)	-	-			2,500	463	22,500	25,000		
Replacement of Gymnastics Spring Floor System		(20,000)	-	(20,000)	-	-		-	-		20,000	20,000		
(Includes 2021 Short-Term Borrowing \$160k) TOTALS		\$ 202,500	\$ (205,000)	\$ -	\$ (205,000)	\$ -	\$ -	\$ -	\$ 2,500		\$ 202,500	\$ 205,000	\$ -	\$ -
Waterfront Develop (CP 453)														
Room tax revenue estimate		\$ -	\$ -	\$ -	\$ -	\$ 140,000	Rm Tax	\$ -	\$ -		\$ (140,000)	\$ -		\$ -
Transfer to GF 100 - GF Parks maintenance reimbursement		-	(17,700)	(17,700)	-	-		-	-		17,700	17,700		
** Transfer to CP 481 WIDOT (TAP)Transp. Alternatives Program G		-	(137,200)	(137,200)	-	-			-		137,200	137,200		
Transfer to CP 481 2017 donation for trail repair		-	(25,000)	(25,000)	-	-		-	-		25,000	25,000		
Transfer to CP 481 ARTS Repair - 22nd Ave W Outfall to Sanbor		-	(90,000)	(90,000)							90,000	90,000		
Transfer to CP 481 Prentice Park Playground Equip		-	(40,000)	(40,000)							40,000	40,000		
Restricted for waterfront parks projects		-	-	-	-	-		-	-		-	-		15,100
TOTALS		\$ 185,000	\$ -	\$ (309,900)	\$ (309,900)	\$ -	\$ 140,000	\$ -	\$ -		\$ 169,900	\$ 309,900	\$ 15,100	\$ 15,100
Equipment Leases (454)														
Public Works Truck Lease - two		\$ (16,261)	\$ -	\$ (16,261)	\$ 5,000	\$ -		\$ -	\$ -		\$ 11,261	\$ 16,261		
City Hall Car - employee out-of- town travel		(4,331)		(4,331)	-	-		-	-		4,331	4,331		
TOTALS		\$ 17,130	\$ (20,592)	\$ -	\$ (20,592)	\$ 5,000	\$ -	\$ -	\$ -		\$ 15,592	\$ 20,592	\$ 1,538	\$ 1,538
Public Works Equipment (CP 460)														
Replacement 1 TN Dump Truck		\$ (40,000)	\$ -	\$ (40,000)	\$ -	\$ -			\$ 40,000	470	\$ -	\$ 40,000		
Replacement Front End Loader		(220,000)	-	(220,000)	-	-		-	119,900	470	100,100	220,000		-
TOTALS		\$ 100,100	\$ (260,000)	\$ -	\$ (260,000)	\$ -	\$ -	\$ -	\$ 159,900		\$ 100,100	\$ 260,000	\$ -	\$ -
													\$ -	
Fire Equipment (CP 461)														
New Ambulance		\$ (260,000)	\$ -	\$ (260,000)	\$ 184,400	\$ -		\$ -	\$ -		\$ 75,600	\$ 260,000		-
Restricted State/Local funding/donations		(25,000)	-	(25,000)	-	19,000	State /County/Donations		-		6,000	25,000		44,000
(Includes 2021 Short-Term Borrowing \$75.6k) TOTALS		\$ 125,600	\$ (285,000)	\$ -	\$ (285,000)	\$ 184,400	\$ 19,000	\$ -	\$ -		\$ 81,600	\$ 285,000	\$ 44,000	\$ 44,000

PROPOSED 2022 BUDGET

2022 Project and Capital List 12/07/2021														
		Project Expenditures			Sources of Project Revenues									
	Estimated Fund Balance Jan 1st	Project Expenditure Request	Transfers OUT to Other Funds	TOTAL EXPENSES TRANSFERS OUT					Transfers IN from Other Funds		Use (Increase) Fund Balance	TOTAL PROJECT SOURCES	Estimated Fund Balance Dec 31st	Fund Balance Restricted to Specific Project
					2021 Levy/Trans	Other Funding	Other Source	Borrowing		Trnsf Fund				
<u>Police Equipment (CP 462)</u>														
Patrol Vehicle Leases		\$ (55,000)	\$ -	\$ (55,000)	\$ 15,000	\$ 40,000	Vehicle sales	\$ -	\$ -		\$ -	\$ 55,000		
Future Vehicle Lease payments		-	-	-	-	-		-	-		-	-		8,980
TOTALS		\$ 8,980	\$ (55,000)	\$ (55,000)	\$ 15,000	\$ 40,000		\$ -	\$ -		\$ -	\$ 55,000	\$ 8,980	\$ 8,980
<u>Tech/Computer Equipment (CP 463)</u>														
2021/2022 - Civic Plus - software purchase		\$ (5,330)	\$ -	\$ (5,330)	\$ -	\$ -		\$ -	\$ -		\$ 5,330	\$ 5,330		
Transfer to CP 450 - building master plan			(2,500)	(2,500)							2,500	\$ 2,500		
Tech/Computer Equipment		-	-	-	-	-		-	-		-	-		2,280
TOTALS		\$ 10,110	\$ (5,330)	\$ (2,500)	\$ (7,830)	\$ -	\$ -	\$ -	\$ -		\$ 7,830	\$ 7,830	\$ 2,280	\$ 2,280
<u>Street Improvements (CP 470)</u>														
2022 6th St E Recon 13th Ave E- 19th Ave E		\$ (1,082,000)		\$ (1,082,000)	\$ 82,000	\$ 1,000,000	CDGB-PF	\$ -	\$ -		\$ -	\$ 1,082,000		
Recon 4th Ave W 6th St to 11th St (In conjunction with watermain)		(405,000)		(405,000)	2,300	90,000	Wheel Tax Proposed	-	30,000	471	54,400			
6th St W - WIDOT fund balance apply to project											228,300	405,000		
2022 Pavement Preservation		(218,000)		(218,000)				-	-		182,100			
6th St W - WIDOT fund balance apply to project											35,900	218,000		
Transfer to 460 - public works equipment		-	(159,900)	(159,900)							159,900	159,900		
Ore Dock Access Rd design		(40,000)		(40,000)					10,000	471	30,000	40,000		
2024 Prentice Ave Recons-design		(43,000)		(43,000)					10,000	471	33,000	43,000		
Storm Main 10th St W - PD station		(15,000)		(15,000)							15,000	15,000		
PW software fuel system		(15,000)		(15,000)	-	-		-	-		15,000	15,000		
6th St W funds - 2022 attorney fees (1/1/2022 \$760K)		(50,000)	-	(50,000)	-	-		-	-		50,000	50,000		445,800
(Includes 2021 Short-Term Borrowing \$34.4k)TOTALS		\$ 1,249,400	\$ (1,868,000)	\$ (159,900)	\$ (2,027,900)	\$ 84,300	\$ 1,090,000	\$ -	\$ 50,000		\$ 803,600	\$ 2,027,900	\$ 445,800	\$ 445,800
<u>Sidewalk Improvements (CP 471)</u>														
Transfer to 471 - Sidewalk reconstruction		\$ 245,000	\$ -	\$ (50,000)	\$ -	\$ 9,000	Assessment collection		\$ -		\$ 41,000	\$ 50,000	\$ 204,000	\$ 204,000
<u>Urban Forestry (CP 480)</u>														
Urban Forestry - 2020-2021 grant match		\$ -	\$ (12,000)	\$ -	\$ (12,000)	\$ 6,000	\$ 6,000	Grant	\$ -	\$ -	\$ -	\$ 12,000	\$ -	\$ -
<u>Parks & Grounds (CP 481)</u>														
WIDOT-TAP grant trail repair construction			(810,000)	(810,000)		647,800	TAP grant		162,200	453	-	810,000		
Prentice Park playground equipment			(80,000)	(80,000)		40,000	Grant		40,000	453/450	-	80,000		
ARTS Repair - 22nd Ave W Outfall to Sanborn Ave			(150,000)	(150,000)		60,000	Grant		90,000	453	-	150,000		
Central Railyard Park Tennis Court			(25,000)	(25,000)		12,500	Grant/Don				12,500	25,000		
Storm water outfall study			(17,500)	(17,500)		12,500	Grant				5,000	17,500		
15th Avenue East Park Bench (restricted donation)			(7,000)	(7,000)	-	-		-	-		7,000	7,000		
Project(s) contingency			-	-	-	-		-	-		-	-		3,400
TOTALS		\$ 27,900	\$ (1,089,500)	\$ -	\$ (1,089,500)	\$ -	\$ 772,800	\$ -	\$ 292,200		\$ 24,500	\$ 1,089,500	\$ 3,400	\$ 3,400

PROPOSED 2022 BUDGET

[illegible]

PROPOSED 2022 BUDGET

City of Ashland 2022 Special Revenue Funds - Budget Summary

Fund Name	Fund	Estimated Fund Balance Jan 1, 2022	Tax Levy	General Fund Transfers In	Special Revenue Transfers In	Other Revenue	Total Revenues	Expenditures	Transfer out to Debt Service	Transfer out to Spec Rev Cap Proj	Total Expenditures	Estimated Fund Balance Dec 31, 2022	Notes
Library Donations	214	201,100	0	0	0	25,000	25,000	12,500	0	0	12,500	213,600	State statute & Donor restricted; includes grants; includes fundraising for library renovations
Library Operations	215	127,405	0	312,000	0	157,153	469,153	473,349	0	0	473,349	123,209	State statute - restricted
Insurance Loss Deductible Reser	229	20,000	0	0	0	10,000	10,000	15,000	0	0	15,000	15,000	Restricted-City's insurance claims deductible
State Hazmat Contract	230	0	0	0	0	31,190	31,190	31,190		0	31,190	0	State Grant- Training/equipment/hazmat calls
Police Programs	233	87,000	0	0	0	20,000	20,000	40,000	0	0	40,000	67,000	Grant & Donor - restricted - K-9 program; training; equipment
Revolving Loan Fund - Housing	240	300,000	0	0	0	90,000	90,000	150,000	0	0	150,000	240,000	State Grant - restricted
Revolving Loan Fund - Economic	241	0	0	0	0	28,075	28,075	28,075	0	0	28,075	0	DOA Program Close-Out in 2021 - payments received by the City are forwarded to DOA
Comprehensive Planning (see additional information included with the capital projects list)	245	6,150	0	66,500	0	105,310	171,810	177,960	0	0	177,960	0	Downtown Manager position funded by ARPA; Downtown St Scape; Partners in Energy; Upland Ore Dock plan; Electric vehicle charging station; Restricted contributions
Home Improvement Programs	246	19,497	0	0	0	5,000	5,000	24,497	0	0	24,497	0	Donor restricted
Breakwall Maintenance	250	359,053	0	0	0	800	800	112,300	0	0	112,300	247,553	Advance of funds to TID #10 for improvement program; TID #10 will repay with interest
City-wide recycling	260	0	0	85,600	0	56,600	142,200	142,200	0	0	142,200	0	State Grant \$56,600 restricted
BCC Teen Center	272	39,000	0	0	0	6,500	6,500	20,000	0	0	20,000	25,500	Grant/Donor restricted; Scholarships for BCC programs
Community Imprv (Beautification)	274	3,500	0	0	0	7,000	7,000	7,500	0	0	7,500	3,000	Donor restricted - downtown flowers & beautification committee
Wetland Mitigation	277	0	0	0	0	0	0	0	0	0	0	0	Required wetland "bank" maintenance thru 2021
Tax Increment #10 (New 2017)	280	0	44,009	0	0	65,443	109,452		75,473	33,979	109,452	0	State restricted-Cobblestone & Main St W Transfer balance of tax increment to TID# 10 Capital Projects fund for future development costs
Tax Increment #6 (Donor)	281	0	125,376	0	0	186,438	311,814	150	0	311,664	311,814	0	State restricted-Super One & Depot area
Tax Increment #9 (Distressed)	284	(1,091,875)	88,101	0	311,664	131,010	530,775	26,150	0	0	26,150	(587,250)	State restricted-Timeless Timber & Honda area
Totals		70,830	257,486	464,100	311,664	925,519	1,958,769	1,260,871	75,473	345,643	1,681,987	347,612	

PROPOSED 2022 BUDGET

**City of Ashland
2022 Debt Service Funds -Budget Summary**

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2021	Tax Levy	Other Funds Transfers In	Total Revenues	Principal	Interest	Fees	Transfer	Total Expenditures	Estimated Fund Balance Dec 31, 2021	Notes
2007 Safe Drinking Water Loan-Street Portion-Turner Road	310	850	13,310	0	13,310	12,309	1,001	0	0	13,310	850	Year 2027 final pmt
GO Bonds 2015A - 4/01/2015	362	-50	432,131	0	432,131	330,000	101,631	500	0	432,131	-50	Year 2035 final pmt
GO Promissory Note 2015B	363	0	128,562	0	128,562	116,000	12,562	0	0	128,562	0	Year 2025 final pmt
GO Promissory Note 2020C	366	50	497,752	0	497,752	380,000	117,752	0	0	497,752	50	Year 2030 balloon payment
GO Promissory Note 2017B	367	50	335,573	0	335,573	300,000	35,123	450	0	335,573	50	Year 2027 final pmt
State Trust Fund Loan TID# 10	392	0	0	75,473	75,473	57,354	18,119	0	0	75,473	0	Year 2028 final pmt
Extreme Makeover Levied for Levelizing Payments thru 2019	395	309,780	0	0	0	0	0	0	0	0	309,780	For future levelizing of annual debt pmts
Totals - Long-Term Debt		310,680	1,407,328	75,473	1,482,801	1,195,663	286,188	950	0	1,482,801	310,680	
Dec 2021 Short-Term Loan for capital assets/improvements	310	850	273,000	0	273,000	270,000	3,000	0	0	273,000	850	Due 2022
Total Short-Term Debt		850	273,000	0	273,000	270,000	3,000	0	0	273,000	850	

PROPOSED 2022 BUDGET

City of Ashland 2022 Capital Project Funds - Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2022	Tax Levy	General Fund Transfers In	Cap Proj Special Revenue Transfers In	Other Revenue	Total Revenues	Expenditures	Transfers out to other funds	Total Expenditures	Estimated Fund Balance Dec 31, 2022	Notes
TID #9-Mixed Use	413	0	0	0	0	0	0	0	0	0	0	Expenditure period ends 8/8/2021 (RESTRICTED)
TID #10	414	26,590	0	0	112,300	33,979	146,279	130,150	0	130,150	42,719	Expenditure period ends 5/30/2039 (RESTRICTED) Main St West.
Public Transportation	415	22,000	0	0	0	0	0	0	0	0	22,000	Restricted-BART transportation capital
Building Facilities Fund (Fund balance includes \$160,000 S-T Loan)	450	202,500	0	0	2,500	0	2,500	205,000	0	205,000	0	Building and facilities improvements - roof replacement, master plan, gymnastics floor
Waterfront Development	453	185,000	0	0	0	140,000	140,000	0	309,900	309,900	15,100	Restricted - Room Tax Revenue Fund for Waterfront parks/trails improvements.
Equipment Leases	454	17,130	0	5,000	0	0	5,000	20,592	0	20,592	1,538	Vehicle leases
Land Acquisition	455	(105,901)	0	0	0	105,901	105,901	0	0	0	0	Future land sales to recover costs
Public Works Capital	460	100,100	0	0	159,900	0	159,900	260,000	0	260,000	0	Equipment-front end loader & dump truck
Fire Department Capital (Fund balance includes \$75,600 S-T Loan)	461	125,600	0	184,400	0	19,000	203,400	285,000	0	285,000	44,000	Equipment replacement - Ambulance and restricted grants/donations.
Police Department Capital	462	8,980	0	15,000	0	40,000	55,000	55,000	0	55,000	8,980	Police vehicle leases and equipment
Technology Capital Equipme	463	10,110	0	0	0	0	0	5,330	2,500	7,830	2,280	Website/Civic Clerk software & election equipment
Capital Street Improvement including storm (Fund balance includes \$34,400 S-T Loan)	470	1,249,400		84,300	50,000	1,090,000	1,224,300	1,868,000	159,900	2,027,900	445,800	Reserve 6th St West
Improvement including special	471	245,000		0	0	9,000	9,000	0	50,000	50,000	204,000	Sidewalk Special Assessments and Capital Projects
Urban Forestry	480	0	0	6,000	0	6,000	12,000	12,000	0	12,000	0	2022 forestry grant
Parks and Recs Improvemer	481	27,900	0	0	292,200	772,800	1,065,000	1,089,500	0	1,089,500	3,400	Ore Dock projects \$4M funded by grants and the Ore Dock Trust. Other-misc equipment and trail repair
Landfill Improvement	491	39,360	0	5,000	0	0	5,000	44,360	0	44,360	0	Equipment replacement and site improvements
Total Capital Project Funds		2,153,769	0	299,700	616,900	2,216,680	3,133,280	3,974,932	522,300	4,497,232	789,817	

PROPOSED 2022 BUDGET
City of Ashland

2022 Enterprise and Internal Service Funds - Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2022	CIAC	General Fund Transfers In	Appropriate Fund Balance - City portion	Other Revenue	Total Revenues	Expenditures	Interest	Transfer to General Fund	Depreciation	Total Expenditures	Estimated Fund Balance Dec 31, 2022
Enterprise Funds:													
Airport	610	1,933,250	0	68,770	4,120	244,140	317,030	186,150	0	0	137,000	323,150	1,927,130
Marina	620	2,238,160	0	0	0	242,130	242,130	183,762	10,260	0	74,000	268,022	2,212,268
Water	680	10,766,280	1,350	0	0	2,354,438	2,355,788	1,679,877	131,320	0	467,000	2,278,197	10,843,871
Sewer	690	13,734,420	22,500			2,164,079	2,186,579	1,775,010	45,000		845,000	2,665,010	13,255,989
Total Enterprise		28,672,110	23,850	68,770	4,120	5,004,787	5,101,527	3,824,799	186,580	0	1,523,000	5,534,379	28,239,258
							5,101,527					5,534,379	
Internal Service Funds:													
Flex/Dental/EE Benefits	723	338,200	0	0	0	142,100	142,100	130,000	0	124,450	0	254,450	225,850
Retirement Benefits	750	50,000	0	85,000	0	0	85,000	135,000	0	0	0	135,000	0
Total Internal Service		388,200	0	85,000	0	142,100	227,100	265,000	0	124,450	0	389,450	225,850
							227,100					389,450	225,850

CITY OF ASHLAND
2022 PROPOSED BUDGET

Assessed Value and Property Tax Levy Comparison

Other taxing jurisdictions are final

Assessment Year:	Actual 1/1/2020	Actual 1/1/2021	Change 2020 to 2021	
<u>Assessed Value of Property Within City Limits</u>				
Real Estate:				
Residential	\$253,104,200	\$287,208,300	\$34,104,100	13.47%
Commercial	138,900,200	151,052,000	12,151,800	8.75%
Manufacturing	13,123,000	15,657,300	2,534,300	19.31%
Agricultural, S&W, Forest	1,456,200	2,358,000	901,800	61.93%
Other	674,200	679,400	5,200	0.77%
Total Real Estate	\$407,257,800	\$456,955,000	\$49,697,200	12.20%
Personal Property:				
Boats & Watercraft	\$600	500	(\$100)	-16.67%
Machinery, Tools & Patterns	755,800	935,200	179,400	23.74%
Furniture, Fixtures & Equipment	10,990,900	10,180,800	(810,100)	-7.37%
Other	1,898,100	2,103,700	205,600	10.83%
Total Personal Property	\$13,645,400	\$13,220,200	(425,200)	-3.12%
Total Assessed Value	\$420,903,200	\$470,175,200	\$49,272,000	11.71%
Total Assessed Value less Manufacturing Value	\$406,421,200	\$452,948,700	\$46,527,500	11.45%
Total Equalized Value less Manufacturing Value	\$451,060,400	\$427,673,100	(\$23,387,300)	-5.18%
Assessment Ratio	90.1035%	105.910028%	15.8065%	
City Equalized Value (TID in)	\$467,052,000	\$443,875,600	(\$23,176,400)	-4.96%
TID Equalized Value (Increment)	\$23,974,700	\$23,954,600	(\$20,100)	-0.08%
City Equalized Value (TID out)	\$443,077,300	\$419,921,000	(\$23,156,300)	-5.23%

Levy and Mill. Rate Calculations					
	Levy \$	Mill. Rate	Levy \$	Mill. Rate	
<u>State Tax & School Credit</u>					
(Based on Equalized Value (TID in))					
State Tax Levy	\$0	0.0000	\$0	0.0000	
State School Tax Credit	(740,197)	-1.5848	(704,695)	-1.5876	
<u>Local Equalized Property Tax Levy (TID out)</u>					
City of Ashland	\$4,173,862	9.4202	\$4,513,702	10.7489	
Ashland School District	3,849,998	8.6892	3,648,970	8.6897	
Ashland County	2,928,316	6.6090	2,914,327	6.9402	
VTAE District	165,945	0.3745	134,776	0.3210	
Total Equalized Levy before TID	\$11,118,121	25.0930	\$11,211,775	26.6997	
<u>TID Increment Levy</u>					
City of Ashland	\$225,846		\$257,486		
Ashland School District	208,322		208,157		
Ashland County	158,450		166,249		
VTAE District	8,979		7,688		
Total TID Increment Levy	\$601,597		\$639,580		
<u>Equalized Property Tax Levy (TID in)</u>					
City of Ashland	\$4,399,708	9.4202	\$4,771,188	10.7489	
Ashland School District	4,058,320	8.6892	3,857,127	8.6897	
Ashland County	3,086,766	6.6090	3,080,576	6.9402	
VTAE District	174,924	0.3745	142,464	0.3210	
State of Wisconsin	0	0.0000	0	0.0000	
Total Gross Levy	11,719,718	25.0930	11,851,355	26.6997	
State School Tax Credit	(740,197)	-1.5848	(704,695)	-1.5876	
Net Levy	\$10,979,521	23.5081	\$11,146,660	25.1121	

Assessed Property Tax Levy (TID in)	2020 Payable 2021 Mill Rate		2021 Payable 2022 Mill Rate		Change 2021 to 2022		
City of Ashland	\$4,399,708	10.4530	\$4,771,188	10.1477	\$371,480	8.44%	-0.3053
Ashland School District	4,058,320	9.6419	3,857,127	8.2036	(201,193)	-4.96%	-1.4383
Ashland County	3,086,766	7.3337	3,080,576	6.5520	(6,190)	-0.20%	-0.7817
VTAE District	174,924	0.4156	142,464	0.3030	(32,460)	-18.56%	-0.1126
State of Wisconsin	0	0.0000	0	0.0000	0		0.0000
Total Gross Levy	11,719,718	27.8442	11,851,355	25.2063	131,637	1.12%	-2.6380
State School Tax Credit	(740,197)	-1.7586	(704,695)	-1.4988	35,502	4.80%	0.2598
Net Levy	\$10,979,521	26.0856	\$11,146,660	23.7075	\$167,139	1.52%	-2.3782

SUBJECT: Approve the 2022 Proposed Budgets for JFK Memorial Airport and Ashland Marina
(Administrator) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Administrator
Committee of the Whole

EXHIBITS: 1. 2022 Proposed Airport and Marina Budgets

EXPENDITURES REQUIRED: \$186,150 - Fund 610 JFK Memorial Airport (excluding depreciation)
\$194,022 - Fund 620 Ashland Marina (excluding depreciation)

AMOUNT BUDGETED: -0-

APPROPRIATION REQUIRED: \$186,150 - Fund 610 JFK Memorial Airport (excluding depreciation)
\$194,022 - Fund 620 Ashland Marina (excluding depreciation)

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

Both the Airport and Marina have commissions that provide oversight for the operations of these enterprise funds per the following State Statutes:

Airport - Statute 114.14 - Equipment, control of airport; expense; regulations.

Marina - Statute 30.30 - Development and Operation of Harbors

Per these statutes, the City Council approves the fees charged and the annual operating budget and the commissions have oversight over the approved budgets and day to day operations. The Airport is funded, in partnership with Ashland County. The City and County budgeted contributions each for 2022 is \$37,890 for operations and \$35,000 for capital. Bayfield County has been asked to increase their annual contribution and is budgeted at \$15,000 for 2022. Bayfield County has been contributing \$10,000 annually since 2001.

PROPOSED 2022 BUDGET

City of Ashland

2022 JFK Airport and Ashland Marina - Budget Summary

Fund Name	Fund #	Estimated Fund Balance Jan 1, 2022	CIAC	General Fund Transfers In	Appropriate Fund Balance - City portion	Other Revenue	Total Revenues	Expenditures	Interest	Transfer to General Fund	Depreciation	Total Expenditures	Estimated Fund Balance Dec 31, 2022
Enterprise Funds:													
Airport	610	1,933,250	0	68,770	4,120	244,140	317,030	186,150	0	0	137,000	323,150	1,927,130
Marina	620	2,238,160	0	0	0	242,130	242,130	183,762	10,260	0	74,000	268,022	2,212,268

JFK Memorial Airport 2022 BUDGET PROGRAM NARRATIVE

Core Operations:

Description: John F. Kennedy Memorial Airport is a transportation asset governed jointly by the City and County of Ashland, Wisconsin, which serves the aviation needs of the local community as well as itinerant traffic. The department has direct responsibility in ensuring the facility is operated in the best interests of the public, and in compliance with local, state, and federal guidelines. The County of Ashland and the City of Ashland provide oversight of airport operations through the auspices of the John F. Kennedy Memorial Airport Commission. The Commission consists of 5 appointees: 2 from the County Board, 2 appointed by the City and 1 appointed at large. The Airport Commission employs one full-time manager and one part-time employee. The Airport Manager serves under the direction of the commission and carries out its directives and is responsible for daily operations and maintenance of the facility. The immediate supervisor for the day-to-day activities of the Airport Manager is the City Administrator.

The Airport Manager is responsible for the implementation of policy, budgetary planning, and expenditures as pertains to airport operations. Guidelines by which the Airport Manager conducts airport operations are as follows:

- * Monitor aircraft owner/operators for compliance with city, county, state and federal laws, rules and regulations.
- * Coordinate fuel sales including purchase, inventory, refuel operations, and billing functions.
- * Provide assistance to arriving and departing aircraft including: Ground-to-Air VHF Communication, weather information, local hazard reports, NOTAM reporting, and airport and runway lighting systems.
- * Monitor and maintain runway, taxiway, and adjacent ground safety zones in compliance with federal regulations.
- * Assure airport ground lighting is functioning properly.
- * Remove snow and ice from runways, taxiways, and parking lot in a timely manner.
- * Perform grass mowing and general grounds maintenance.
- * Maintain equipment in peak operating order by performing minor, routine maintenance and scheduling heavy maintenance with City Public Works Department.
- * Prepare and implement pavement maintenance program in compliance with state and federal regulations.
- * Manage airport hangar, ground, and farm leases in compliance with FAA ordinances and regulations.
- * Protect airspace in vicinity of airport in compliance with city, county, and federal regulations.
- * Represent city/county to state and federal agencies regulating airports.
- * Establish and update airport safety policy and procedures in compliance with state and federal rules and regulations.
- * Develop and administer annual airport operating budget. Provide information and recommendations for airport capital improvement plan.
- * Attend and participate in Airport Commission meetings, providing information and technical expertise as needed.
- * Act as Goodwill Ambassador and welcome the traveling public to the Ashland area.

Outcomes: As an important part of the statewide transportation network, John F. Kennedy Memorial Airport plays a critical role in fostering business growth and economic development. Convenient access to air transportation allows businesses to quickly move key personnel from one site to another, saving valuable time and increasing productivity. The airport provides facilities for emergency medical flights, law enforcement, agricultural spraying, pilot training, and many other important community services.

2022 BUDGET

JFK AIRPORT - ENTERPRISE 610

2018 Actual	2019 Actual	2020 Prelim	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
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OPERATING REVENUESSALES REVENUE

610 46340	FUEL SALES	180,941	186,561	113,340	130,000	60,039	140,000	135,000	3.85%
610 46100	MISC SALES & CALL OUT CHARGES	2,203	1,965	3,105	9,420	2,872	9,420	9,420	0.00%
TOTAL SALES (Includes Vehicle Rent)		183,144	188,526	116,445	139,420	62,911	149,420	144,420	3.59%

COST OF SALES

610 53511 341	COST OF FUEL	128,708	127,300	81,353	91,000	39,859	98,000	94,500	3.85%
610 53511 394	BANK SERVICE CHARGES	5,243	5,364	3,645	3,510	1,768	4,000	3,850	9.69%
610 53511 530	RENTAL VEHICLE LEASE	0	761	4,289	4,300	2,144	4,287	4,300	0.00%
TOTAL COST OF SALES		133,951	133,425	89,287	98,810	43,771	106,287	102,650	3.89%
GROSS PROFIT ON SALES		49,193	55,101	27,158	40,610	19,140	43,133	41,770	2.86%

26.86%

OTHER OPERATING REVENUE

610 48200	RENTS	9,625	13,052	12,136	10,300	8,250	10,300	10,300	0.00%
610 43530	STATE GRANT	0	0	16,452	0	0	0	0	NA
610 48110	INTEREST ON INVESTMENTS	615	1,056	304	400	0	300	300	-25.00%
610 47339	OTHER LOCAL GOVT CONT.	10,000	10,000	10,000	15,000	10,000	10,000	15,000	0.00%
610 48500	DONATIONS	0	0	25	0	0	0	0	NA
610 48910	INSURANCE DIVIDENDS/EQUIP SALE	645	1,612	2,542	1,600	0	1,230	1,230	-23.13%
610 34100	USE OF FUND BALANCE	67,366	20,567	4,565	0	0	0	0	NA
TOTAL OTHER OPER REVENUE		88,251	46,287	46,024	27,300	18,250	21,830	26,830	-1.72%
TOTAL OPERATING REVENUE		137,444	101,388	73,182	67,910	37,390	64,963	68,600	1.02%

OPERATING EXPENSESPERSONNEL EXPENSES

610 53511 111	SALARIES & WAGES	51,637	54,223	29,160	61,300	26,291	61,300	62,475	1.92%
610 53511 112	OVERTIME WAGES	35	305	0	0	0	0	0	NA
610 53511 125	WAGES TEMP/OTHER	10,284	20,358	40,983	15,000	7,472	10,000	10,150	-32.33%
610 53511 133	RETIREMENT PAYOUT	17,005	0	0	0	0	0	0	NA
610 53511 137	CLOTHING ALLOWANCE	0	151	0	200	0	150	200	0.00%
610 53511 138	ACCRUED SICK/VACATION	(10,283)	1,552	(1,899)	1,500	0	1,500	1,500	0.00%
610 53511 151	SOCIAL SECURITY	5,256	5,838	5,218	5,825	2,578	5,455	5,545	-4.81%
610 53511 152	EMPLOYER SHARE RETIREMENT	3,856	3,748	1,896	4,135	1,775	4,135	4,060	-1.81%
610 53511 154	MEDICAL & DENTAL	338	1,406	1,313	1,410	587	1,410	1,410	0.00%
610 53511 155	LIFE INSURANCE	363	270	286	285	149	300	300	5.26%
610 53511 156	WORKER'S COMPENSATION	6,640	6,107	5,453	6,330	0	5,635	5,775	-8.77%
610 53511 191	POST EMPLOYMENT BENEFITS	182	3,741	735	0	0	0	0	NA
TOTAL PERSONEL EXPENSES		85,313	97,699	83,145	95,985	38,852	89,885	91,415	-4.76%

**CITY OF ASHLAND
2022 BUDGET
AIRPORT OPERATIONS**

PROPOSED 2022 BUDGET

	2018 Actual	2019 Actual	2020 Prelim	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
PROFESSIONAL SERVICES								
610 53511 213 PROFESSIONAL SERVICES	140	0	0	200	0	200	200	0.00%
610 53511 290 CONTRACTED SERVICES	6,124	3,181	2,098	3,200	0	2,100	2,200	-31.25%
TOTAL PROFESSIONAL SERVICES:	6,264	3,181	2,098	3,400	0	2,300	2,400	-29.41%
UTILITY SERVICES								
610 53511 221 WATER/SEWER	1,560	1,170	910	1,200	390	1,000	1,000	-16.67%
610 53511 222 ELECTRICITY	5,958	9,584	9,217	9,500	4,695	9,500	9,500	0.00%
610 53511 225 TELEPHONE	1,423	2,462	2,618	2,465	1,345	2,740	2,740	11.16%
610 53511 227 PROPANE (HEAT)	3,378	2,703	1,892	3,000	1,764	3,000	3,000	0.00%
TOTAL UTILITY SERVICES:	12,319	15,919	14,637	16,165	8,194	16,240	16,240	0.46%
SUPPLIES & OPERATING EXPENSES								
610 53511 319 OFFICE SUPPLIES	155	160	177	250	328	350	250	0.00%
610 53511 320 ADVERTISING/PUBLISHING	620	55	87	280	0	100	280	0.00%
610 53511 332 AUTO ALLOWANCE	555	187	0	0	0	0	0	NA
610 53511 339 TRAVEL/TRAINING	1,377	934	0	500	0	0	500	0.00%
610 53511 342 GAS & OIL (Equipment)	3,559	6,414	3,462	5,000	1,886	5,000	5,000	0.00%
610 53511 344 JANITORIAL SUPPLIES	169	48	97	200	18	118	200	0.00%
610 53511 345 SMALL TOOLS/EQUIP	407	1,968	251	1,000	434	850	1,000	0.00%
TOTAL SUPPLIES & OPERATING EXPENSES:	6,842	9,766	4,074	7,230	2,666	6,418	7,230	0.00%
REPAIRS & MAINTENANCE								
610 53511 351 EQUIPMENT REPAIRS	9,348	6,460	9,431	6,000	7,861	9,000	6,000	0.00%
610 53511 355 BLDG REPAIRS & MAINT.	1,008	708	6,651	1,000	60	1,550	1,000	0.00%
610 53511 356 ROAD & RUNWAYS/LAND CLEARING	8,002	4,451	0	2,000	0	0	3,500	75.00%
610 53511 357 OTHER REPAIRS & MAINT.	356	1,745	142	500	786	4,000	500	0.00%
TOTAL REPAIRS & MAINTENANCE:	18,714	13,364	16,224	9,500	8,707	14,550	11,000	15.79%
MISCELLANEOUS & INSURANCE EXPENSE								
610 53511 390 MISCELLANEOUS EXPENSE	1,653	401	1,488	1,000	320	500	1,000	0.00%
610 53511 425 INTER-FUND CHARGES	8,000	8,000	8,000	8,000	0	8,000	8,000	0.00%
610 53511 511 PROPERTY INSURANCE	1,932	1,873	2,157	1,900	0	2,160	2,160	13.68%
610 53511 512 VEHICLE INSURANCE	970	621	1,338	1,000	0	1,400	1,400	40.00%
610 53511 513 LIABILITY INSURANCE	5,437	564	3,504	3,500	2,940	3,510	3,535	1.00%
TOTAL MISC. & INSURANCE EXPENSE	17,992	11,459	16,487	15,400	3,260	15,570	16,095	4.51%
TOTAL OPERATING EXPENSES	147,444	151,388	136,665	147,680	61,679	144,963	144,380	-2.23%
NET OPERATING INCOME (DEFICIT)	(10,000)	(50,000)	(63,483)	(79,770)	(24,289)	(80,000)	(75,780)	-5.00%

**CITY OF ASHLAND
2022 BUDGET
AIRPORT OPERATIONS**

PROPOSED 2022 BUDGET

	2018	2019	2020	2021	2021 Actual	2021	2022	Percent
	Actual	Actual	Prelim	Budget	to June 30	Estimate	Budget	Change
<u>CAPITAL ACTIVITY</u>								
CURRENT EXPENDITURES								
610 53511 810 EQUIP & MISC CAPITAL EXPENSE	12,251	0	0	0	0	0	0	NA
610 18600 3400 EQUIP NEW/USED	0	52,392	22,765	12,500	0	27,000	0	-100.00%
610 18600 3200 LAND & LAND IMPROVEMETS	6,930	0	0	0	0	19,000	8,340	NA
610 18600 3300 BUILDING IMPROVEMENTS	0	0	0	0	0	0	0	NA
610 18600 0000 CONTRIBUTED ASSETS	143,142	0	0	0	0	0	0	NA
SUB-TOTAL	162,323	52,392	22,765	12,500	0	46,000	8,340	-33.28%
RESERVE FUNDS FOR CAPITAL PROJECTS								
	80,000	0	0	92,600	36,300	72,600	70,000	-24.41%
TOTAL CURRENT EXPENDITURES	242,323	52,392	22,765	105,100	36,300	118,600	78,340	-25.46%
SOURCES OF CURRENT CAPITAL FUNDS								
OPERATING AND CAPITAL FUNDS IN RESERVE								
<i>FUNDS AVAILABLE FROM RESERVES</i>	19,181	52,392	4,515	12,500	0	46,000	8,340	-33.28%
STATE/FEDERAL CONTRIBUTIONS	143,142	0	18,250	0	0	0	0	NA
OTHER CONTRIBUTIONS/FINANCING	0	0	0	0	0	0	0	NA
TOTAL SOURCES OF CURRENT CAPITAL FUNDS	162,323	52,392	22,765	12,500	0	46,000	8,340	-33.28%
TOTAL CAPITAL ACTIVITY REQUIREMENTS	(80,000)	0	0	(92,600)	(36,300)	(72,600)	(70,000)	-24.41%
<u>AIRPORT PARTNERSHIP CONTRIBUTIONS</u>								
OPERATING CONTRIBUTION (50/50 Split of Deficit)								
50% City of Ashland	5,000	25,000	31,742	39,885	17,250	40,000	37,890	-5.00%
50% Ashland County	5,000	25,000	31,741	39,885	17,250	40,000	37,890	-5.00%
TOTAL OPERATING CONTRIBUTION	10,000	50,000	63,483	79,770	34,500	80,000	75,780	-5.00%
CAPITAL CONTRIBUTION (50/50 Split of Requirements)								
50% City of Ashland	40,000	0	0	46,300	18,150	36,300	35,000	-24.41%
50% Ashland County	40,000	0	0	46,300	18,150	36,300	35,000	-24.41%
TOTAL CAPITAL CONTRIBUTION	80,000	0	0	92,600	36,300	72,600	70,000	-24.41%
TOTAL PARTNERSHIP CONTRIBUTIONS								
City of Ashland	45,000	25,000	31,742	86,185	35,400	76,300	72,890	-15.43%
Ashland County	45,000	25,000	31,741	86,185	35,400	76,300	72,890	-15.43%
TOTAL OPERATING & CAPITAL CONTRIBUTION	90,000	50,000	63,483	172,370	70,800	152,600	145,780	-15.43%

Ashland Marina 2022 Budget

Program Explanation

The City of Ashland marina is a limited service marina consisting of 121 tenant slips and 20 transient slips, hoist service, storage, fuel and pump out services, ships store and a marina office with washrooms and showers for slip tenants. The marina staff provides the following services:

- Market and lease marina slips and commercial dockage on Ore dock and Kiyi dock
- Operate ships store
- Monitor VHF Radio
- Clean and maintain washroom/shower room
- Record Keeping
- Collection of Fees
- Provide information and assistance to boaters and public
- Fuel and pump out services
- Safety and security
- Travel lift operation
- Maintenance and repair of equipment and facilities
- Attend Harbor Commission meetings
- Maintain order and enforce rules
- Ensure compliance with State and Federal laws governing marina operations
- Boat launch: monitoring, enforcement, fee collection
- Harbor master coordination with gov't agencies regarding Chequamegon Bay recreational and commercial boating

Program Comments

Significant adjustments have been made by the marina manager to improve marina operations and customer service. A summary of the modifications include:

- Marina operations and a COVID -19 contingency plan
- Surveyed tenants to identify areas in need of improvement.
- Establish priorities for long range marina improvements.

2022 Goals and Performance Measures

1. Goal: Attain 75% occupancy (87) of marina slips.
Performance Measure: 87 slip leases on file by August 1st. (Marina Manager)
2. Goal: Continue cost recovery to ensure Marina has adequate operating revenue.
Performance Measure: Annual review of Marina service fees and consideration of new fees. (Harbor Commission)
3. Goal: Marina is open for recreational user.
Performance Measure: CDC guidelines

**CITY OF ASHLAND
2022 BUDGET
ASHLAND MARINA - ENTERPRISE 620**

PROPOSED 2022 BUDGET

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
OPERATING REVENUES								
SALES REVENUE								
620 46340 FUEL SALES	33,910	34,793	31,445	32,000	13,322	47,000	36,000	12.50%
620 46110 RETAIL SALES (Ship Store & Ice)	7,496	4,678	5,049	4,500	1,315	7,700	5,700	26.67%
TOTAL SALES	41,406	39,471	36,494	36,500	14,637	54,700	41,700	14.25%

COST OF SALES								
620 55480 342 COST OF FUEL	30,742	21,620	23,431	24,000	2,667	29,954	25,500	6.25%
620 55480 341 COST OF GOODS SOLD	4,357	4,920	4,304	3,000	2,648	5,000	4,000	33.33%
620 55480 394 BANK CARD SERVICE CHARGES	1,258	1,260	1,222	1,450	483	1,450	1,450	0.00%
TOTAL COST OF SALES	36,357	27,800	28,957	28,450	5,798	36,404	30,950	8.79%
GROSS PROFIT ON SALES	5,049	11,671	7,537	8,050	8,839	18,296	10,750	33.54%

LEASE & OTHER OPERATING INCOME								
620 43300 FED GRANT-BAB INT SUBSIDY	1,498	512	0	0	0	0	0	NA
620 46100 MISC REVENUES & INSUR CLAIMS	153,847	8,283	5,344	0	1,012	3,855	0	NA
620 46750 ANNUAL & TRANSIENT SLIP LEASE	130,070	119,240	119,817	100,000	118,941	143,000	135,000	35.00%
620 46751 BOAT LAUNCH FEES	6,572	6,145	7,740	5,500	4,234	7,100	6,500	18.18%
620 46752 STORAGE	35,155	35,720	36,718	29,500	10,517	32,600	35,000	18.64%
620 46754 BOAT HOIST	21,182	19,535	23,855	22,700	11,125	22,100	22,500	-0.88%
620 46755 LABOR AND SERVICE FEES	0	0	0	500	0	750	800	60.00%
620 48110 INTEREST ON INVESTMENTS	695	925	274	90	0	600	90	0.00%
620 48309 OTHER EQUIPMENT/PROPERTY SALE	8,000	0	0	0	0	0	0	NA
620 48910 INSURANCE DIVIDENDS	946	0	981	540	0	540	540	0.00%
TOTAL OTHER OPER INCOME	357,965	190,360	194,729	158,830	145,829	210,545	200,430	26.19%
OPERATING INCOME	363,014	202,031	202,266	166,880	154,668	228,841	211,180	26.55%

OPERATING EXPENSES

PERSONNEL COSTS								
620 55480 111 SALARIES & WAGES	76,644	82,321	63,477	81,670	19,131	54,000	57,500	-29.59%
620 55480 112 OVERTIME WAGES	0	0	0	275	0	250	275	0.00%
620 55480 125 WAGES/TEMPORARY/REGULAR	5,728	4,817	21,479	4,000	8,530	27,500	30,320	658.00%
620 55480 131 LONGEVITY	1,330	1,419	2,119	1,690	0	2,520	2,520	49.11%
620 55480 138 ACCR SICK/VACATION	0	0	14,428	0	0	0	0	
620 55480 151 SOCIAL SECURITY	6,406	6,778	7,783	6,248	2,116	5,016	6,900	10.44%
620 55480 152 EMPLOYER SHARE RETIREMENT	5,071	5,425	4,452	3,920	1,291	4,262	4,100	4.59%
620 55480 153 HSA CONTRIBUTION	0	0	0	61	0	0	0	-100.00%
620 55480 154 MED/DENT	0	0	0	132	0	0	0	-100.00%
620 55480 155 LIFE INSURANCE	76	84	97	92	59	170	207	125.00%
620 55480 156 WORKER'S COMPENSATION	4,032	3,874	3,460	3,241	0	3,240	3,290	1.51%
620 55480 158 UNEMPLOYMENT COMPENSATION	5,839	6,553	6,190	6,500	2,590	6,500	6,500	0.00%
620 55480 190 POST-EMPLOYM HEALTH/PENSION	753	4,882	1,309	0	0	1,300	1,300	NA
TOTAL PERSONNEL COSTS:	105,879	116,153	124,794	107,829	33,717	104,758	112,912	4.71%

SERVICES								
620 55480 213 OTHER PROFESSIONAL SERVICES	6,527	1,142	182	1,000	73	1,150	1,000	0.00%
620 55480 221 WATER	1,681	1,877	1,415	1,800	539	1,800	1,800	0.00%
620 55480 222 ELECTRICITY	3,958	4,226	4,107	4,000	1,512	3,800	4,000	0.00%
620 55480 225 TELEPHONE	1,482	3,003	3,554	1,350	1,374	3,000	1,350	0.00%
620 55480 227 PROPANE	1,821	1,690	960	1,900	447	1,800	1,900	0.00%
TOTAL SERVICES:	15,469	11,938	10,218	10,050	3,945	11,550	10,050	0.00%

**CITY OF ASHLAND
2022 BUDGET
ASHLAND MARINA - ENTERPRISE 620**

PROPOSED 2022 BUDGET

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
MATERIALS & SUPPLIES								
620 55480 311 POSTAGE	10	0	16	100	0	100	100	0.00%
620 55480 319 OFFICE SUPPLIES	10	362	1,162	600	343	600	600	0.00%
620 55480 320 ADVERTISING/PUBLISHING	3,821	1,987	1,427	2,000	103	2,000	2,000	0.00%
620 55480 339 TRAVEL/TRAINING	0	124	13	2,100	0	500	2,100	0.00%
620 55480 340 OPERATING SUPPLIES	1,755	2,202	2,922	2,500	799	2,500	2,750	10.00%
620 55480 351 R & M - HEAVY EQUIPMENT	0	0	100	2,550	0	2,500	2,750	7.84%
620 55480 352 R & M - EQUIP/MACH/TOOLS	962	3,173	1,441	2,500	485	2,500	2,750	10.00%
620 55480 355 R & M - BUILDINGS	3,067	1,168	977	1,500	803	1,500	1,550	3.33%
620 55480 356 R & M - LAND IMPROVEMENTS	1,501	320	992	1,650	20	1,000	1,800	9.09%
620 55480 357 R & M - DOCKS	8,439	1,465	4,432	1,200	262	3,450	1,275	6.25%
620 55480 358 R & M - NAV AIDS	319	167	79	150	0	150	200	33.33%
620 55480 359 R & M FUEL	1,308	1,565	1,169	1,200	657	1,200	1,275	6.25%
620 55480 390 MISCELLANEOUS EXPENSE	80	3,188	1,181	1,600	0	1,200	1,600	0.00%
620 55480 511 STATE FIRE INS-BUILDINGS	2,564	5,394	6,599	5,400	0	5,400	5,400	0.00%
620 55480 513 LIABILITY INSURANCE	4,992	5,153	5,681	3,700	0	3,509	3,700	0.00%
TOTAL MAT. & SUPPLIES:	28,828	26,268	28,191	28,750	3,472	28,109	29,850	3.83%
MARINA OPERATING EXPENSE:	\$150,176	\$154,359	\$163,203	\$146,629	\$41,134	\$144,417	\$152,812	4.22%
NET OPERATING INCOME	\$212,838	\$47,672	\$39,063	\$20,251	\$113,534	\$84,424	\$58,368	188.22%
OTHER EXPENDITURES								
620 40300 0 DEPRECIATION	69,005	74,467	74,004	69,000	0	74,000	74,000	7.25%
620 58290 690 DEBT ISSUANCE COSTS	0	0	9,150	0	0	0	0	
620 46413 430 INTEREST EXPENSE GO DEBT	3,912	860	8,000	10,805	5,252	10,500	10,260	-5.04%
620 46452 4711 CONTRIB IN AID OF CONSTRUCTION	0	(36,900)	0	0	0	0	0	NA
620 46452 4711 TRANSFER FROM WATERFRONT 453	0	(170,030)	(47,560)	0	0	0	0	NA
TOTAL OTHER EXPENDITURES:	72,917	(131,603)	43,594	79,805	5,252	84,500	84,260	5.58%
NET INCOME (LOSS)	139,921	179,275	(4,531)	(59,554)	108,282	(76)	(25,892)	-56.52%
	139,921	179,275	(4,531)		108,282			

	2018 Actual	2019 Actual	2020 Actual	2021 Budget	2021 Actual to June 30	2021 Estimate	2022 Budget	Percent Change
CASH FLOW TO COVER DEBT PAYMENTS:								
NET OPERATING INCOME	212,838	47,672	39,063	20,251	113,534	84,424	58,368	188.22%
ADD: CONTRIBUTIONS & TRANSFERS	0	206,930	47,560	0	0	0	0	NA
LESS: 2009B PRINCIPAL AND INTEREST PAYMENT	(64,322)	(63,938)	0	(47,805)	(47,805)	(47,805)	(47,260)	-1.14%
LESS: CAPITAL EQUIPMENT PURCHASES	(250,635)	(367,488)	(57,742)	0	0	0	0	NA
ADJUSTED NET INCOME (LOSS)	(102,119)	(176,824)	28,881	(27,554)	65,729	36,619	11,108	-140.31%

SUBJECT: Approve a Resolution Adopted by the Common Council for the City of Ashland, Wisconsin, to Establish the 2021 Tax Levy (Payable in 2022) for the City's General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds (*Administrator*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Committee of the Whole

EXHIBITS: 1. Proposed Resolution

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

Approval of the attached Resolution for the establishment of the Tax Levy is required to fund the proposed 2022 Budget which was considered under a separate action by the Council. The tax bills that will be issued by the City are based upon this Resolution.

The attached Tax Levy Resolution was prepared based on the 2022 proposed budget and to be in compliance with Wisconsin State laws for the maximum levy limit and expenditure restraint. The 2022 budget summary has been provided as part of the meeting agenda item 7F.

2022 Proposed Budget as compared to 2021 Budget:

Assessed value increased by \$49,272,000 to \$470,175,200

Gross levy increased by \$371,480 to \$4,771,188

The City mill rate, per \$1000 of assessed value, decreased by (0.3053) to 10.1477.

Note: The attached Resolution may need to be changed for any modification of the proposed 2022 budget that alters the tax revenue (levy) needed to fund it.

RESOLUTION No. 17656

RESOLUTION ADOPTED BY THE COMMON COUNCIL FOR THE CITY OF ASHLAND, WISCONSIN TO ESTABLISH THE 2021 TAX LEVY (PAYABLE IN 2022) FOR THE CITY'S GENERAL FUND, DEBT SERVICE FUNDS, SPECIAL REVENUE FUNDS, CAPITAL PROJECT FUNDS AND INTERNAL SERVICE FUNDS

WHEREAS, the Common Council for the City of Ashland, Wisconsin has, after proper publication and public hearing, approved the 2022 City Budget under a separate action; and

WHEREAS, the amount to be raised by taxes to fund the approved 2022 City budget, including the calculated Tax Increment for the City of Ashland, is \$4,771,188 and,

WHEREAS, the total assessed valuation of the City of Ashland is \$470,175,200;

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby adopts a 2021 tax levy (Payable in 2022) of:

10.1477 mills

for the City's General Fund, Debt Service Funds, Special Revenue Funds, Capital Project Funds, and Internal Service Funds.

PASSED: December 7, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Approve the Proposed 2022 Water and Wastewater Utility Budgets (*Administrator*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Public Works Director
Finance Director

EXHIBITS: 1. Proposed 2022 Water Utility and Waste Water Budgets

EXPENDITURES REQUIRED: \$2,146,877 Fund 680 Water Utility Enterprise Fund (including depreciation)
\$2,620,010 Fund 690 Waste Water Utility Enterprise Fund (including depreciation)

AMOUNT BUDGETED: NA

APPROPRIATION REQUIRED: \$2,146,877 Fund 680 Water Utility Enterprise Fund (including depreciation)
\$2,620,010 Fund 690 Waste Water Utility Enterprise Fund (including depreciation)

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The budgets of the Ashland municipal utilities are intended to carry out the objectives of Chapter 4 Utilities and Community Facilities of the City's Comprehensive Plan of Record: To promote safe, reliable, environmentally responsible, and cost effective delivery of utilities to residents, businesses, and industries. The City will continue to maintain, repair, and upgrade water and sewer lines as needed. In particular, the City will continue to reduce inflow and infiltration into the City's wastewater system.

SUMMARY STATEMENT:

The City of Ashland operates two municipal utilities – a Water Utility and a Wastewater Utility. Both are operated as enterprise funds of the City meaning that they are intended to be stand-alone enterprises that cover the expenditures of operations via user fees (water and wastewater bills). They are not intended to be subsidized by tax dollars. To be able to maintain services, the Public Works and Finance Departments will review the need for a rate increase for both the Water and Wastewater Utilities during 2022 as capital projects that have been and/or will be identified as high importance continue to develop and funding sources will be reviewed.

The USDA-RD reviewed and has approved the proposed 2022 Utility Budgets.

ASHLAND WATER UTILITY ENTERPRISE FUND

The Ashland Water Utility is a separate enterprise fund of the City of Ashland. The Utility provides water treatment and distribution services to customers within the City. It is a regulated Utility meaning that it operates under the rates and tariff established by the Public Service Commission of Wisconsin (PSCW). The Wisconsin Department of Natural Resources regulates the Utility on matters of public health.

The 2022 Water budget maintains municipal water service within the utilities service area. The budget does provide for:

- Amortization of the water filters
- Equipment Replacement
- Facility Improvements
- Valve Replacements

Products & Services:

Delivery of potable drinking water to customers that satisfy the requirements of the Wisconsin Department of Natural Resources, Public Service Commission of Wisconsin and federal regulators. operation and maintenance of the Utility's Water Treatment Plant, distribution system, elevated storage tanks, and booster stations. Maintaining adequate fire flows within those portions of the community served by the Utility. Reading, maintenance and replacement of meters. Monthly billing of water service.

User Rate Studies:

The Public Service Commission of Wisconsin approved overall water revenue increases of 36% in 2013, 3% in 2015, and 18.8% for 2017. The 2022 budget provides for a rate of return of 3.233% which is under the 5% rate of return approved by the PSCW. As stated previously, a rate increase for both the Water and Wastewater Utilities for 2022 will be reviewed as capital projects that have been and/or will be identified as high importance continue to develop and funding sources are identified.

ASHLAND WASTEWATER UTILITY ENTERPRISE FUND

The Ashland Wastewater Utility is a separate enterprise fund of the City of Ashland. The Utility provides wastewater collection and treatment service to properties within its service area within the City. The Utility provides service to the Northern Great Lakes Visitors Center in the Town of Eileen under contract. The Utility is not regulated by the Public Service Commission of Wisconsin. The Utility operates under the rules and regulations of the Wisconsin Department of Natural Resources. The Wastewater Plant operates under a discharge permit issued by the WDNR. The permit is renewed every five years. The permit was last approved in 2017. The gravity flow collection system consists of significant sections of vitrified clay pipe that were installed near the end of the First World War, 1918. The aging infrastructure of the collection system is the largest concern management has for the system at present. Excessive inflow and infiltration into the collection system occasionally causes the WWTP to exceed its operating capacity. Improvements must continue to be made to provide reliable wastewater collection for the City and reduce the backup of sewage into basements.

The budget does provide for:

- Lift station rehabilitation
- Labor hours and maintenance of the sanitary sewer collection system I&I Sewer Repairs
- Building Repairs and Upgrades

Products & Services:

Collection of wastewater from properties served within the service area of the Utility Treatment of wastewater collected by the Utility to standards required of regulatory agencies, Treatment of landfill leachate, Treatment of septage hauled from private on-site waste systems Public and private water testing Land application of sludge. The 2022 Wastewater budget maintains municipal sanitary service within the Utilities service area.

User Rate Studies:

Because the Wastewater Utility is not regulated by the PSCW, the Council can adjust the rates of the Utility anytime the need requires. Previous Wastewater rate increases were 15% May 14, 2002, 5.9% May 28, 2013, 17.8% May 26, 2016, and 4.4% May 24, 2017. As stated previously, a rate increase for both the Water and Wastewater Utilities for 2022 will be reviewed as capital projects that have been and/or will be identified as high importance continue to develop and funding sources are identified.

Asset Replacement:

Unlike the Water Utility, the Wastewater Utility maintains an equipment replacement fund pursuant to the covenants contained within the State of Wisconsin Clean Water Fund agreements. This fund is for equipment replacement and major maintenance related to equipment. It does not include building, collection system, and other non-mechanical items. Therefore, the 2022 budget includes a provision for Collection System and Other Asset Replacement.

City of Ashland
Water Utility Enterprise Fund 2022 Budget Preliminary

PROPOSED 2022 BUDGET

120

Operating Revenues:

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET	PERCENT CHANGE
Sales of Water	\$1,735,956	\$1,667,405	\$1,632,600	\$1,638,495	\$1,670,293	\$1,670,250	1.94%
Fire Protection Service	655,425	662,534	662,011	662,680	661,202	661,890	-0.12%
Other Operating Revenues	17,520	18,326	10,660	11,480	9,543	12,250	6.71%
Total Operating Revenues	\$2,408,901	\$2,348,265	\$2,305,271	\$2,312,655	\$2,341,038	\$2,344,390	1.37%

Non-Operating Income (Expense):

	\$301,133	(\$152,423)	(\$41,631)	(\$119,922)	(\$113,780)	(\$119,922)	NA
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Operating Expenses:

Source of Supply / Pumping

Maintenance of Intake	\$1,926	\$2,048	\$1,984	\$5,258	\$2,422	\$4,980	-5.29%
Power & Fuel for Pumping	58,468	60,565	54,907	59,375	57,200	59,375	0.00%
Pumping Labor & Expense	47,748	62,390	72,676	57,152	70,850	53,870	-5.74%
Misc. Pumping Expenses	2,731	3,457	3,553	3,600	3,600	3,600	0.00%
Maint. of Pumping Buildings & Grounds	1,247	1,207	4,156	6,686	1,830	6,324	-5.41%
Maint. of Pumping Equipment	7,718	7,143	15,979	14,493	13,693	14,909	2.87%
Total SOS/Pumping Expense	\$119,838	\$136,810	\$153,255	\$146,564	\$149,595	\$143,058	-2.39%

Water Treatment

Treatment Chemicals	45,366	53,838	41,132	50,000	45,000	50,000	0.00%
Treatment Labor & Expense	84,826	101,042	132,811	95,072	98,070	92,192	-3.03%
Treatment Expense - Lead/Copper Testing	654	0	0	0	0	0	NA
Maint. of Treatment Buildings & Grounds	2,950	7,603	4,948	10,279	7,695	9,807	-4.60%
Maintenance of Treatment Equipment	65,468	36,592	40,154	40,020	37,410	39,046	-2.43%
Total Treatment Expense	\$199,264	\$199,075	\$219,045	\$195,371	\$188,175	\$191,045	-2.21%

Distribution Operation

Storage Facilities Expense	2,447	7,744	4,649	6,912	2,455	6,522	-5.63%
Line Operation Labor & Expense	109,866	75,530	131,208	123,852	104,656	118,134	-4.62%
Meter Testing & Setting Expense	6,167	2,321	4,516	5,813	7,940	5,688	-2.15%
Total Dist. System Operation Expense	\$118,480	\$85,595	\$140,373	\$136,577	\$115,051	\$130,345	-4.56%

Distribution Maintenance

Maint. of Dist. Buildings & Grounds	\$8,564	\$9,582	\$11,979	\$36,408	\$12,475	\$35,351	-2.90%
Maintenance of Storage Reservoirs	18	11,784	469	500	500	500	0.00%
Maintenance of Mains	110,491	88,711	43,684	118,085	57,388	115,828	-1.91%
Maintenance of Services	104,296	98,297	46,782	71,996	57,128	80,326	11.57%
Maintenance of Meters	12,920	6,973	5,090	6,968	7,705	12,184	74.87%
Maintenance of Hydrants	29,058	37,111	24,252	37,678	30,705	47,037	24.84%
Maint. of Misc. Distribution Equipment	1,987	1,849	480	2,428	2,282	2,344	-3.44%
Total Dist. System Maint. Expense	\$267,334	\$254,307	\$132,736	\$274,062	\$168,182	\$293,571	7.12%

Customer Accounts

Customer Accounts Supervision	\$11,325	\$11,675	\$13,559	\$13,101	\$13,101	\$11,285	-13.86%
Meter Reading Expenses	22,425	18,952	26,590	21,059	26,038	36,051	71.19%
Customer Records & Collection Expense	20,796	22,943	36,805	44,754	35,863	39,441	-11.87%
Misc. Customer Service Expense	24,745	26,427	3,717	5,140	6,312	5,140	0.00%
Total Customer Accounts Expense	\$79,291	\$79,997	\$80,671	\$84,054	\$81,314	\$91,917	9.35%

Administrative & General

Administrative & General Salaries	\$133,155	\$117,785	\$298,801	\$223,454	\$197,176	\$275,241	23.18%
Office Supplies & Expense	719	464	0	1,500	0	1,500	0.00%
Outside Professional Services	44,157	41,004	39,718	72,500	33,350	74,000	2.07%
Property Insurance	6,268	5,375	6,883	6,000	6,000	6,000	0.00%
Injuries & Damages	6,290	4,155	4,306	9,000	6,900	9,000	0.00%
Employee Benefits	64,695	70,705	43,901	85,010	64,536	66,106	-22.24%
Regulatory Commission Expense	521	764	1,012	1,350	530	2,200	62.96%
Misc. General Expense	1,816	2,076	1,771	2,000	1,320	2,000	0.00%
Rents	1,297	1,322	1,323	1,270	1,385	1,270	0.00%
Total Admin. & General Expense	258,918	243,650	397,715	402,084	311,197	437,317	8.76%
Total Direct Operating Expenses	\$1,043,125	\$999,434	\$1,123,795	\$1,238,712	\$1,013,514	\$1,287,253	3.92%

City of Ashland
Water Utility Enterprise Fund 2022 Budget Preliminary

PROPOSED 2022 BUDGET

121

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET	PERCENT CHANGE
Other Operating Expenses (Credits)							
Depreciation Expense	456,816	460,595	479,658	454,361	468,000	467,000	2.78%
Taxes Expense	378,035	381,251	395,882	384,772	392,780	392,624	2.04%
Total Other Operating Expense	\$834,851	\$841,846	\$875,540	\$839,133	\$860,780	\$859,624	2.44%
Total Operating Expenses	\$1,877,976	\$1,841,280	\$1,999,335	\$2,077,845	\$1,874,294	\$2,146,877	3.32%
Net Operating Income (Loss)	\$530,925	\$506,985	\$305,936	\$234,810	\$466,744	\$197,513	-15.88%
Net Income (Loss)	\$832,058	\$354,562	\$264,305	\$114,888	\$352,964	\$77,591	-32.46%

Adjust Net Income for Contributions in Aid of Construction - CIAC

CIAC is grant or contribution dollars received from other governmental agencies and other organizations to be used for capital projects.
CIAC - this contribution adds to revenue in the year received with only a small portion added to depreciation expense.
The below adjustment removes the CIAC activity for a better comparison of net operations from year to year.

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET
Net Income (Loss)	\$ 832,058	\$ 354,562	\$ 264,305	\$ 114,888	\$ 352,964	\$ 77,591
remove-Contribution in aid of construction	(439,751)	25,983	(100,956)	(1,350)	(1,511)	(1,350)
Add depreciation on contributed asset	109,695	119,111	118,923	114,000	114,000	114,000
Net Income (Loss) removing CIAC	\$ 504,020	\$ 501,675	\$ 284,292	\$ 229,559	\$ 467,474	\$ 192,263

**CALCULATE THE PSC AUTHORIZED RATE OF RETURN
AND COMPARE TO ACUTAL/BUDGETED RESULTS**

**Calculate Average Net Investment
and Authorized Net Operating Income**

Add: Plant In Service- Utility Financed

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET
Beginning of year	16,726,839	16,777,103	16,874,320	16,777,103	17,372,102	17,472,102
End of year	16,777,103	16,874,320	17,372,102	17,027,103	17,472,102	17,772,102
Average Plant in Service	\$16,751,971	\$16,825,712	\$17,123,211	\$16,902,103	\$17,422,102	\$17,622,102

Add: Materials and Supplies Inventory

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET
Beginning of year	132,309	114,296	129,729	120,000	120,640	120,640
End of year	114,296	129,729	120,640	120,000	120,640	120,640
Average Materials and Supplies	\$123,303	\$122,013	\$125,185	\$120,000	\$120,640	\$120,640

Less: Accumulated Depreciation- Utility Financed

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET
Beginning of year	5,941,528	6,086,967	6,413,511	6,427,328	6,767,386	7,121,386
End of year	6,086,967	6,413,511	6,767,386	6,767,689	7,121,386	7,474,386
Average Accumulated Depreciation	\$6,014,248	\$6,250,239	\$6,590,449	\$6,597,509	\$6,944,386	\$7,297,886

Less: Regulatory Liability

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET
Beginning of year	86,395	71,996	57,597	57,597	43,198	28,799
End of year	71,996	57,597	43,198	43,198	28,799	14,400
Average Regulatory Liability	\$79,196	\$64,797	\$50,398	\$50,398	\$35,999	\$21,600

Calculated Average Net Investment Base	\$10,781,831	\$10,632,689	\$10,607,550	\$10,374,197	\$10,562,358	\$10,423,257
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PSC Authorized Rate of Return	5.00%	5.00%	5.00%	5.00%	5.00%	5.00%
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AUTHORIZED Net Operating Income	\$539,092	\$531,634	\$530,377	\$518,710	\$528,118	\$521,163
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City of Ashland
Water Utility Enterprise Fund 2022 Budget Preliminary

PROPOSED 2022 BUDGET

122

Reconcile Net Operating Income to the PSC Annual Report

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET
Net Operating Income (Loss)-Utility books	530,925	506,985	305,936	234,810	466,744	197,513
Depreciation on Contributed Assets	109,695	119,111	118,923	114,000	114,000	114,000
Pension/OPEB liability adjustments	(13,477)	(83,264)	75,137	25,440	25,440	25,440
Variances	422	301	0	0	0	0
Net Operating Income for PSC report	\$627,565	\$543,133	\$499,996	\$374,250	\$606,184	\$336,953

Actual / Budgeted Rate of Return Percentage

Calculated Average Net Investment Base	10,781,831	10,632,689	10,607,550	10,374,197	10,562,358	10,423,257
Actual / Budgeted Net Operating Income	627,565	543,133	499,996	374,250	606,184	336,953
Actual/Budget Rate of Return	5.821%	5.108%	4.714%	3.608%	5.739%	3.233%
	5.82%	5.11%	4.72%			

Net Operating Income Comparison

PSC Authorized Net Operating Income	539,092	531,634	530,377	518,710	528,118	521,163
Utility Actual/Budgeted Net Oper Income	627,565	543,133	499,996	374,250	606,184	336,953
Operating Income UNDER (Over) PSC author	(\$88,473)	(\$11,499)	\$30,381	\$144,460	(\$78,066)	\$184,210

CALCULATION OF NET INCOME REQUIREMENT FOR DEBT SERVICE PAYMENTS

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET
<u>Net Operating Inc Adjustments</u>						
Net OPERATING Income (Loss)	530,925	506,985	305,936	234,810	466,744	197,513
Add misc non-operating items	11,802	11,071	14,006	10,048	10,689	10,048
Add general fund loan repayment	13,313	13,313	13,313	13,312	13,313	13,312
Add back depreciation	456,816	460,595	479,658	454,361	468,000	467,000
Add back amortization/non-cash accrual adj	31,024	(44,026)	108,597	37,858	37,858	37,858
Adjusted Net Income	\$1,043,880	\$947,938	\$921,510	\$750,389	\$996,604	\$725,731

Calculation of minimum Net Income Requirement

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET
Principal and Interest Payments						
2017 Refunding Rev Bonds for 1999 USDA	219,826	218,326	216,670	219,755	219,755	217,545
2008 Rev Bond-USH2 PhI & Turner	26,551	26,549	26,546	26,544	26,544	26,541
2009 Rev Bond-USH2 Phase II	21,104	21,101	21,099	21,097	21,097	21,094
2016 USDA-RD Revenue Bond-6th St W	66,710	66,698	66,772	66,735	66,735	66,686
2001 Revenue Bond-Microfilter	137,631	137,609	137,588	0	0	0
2009A GO Refunding Bonds	33,501	17,276	0	0	0	0
2009B GO BAB Bonds	146,079	145,207	0	0	0	0
2020B General Obligation Notes			0	79,228	79,228	79,228
2022 Revenue Bonds (\$400K, 15 yr, 4.25% \$37K)						37,000
Total Principal & Interest Payments	\$651,402	\$632,766	\$468,675	\$413,359	\$413,359	\$448,094
Debt Service Coverage Ratio	110%	110%	110%	110%	110%	110%
Minimum Net Income Requirement	\$716,542	\$696,043	\$515,543	\$454,695	\$454,695	\$492,903

Compare minimum Net Income Requirement to Actual / Budgeted Net Income

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET
Calc. Minimum Net Income Requirement	716,542	696,043	515,543	454,695	454,695	492,903
Adjusted Net Income	1,043,880	947,938	921,510	750,389	996,604	725,731
Net Income Over (Under) requirement	\$327,338	\$251,895	\$405,968	\$295,694	\$541,909	\$232,828
Cash flow available for other purposes	\$327,338	\$251,895	\$405,968	\$295,694	\$541,909	\$232,828

Fixed assest replacement, emergency situations, etc.

Operating Revenues:

Sales of Water

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Projected	2022 BUDGET	PERCENT CHANGE
680 46451 4600 UN-METERED/BULK SALES	18,233	5,781	1,920	7,900	106	7,900	7,900	0.00%
680 46451 4611 METERED RESIDENTIAL	917,152	917,931	927,464	917,860	456,075	933,334	933,330	1.69%
680 46451 4612 METERED COMMERCIAL	450,946	400,832	393,864	391,180	193,120	428,995	429,000	9.67%
680 46451 4613 METERED INDUSTRIAL	42,486	47,557	42,078	41,820	19,189	43,044	43,000	2.82%
680 46451 4614 METERED PUBLIC AUTHORITY	126,982	115,405	81,057	82,470	39,931	82,167	82,170	-0.36%
680 46451 4615 METERED MULTI-FAMILY	180,157	179,899	186,217	197,265	87,715	174,853	174,850	-11.36%
Total Sales of Water	\$1,735,956	\$1,667,405	\$1,632,600	\$1,638,495	\$796,136	\$1,670,293	\$1,670,250	1.94%

Fire Protection Service

680 46451 4620 PRIVATE FIRE PROTECTION	51,334	51,894	51,892	51,910	25,948	51,872	51,890	-0.04%
680 46451 4630 PUBLIC FIRE PROTECTION	604,091	610,640	610,119	610,770	304,296	609,330	610,000	-0.13%
Total Fire Protection	\$655,425	\$662,534	\$662,011	\$662,680	\$330,244	\$661,202	\$661,890	-0.12%

Other Operating Revenues

680 46452 4700 FORFEITED DISCOUNTS	10,842	11,723	6,910	7,580	1,508	3,099	7,580	0.00%
680 46452 4710 MISC. SERVICE REVENUES	4,142	4,125	1,400	2,320	1,748	4,667	2,320	0.00%
680 46452 4740 OTHER WATER REVENUES	2,536	2,478	2,350	1,580	0	1,777	2,350	48.73%
Total Other Revenues	\$17,520	\$18,326	\$10,660	\$11,480	\$3,256	\$9,543	\$12,250	6.71%
Total Operating Revenues	\$2,408,901	\$2,348,265	\$2,305,271	\$2,312,655	\$1,129,636	\$2,341,038	\$2,344,390	1.37%

Non-Operating Income (Expense):

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Projected	2022 BUDGET	PERCENT CHANGE
680 46452 4711 CIAC	439,751	(25,983)	100,956	1,350	0	1,511	1,350	0.00%
680 46453 4150 MERCH, CONTRACT WORK	0	0	0		0	0		N/A
680 46453 4180 NON-OPERATING RENTAL	3,960	4,158	4,366	4,158	0	4,158	4,158	0.00%
680 46453 4190 INTEREST INCOME	4,015	3,558	6,032	4,000	0	3,558	4,000	0.00%
680 46453 4191 IRS BAB INTEREST SUBSIDY	3,402	1,163	0	0	0	0	0	N/A
680 46453 4250 MISC. AMORTIZATION'S								N/A
680 46453 4270 INTEREST EXP. ON LT DEBT	(140,458)	(135,348)	(130,018)	(131,320)	(62,990)	(125,980)	(131,320)	0.00%
680 46453 4280 DEBT SERVICE DISCOUNT	0	0	(15,300)		0	0		N/A
680 46453 4290 DEBT PREM. AMORT.								N/A
680 46453 4300 INTEREST EXP. ON G.O. DEBT	(9,962)	(2,163)	(11,275)	0	(7,396)	0	0	N/A
680 46453 4340 MISC. CREDITS TO SURPLUS	0	0	0	0	0	0	0	N/A
680 48910 INSURANCE DIVIDENDS/MISC	425	2,192	3,608	1,890	0	2,973	1,890	0.00%
Total Non-Operating Income/(Exp)	\$301,133	(\$152,423)	(\$41,631)	(\$119,922)	(\$70,386)	(\$113,780)	(\$119,922)	0.00%

Operating Expenses:

Source of Supply / Pumping

Maintenance of Intake

680	61300	111	WAGES
680	61300	112	OVERTIME WAGES
680	61300	151	SOCIAL SECURITY
680	61300	152	EMPLOYER RETIREMENT
680	61300	157	H.S.A. CONTRIBUTION
680	61300	154	MEDICAL & DENTAL INS
680	61300	155	LIFE INSURANCE
680	61300	156	WORKERS COMPENSATION
680	61300	400	NON-LABOR M&S
Total			

2018	2019	2020	2021	2021 Actual	2021	2022	PERCENT
ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
1,251	1,461	1,318	2,878	411	1,520	2,726	-5.28%
0	0	92	0	0	100	0	N/A
91	109	105	241	31	110	230	-4.20%
84	96	95	209	28	100	199	-4.55%
62	38	43	157	14	60	141	-10.18%
403	280	277	1,138	85	460	1,054	-7.33%
1	0	0	7	0	2	6	-6.04%
34	64	54	130	0	70	123	-5.23%
0	0	0	500	0	0	500	0.00%
\$1,926	\$2,048	\$1,984	\$5,258	\$569	\$2,422	\$4,980	-5.29%

Power & Fuel for Pumping

680	62300	222	ELECTRICITY
680	62300	224	NATURAL GAS
680	62300	227	PROPANE
680	62300	342	GAS & DIESEL FUEL/GENERATOR
Total			

51,662	54,355	50,453	53,000	23,611	52,000	53,000	0.00%
6,509	6,210	4,454	5,745	4,383	5,000	5,745	0.00%
0	0	0	430	0	0	430	0.00%
297	0	0	200	0	200	200	0.00%
\$58,468	\$60,565	\$54,907	\$59,375	\$27,994	\$57,200	\$59,375	0.00%

Pumping Labor & Expense

680	62400	111	WAGES
680	62400	112	OVERTIME WAGES
680	62400	125	WAGES TEMPORARY
680	62400	151	SOCIAL SECURITY
680	62400	152	EMPLOYER RETIREMENT
680	62400	157	H.S.A. CONTRIBUTION
680	62400	154	MEDICAL & DENTAL INS
680	62400	155	LIFE INSURANCE
680	62400	156	WORKERS COMPENSATION
680	62400	400	NON-LABOR M&S
Total			

29,673	39,104	44,567	33,963	23,314	45,000	32,170	-5.28%
195	76	1,460	502	74	200	502	0.00%
0	0	0	0	0	0	0	N/A
2,062	2,687	3,187	2,839	1,537	3,200	2,720	-4.20%
2,000	2,568	3,109	2,465	1,579	3,200	2,353	-4.55%
1,640	1,826	2,140	1,849	992	2,150	1,661	-10.18%
10,552	13,644	16,160	13,426	8,990	13,700	12,441	-7.33%
36	48	71	80	47	1,700	75	-6.04%
1,114	1,692	1,797	1,528	0	1,500	1,448	-5.23%
476	745	185	500	65	200	500	0.00%
\$47,748	\$62,390	\$72,676	\$57,152	\$36,598	\$70,850	\$53,870	-5.74%

Misc. Pumping Expenses

680	62600	400	NON-LABOR M&S
Total			

2,731	3,457	3,553	3,600	2,602	3,600	3,600	0.00%
\$2,731	\$3,457	\$3,553	\$3,600	\$2,602	\$3,600	\$3,600	0.00%

Maint. of Pumping Buildings & Grounds

680	63100	111	WAGES
680	63100	112	OVERTIME WAGES
680	63100	125	WAGES TEMPORARY
680	63100	136	CLOTHING ALLOWANCE
680	63100	151	SOCIAL SECURITY
680	63100	152	EMPLOYER RETIREMENT
680	63100	157	H.S.A. CONTRIBUTION
680	63100	154	MEDICAL & DENTAL INS
680	63100	155	LIFE INSURANCE
680	63100	156	WORKERS COMPENSATION
680	63100	400	NON-LABOR M&S
Total			

797	682	718	3,742	382	870	3,544	-5.28%
0	0	74	0	0	0	0	N/A
0	0	0	0	0	0	0	N/A
0	0	0	0	0	0	0	N/A
56	48	58	313	26	60	300	-4.20%
53	44	54	272	26	60	259	-4.55%
36	53	29	204	6	40	183	-10.18%
230	293	183	1,479	167	260	1,371	-7.33%
1	0	0	9	0	0	8	-6.04%
17	30	30	168	0	40	160	-5.23%
57	57	3,010	500	12	500	500	0.00%
\$1,247	\$1,207	\$4,156	6,686	\$619	\$1,830	6,324	-5.41%

Maint. of Pumping Equipment

680	63300	111	WAGES
680	63300	112	OVERTIME WAGES
680	63300	151	SOCIAL SECURITY
680	63300	152	EMPLOYER RETIREMENT
680	63300	157	H.S.A. CONTRIBUTION
680	63300	154	MEDICAL & DENTAL INS
680	63300	155	LIFE INSURANCE
680	63300	156	WORKERS COMPENSATION
680	63300	400	NON-LABOR M&S
Total			

3,236	2,401	3,694	6,044	2,891	4,000	5,725	-5.28%
270	18	527	0	0	0	0	N/A
239	171	297	505	192	350	484	-4.20%
235	159	285	439	195	300	419	-4.55%
266	90	204	329	125	330	296	-10.18%
1,560	664	1,492	2,389	1,133	1,500	2,214	-7.33%
8	1	5	14	7	13	13	-6.04%
142	93	167	272	0	200	258	-5.23%
1,762	3,546	9,308	4,500	6,112	7,000	5,500	22.22%
\$7,718	\$7,143	\$15,979	14,493	\$10,655	\$13,693	14,909	2.87%

Total SOS/Pumping Expense

\$119,838	\$136,810	\$153,255	\$146,564	\$79,037	\$149,595	\$143,058	-2.39%
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City of Ashland Water Utility Enterprise Fund
2022 Proposed Budget Detail

PROPOSED 2022 BUDGET

Water Treatment

Treatment Chemicals

680 64100 410 TREATM' CHEMICALS
Total

2018	2019	2020	2021	2021 Actual	2021	2022	PERCENT
ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
45,366	53,838	41,132	50,000	27,915	45,000	50,000	0.00%
\$45,366	\$53,838	\$41,132	\$50,000	\$27,915	\$45,000	\$50,000	0.00%

Treatment Labor & Expense

680 64200 111 WAGES
680 64200 112 OVERTIME WAGES
680 64200 131 LONGEVITY
680 64200 125 WAGES TEMPORARY
680 64200 136 CLOTHING REIMB
680 64200 137 CLOTHING ALLOW
680 64200 151 SOCIAL SECURITY
680 64200 152 EMPLOYER RETIREMENT
680 64200 157 H.S.A. CONTRIBUTION
680 64200 154 MEDICAL & DENTAL INS
680 64200 155 LIFE INSURANCE
680 64200 156 WORKERS COMPENSATION
680 64200 400 NON-LABOR M&S
Total

35,803	47,399	63,077	38,568	20,758	45,550	36,532	-5.28%
842	819	2,327	1,296	374	800	1,296	0.00%
1,145	2,339	3,101	5,263	0	2,400	5,110	-2.91%
0	34	0	0	0	0	0	N/A
1,303	1,238	1,252	2,250	0	1,240	2,250	0.00%
0	0	0	0	0	0	0	N/A
2,782	3,748	4,950	3,224	1,508	3,800	3,089	-4.20%
2,616	3,214	4,701	2,799	1,426	3,200	2,672	-4.55%
1,905	2,378	3,038	2,100	975	2,400	1,887	-10.18%
13,532	13,745	20,233	15,246	6,598	14,000	14,128	-7.33%
42	75	91	90	24	40	85	-6.04%
1,426	2,142	2,757	1,736	0	2,140	1,645	-5.23%
23,430	23,911	27,284	22,500	16,253	22,500	23,500	4.44%
\$84,826	\$101,042	\$132,811	\$95,072	\$47,916	\$98,070	\$92,192	-3.03%

Treatment Expense - Lead/Copper Testing

680 64210 400 NON-LABOR M&S
Total

654	0	0	0	0	0	0	N/A
\$654	\$0	\$0	\$0	\$0	\$0	\$0	N/A

Maint. of Treatment Buildings & Grounds

680 65100 111 WAGES
680 65100 112 OVERTIME WAGES
680 65100 125 WAGES TEMPORARY
680 65100 151 SOCIAL SECURITY
680 65100 152 EMPLOYER RETIREMENT
680 65100 157 H.S.A. CONTRIBUTION
680 65100 154 MEDICAL & DENTAL INS
680 65100 155 LIFE INSURANCE
680 65100 156 WORKERS COMPENSATION
680 65100 400 NON-LABOR M&S
Total

1,088	4,570	2,489	4,893	2,472	4,800	4,635	-5.28%
0	27	257	0	0	300	0	N/A
0	68	0	0	0	70	0	N/A
75	334	195	409	165	210	392	-4.20%
73	302	185	355	167	210	339	-4.55%
59	115	182	266	48	90	239	-10.18%
409	1,428	978	1,934	932	1,200	1,792	-7.33%
2	2	3	11	2	15	11	-6.04%
30	191	113	220	0	300	209	-5.23%
1,214	566	546	2,190	35	500	2,190	0.00%
\$2,950	\$7,603	\$4,948	\$10,279	\$3,821	\$7,695	\$9,807	-4.60%

Maintenance of Treatment Equipment

680 65200 111 WAGES
680 65200 112 OVERTIME WAGES
680 65200 125 WAGES TEMPORARY
680 65200 151 SOCIAL SECURITY
680 65200 152 EMPLOYER RETIREMENT
680 65200 157 H.S.A. CONTRIBUTION
680 65200 154 MEDICAL & DENTAL INS
680 65200 155 LIFE INSURANCE
680 65200 156 WORKERS COMPENSATION
680 65200 400 NON-LABOR M&S
Total

4,628	6,005	6,645	10,074	6,196	10,000	9,542	-5.28%
299	98	774	365	37	200	365	0.00%
0	0	0	0	0	0	0	N/A
335	425	518	842	425	600	807	-4.20%
330	401	501	731	421	600	698	-4.55%
283	305	318	549	225	360	493	-10.18%
2,042	1,931	2,918	3,982	2,629	2,380	3,690	-7.33%
6	10	7	24	9	10	22	-6.04%
179	236	301	453	0	260	430	-5.23%
57,366	27,181	28,172	23,000	9,887	23,000	23,000	0.00%
\$65,468	\$36,592	\$40,154	\$40,020	\$19,829	\$37,410	\$39,046	-2.43%

Total Treatment Expense

\$199,264	\$199,075	\$219,045	\$195,371	\$99,481	\$188,175	\$191,045	-2.21%
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City of Ashland Water Utility Enterprise Fund
2022 Proposed Budget Detail

PROPOSED 2022 BUDGET

Distribution Operation

Storage Facilities Expense

680	66100	111	WAGES
680	66100	112	OVERTIME WAGES
680	66100	151	SOCIAL SECURITY
680	66100	152	EMPLOYER RETIREMENT
680	66100	157	H.S.A. CONTRIBUTION
680	66100	154	MEDICAL & DENTAL INS
680	66100	155	LIFE INSURANCE
680	66100	156	WORKERS COMPENSATION
680	66100	400	NON-LABOR M&S
Total			

2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Projected	2022 BUDGET	PERCENT CHANGE
							N/A
1,336	5,097	2,549	4,029	1,102	1,500	3,817	-5.28%
0	18	513	0	0	0	0	N/A
95	361	224	337	81	100	323	-4.20%
89	335	207	292	74	90	279	-4.55%
86	107	151	219	45	90	197	-10.18%
452	1,474	740	1,593	281	450	1,476	-7.33%
2	6	3	9	1	5	9	-6.04%
43	214	112	181	0	40	172	-5.23%
344	132	150	250	77	180	250	0.00%
\$2,447	\$7,744	\$4,649	\$6,912	\$1,661	\$2,455	\$6,522	-5.63%

Line Operation Labor & Expense

680	66200	111	WAGES
680	66200	112	OVERTIME WAGES
680	66200	125	WAGES TEMPORARY
680	66200	131	LONGEVITY
680	66200	136	CLOTHING REIMB
680	66200	151	SOCIAL SECURITY
680	66200	152	EMPLOYER RETIREMENT
680	66200	157	H.S.A. CONTRIBUTION
680	66200	154	MEDICAL & DENTAL INS
680	66200	155	LIFE INSURANCE
680	66200	156	WORKERS COMPENSATION
680	66200	400	NON-LABOR M&S
Total			

62,565	41,279	76,148	71,004	20,996	62,000	67,881	-21.06%
58	142	1,737	119	37	1,000	119	0.00%
0	198	0	0	0	0	0	N/A
483	494	504	0	0	630	0	N/A
700	900	898	0	435	450	0	N/A
4,533	3,067	5,261	5,880	1,541	4,500	5,672	-19.40%
4,030	2,799	5,362	5,121	1,449	4,050	4,926	-19.95%
3,564	2,347	4,082	27,597	1,103	3,560	25,881	-89.51%
21,750	14,610	28,743	3,151	7,548	21,676	3,012	587.92%
105	137	281	172	52	50	164	-24.30%
2,621	1,945	2,898	3,808	0	2,070	3,481	-33.73%
9,457	7,612	5,294	7,000	895	4,670	7,000	0.00%
\$109,866	\$75,530	\$131,208	\$123,852	\$34,056	\$104,656	\$118,134	-4.62%

Meter Testing & Setting Expense-Customers

680	66300	111	WAGES
680	66300	112	OVERTIME WAGES
680	66300	151	SOCIAL SECURITY
680	66300	152	EMPLOYER RETIREMENT
680	66300	157	H.S.A. CONTRIBUTION
680	66300	154	MEDICAL & DENTAL INS
680	66300	155	LIFE INSURANCE
680	66300	156	WORKERS COMPENSATION
680	66300	400	NON-LABOR M&S
680	66300	925	INTERDEPARTMENTAL
Total			

7,196	2,724	2,652	3,454	1,289	3,400	3,272	-5.28%
0	36	147	0	0	0	0	N/A
502	198	197	289	90	275	277	-4.20%
481	181	189	251	87	250	239	-4.55%
363	194	104	188	97	175	169	-10.18%
2,380	1,117	949	1,365	558	1,400	1,265	-7.33%
5	3	3	8	4	10	8	-6.04%
258	146	106	155	0	155	147	-5.23%
1,150	43	4,685	6,000	0	6,000	6,000	0.00%
(6,168)	(2,321)	(4,516)	(5,897)	0	(3,725)	(5,688)	N/A
\$6,167	\$2,321	\$4,516	\$5,813	\$2,125	\$7,940	\$5,688	(\$0)

Total Dist. System Operation Expense

\$118,480	\$85,595	\$140,373	\$136,577	\$37,842	\$115,051	\$130,345	-4.56%
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City of Ashland Water Utility Enterprise Fund
2022 Proposed Budget Detail

PROPOSED 2022 BUDGET

Distribution Maintenance

Maint. of Dist. Buildings & Grounds

680	67100	111	WAGES
680	67100	112	OVERTIME WAGES
680	67100	125	WAGES TEMPORARY
680	67100	151	SOCIAL SECURITY
680	67100	152	EMPLOYER RETIREMENT
680	67100	157	H.S.A. CONTRIBUTION
680	67100	154	MEDICAL & DENTAL INS
680	67100	155	LIFE INSURANCE
680	67100	156	WORKERS COMPENSATION
680	67100	400	NON-LABOR M&S
Total			

2018	2019	2020	2021	2021 Actual	2021	2022	PERCENT
ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
							N/A
4,313	5,532	3,621	10,937	2,567	3,000	10,360	-5.28%
0	0	290	0	0	300	0	N/A
853	970	1,870	17,626	65	1,800	17,626	0.00%
373	472	426	914	187	470	876	-4.20%
296	363	264	794	173	360	758	-4.55%
295	243	200	596	144	310	535	-10.18%
1,729	1,624	1,184	4,323	1,004	1,880	4,006	-7.33%
5	6	2	26	3	10	24	-6.04%
187	283	217	492	0	345	466	-5.23%
513	89	3,905	700	90	4,000	700	0.00%
\$8,564	\$9,582	\$11,979	\$36,408	\$4,233	\$12,475	\$35,351	-2.90%

Maintenance of Storage Reservoirs

680	67200	111	WAGES
680	67200	151	SOCIAL SECURITY
680	67200	152	EMPLOYER RETIREMENT
680	67200	157	H.S.A. CONTRIBUTION
680	67200	154	MEDICAL & DENTAL INS
680	67200	155	LIFE INSURANCE
680	67200	156	WORKERS COMPENSATION
680	67200	400	NON-LABOR M&S
Total			

			0	0		0	N/A
			0	0		0	N/A
			0	0		0	N/A
			0	0		0	N/A
			0	0		0	N/A
			0	0		0	N/A
			0	0		0	N/A
18	11,784	469	500	0	500	500	0.00%
\$18	\$11,784	\$469	\$500	\$0	\$500	\$500	0.00%

Maintenance of Mains

680	67300	111	WAGES
680	67300	112	OVERTIME WAGES
680	67300	125	TEMPORARY LABOR
680	67300	151	SOCIAL SECURITY
680	67300	152	EMPLOYER RETIREMENT
680	67300	157	H.S.A. CONTRIBUTION
680	67300	154	MEDICAL & DENTAL INS
680	67300	155	LIFE INSURANCE
680	67300	156	WORKERS COMPENSATION
680	67300	400	NON-LABOR M&S
Total			

27,627	26,746	13,019	48,021	16,718	23,850	47,278	-1.55%
890	820	598	776	0	1,050	776	0.00%
1,004	3,392	74	0	0	100	0	N/A
2,078	2,200	964	2,887	1,178	858	2,766	-4.20%
1,908	1,803	923	2,507	1,129	755	2,393	-4.55%
1,432	1,331	518	1,881	741	585	1,689	-10.18%
9,354	9,546	4,724	13,653	6,187	4,675	12,652	-7.33%
53	39	20	81	24	15	76	-6.04%
1,135	1,395	535	1,554	0	0	1,473	-5.23%
65,010	41,439	22,309	46,725	5,913	25,500	46,725	0.00%
\$110,491	\$88,711	\$43,684	\$118,085	\$31,888	\$57,388	\$115,828	-1.91%

Maintenance of Services

680	67500	111	WAGES
680	67500	112	OVERTIME WAGES
680	67500	125	WAGES TEMPORARY
680	67500	151	SOCIAL SECURITY
680	67500	152	EMPLOYER RETIREMENT
680	67500	157	H.S.A. CONTRIBUTION
680	67500	154	MEDICAL & DENTAL INS
680	67500	155	LIFE INSURANCE
680	67500	156	WORKERS COMPENSATION
680	67500	400	NON-LABOR M&S
Total			

28,450	30,322	18,400	28,782	6,819	23,000	34,024	18.21%
535	658	1,108	712	0	850	712	0.00%
90	4,172	731	0	0	800	0	N/A
2,024	2,468	1,436	2,406	470	1,108	2,876	19.56%
1,940	2,030	1,319	2,089	460	1,105	2,488	19.12%
1,376	1,617	844	1,567	387	835	1,757	12.10%
9,792	11,119	6,864	11,378	2,725	8,175	13,158	15.65%
40	44	42	68	13	55	79	17.27%
1,129	1,548	788	1,295	0	0	1,532	18.28%
58,920	44,319	15,250	23,700	756	21,200	23,700	0.00%
\$104,296	\$98,297	\$46,782	71,996	\$11,628	\$57,128	80,326	11.57%

City of Ashland Water Utility Enterprise Fund
2022 Proposed Budget Detail

PROPOSED 2022 BUDGET

Maintenance of Meters

680	67600	111	WAGES
680	67600	112	OVERTIME WAGES
680	67600	151	SOCIAL SECURITY
680	67600	152	EMPLOYER RETIREMENT
680	67600	157	H.S.A. CONTRIBUTION
680	67600	154	MEDICAL & DENTAL INS
680	67600	155	LIFE INSURANCE
680	67600	156	WORKERS COMPENSATION
680	67600	400	NON-LABOR M&S
680	67600	925	INTERDEPARTMENTAL
Total			

2018	2019	2020	2021	2021 Actual	2021	2022	PERCENT
ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
12,919	7,251	5,031	6,332	2,418	6,500	12,759	101.50%
123	0	42	0	0	0	0	N/A
918	500	348	529	167	450	1,079	103.79%
873	472	346	460	163	450	933	103.04%
748	383	181	345	130	690	659	91.08%
4,244	2,461	2,020	2,503	783	3,530	4,934	97.12%
19	10	7	15	6	20	30	99.89%
550	326	198	285	0	470	574	101.61%
5,447	2,600	2,007	3,400	31	3,300	3,400	0.00%
(12,921)	(7,030)	(5,090)	(6,901)	0	(7,705)	(12,184)	N/A
\$12,920	\$6,973	\$5,090	\$6,968	\$3,698	\$7,705	\$12,184	74.87%

Maintenance of Hydrants

680	67700	111	WAGES
680	67700	112	OVERTIME WAGES
680	67700	125	WAGES TEMPORARY
680	67700	151	SOCIAL SECURITY
680	67700	152	EMPLOYER RETIREMENT
680	67700	157	H.S.A. CONTRIBUTION
680	67700	154	MEDICAL & DENTAL INS
680	67700	155	LIFE INSURANCE
680	67700	156	WORKERS COMPENSATION
680	67700	400	NON-LABOR M&S
Total			

12,185	14,605	11,645	18,133	1,396	14,500	23,937	32.01%
37	338	428	0	0	400	0	N/A
656	1,679	93	0	0	1,680	0	N/A
916	1,166	875	1,516	98	1,165	2,024	33.51%
848	981	815	1,316	94	1,190	1,751	33.02%
561	533	551	987	63	910	1,236	25.18%
4,252	4,557	4,337	7,168	493	6,080	9,257	29.14%
11	14	11	43	2	20	56	30.95%
462	685	502	816	0	760	1,078	32.08%
9,130	12,553	4,995	7,700	16	4,000	7,700	0.00%
\$29,058	\$37,111	\$24,252	\$37,678	\$2,162	\$30,705	\$47,037	24.84%

Maint. of Misc. Distribution Equipment

680	67800	111	WAGES
680	67800	112	OVERTIME WAGES
680	67800	151	SOCIAL SECURITY
680	67800	152	EMPLOYER RETIREMENT
680	67800	157	H.S.A. CONTRIBUTION
680	67800	154	MEDICAL & DENTAL INS
680	67800	155	LIFE INSURANCE
680	67800	156	WORKERS COMPENSATION
680	67800	400	NON-LABOR M&S
Total			

			863		750	818	-5.28%
			0		0	0	N/A
			72	0	65	69	-4.20%
			63	0	50	60	-4.55%
			47	0	40	42	-10.18%
			341	0	340	316	-7.33%
			2	0	2	2	-6.04%
			39	0	35	37	-5.23%
1,987	1,849	480	1,000	503	1,000	1,000	0.00%
\$1,987	\$1,849	\$480	\$2,428	\$503	\$2,282	\$2,344	-3.44%

Total Dist. System Maint. Expense

\$267,334	\$254,307	\$132,736	\$274,062	\$54,112	\$168,182	\$293,571	7.12%
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Customer Accounts

				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Projected	2022 BUDGET	PERCENT CHANGE
Customer Accounts Supervision											N/A
680	90100	925	INTERDEPARTMENTAL CHARGES	\$11,325	\$11,675	\$13,559	\$13,101	\$6,551	\$13,101	\$11,285	-13.86%
Total				\$11,325	\$11,675	\$13,559	\$13,101	\$6,551	\$13,101	\$11,285	-13.86%

Meter Reading Expenses

680	90200	111	WAGES			13,550	10,620	4,696	11,000	16,616	56.46%
680	90200	131	LONGEVITY			100		0		166	
680	90200	136	CLOTHING REIMB			225		0		0	
680	90200	151	SOCIAL SECURITY			1,024	888	345	900	1,239	39.54%
680	90200	152	EMPLOYER RETIREMENT			937	771	317	800	1,133	46.95%
680	90200	154	MEDICAL & DENTAL INS			5,695	4,198	2,215	4,500	7,001	66.75%
680	90200	155	LIFE INSURANCE			19	25	10	20	37	47.36%
680	90200	156	WORKERS COMPENSATION			409	478	0	318	659	37.89%
680	90200	157	H.S.A. CONTRIBUTION			830	578	375	500	1,200	107.49%
680	90200	400	NON-LABOR M&S	11,055	2,822	7,603	3,500	1,295	8,000	8,000	128.57%
680	90200	925	INTERDEPARTMENTAL CHARGES	\$11,370	\$16,130	(\$3,802)	0	0	\$0	0	N/A
Total				\$22,425	\$18,952	\$26,590	\$21,059	\$9,253	\$26,038	\$36,051	71.19%

Customer Records & Collection Expense

680	90300	111	WAGES			7,496	10,793	4,696	7,986	21,200	96.42%
680	90300	131	LONGEVITY			100		0		0	
680	90300	151	SOCIAL SECURITY			561	902	345	580	1,158	28.35%
680	90300	152	EMPLOYER RETIREMENT			513	783	317	544	1,431	82.66%
680	90300	154	MEDICAL & DENTAL INS			3,151	4,267	2,215	3,497	10,313	141.72%
680	90300	155	LIFE INSURANCE			13	25	11	18	32	25.10%
680	90300	156	WORKERS COMPENSATION			408	486	0	318	42	-91.29%
680	90300	157	H.S.A. CONTRIBUTION			560	588	375	0	1,500	155.21%
680	90300	925	INTERDEPARTMENTAL CHARGES	\$20,796	\$22,943	\$24,003	26,910	13,454	\$22,920	3,765	-86.01%
Total				20,796	22,943	36,805	44,754	21,413	35,863	39,441	-11.87%

Misc. Customer Service Expense

680	90500	400	NON-LABOR M&S	728	400	257	1,000	0	1,000	1,000	0.00%
680	90500	925	INTERDEPARTMENTAL CHARGES	\$24,017	\$26,027	\$3,460	4,140	2,070	\$5,312	4,140	0.00%
Total				\$24,745	\$26,427	\$3,717	\$5,140	\$2,070	\$6,312	\$5,140	0.00%
Total Customer Accounts Expense				\$79,291	\$79,997	\$80,671	\$84,054	\$39,287	\$81,314	\$91,917	9.35%

Administrative & General

Administrative & General Salaries

				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Projected	2022 BUDGET	PERCENT CHANGE
680	92000	111	WAGES	51,237	80,221	81,737	87,993	34,925	75,116	118,410	34.57%
680	92000	112	OVERTIME WAGES	164	0	822	0	0	850	0	N/A
680	92000	125	TEMPORARY LABOR	1,054	984	0	0	2,513	0	0	N/A
680	92000	131	LONGEVITY	500	556	594	828	0	0	968	16.93%
680	92000	138	ADMIN/GENERAL ACCR SICK/VAC	849	9,601	2,707	0	0	1,100	0	N/A
680	92000	151	SOCIAL SECURITY	3,901	6,788	6,375	6,641	2,757	3,380	8,786	32.31%
680	92000	152	EMPLOYER RETIREMENT	3,059	5,128	5,306	5,995	2,527	5,125	8,221	37.12%
680	92000	157	H.S.A. CONTRIBUTION	1,830	2,697	2,911	3,450	1,409	1,850	3,900	13.04%
680	92000	154	MEDICAL & DENTAL INS	10,155	14,901	15,818	21,171	7,499	16,182	23,796	12.40%
680	92000	155	LIFE INSURANCE	145	183	216	236	113	175	306	29.48%
680	92000	156	WORKERS COMPENSATION	916	2,328	2,081	2,479	0	2,003	3,544	42.96%
680	92000	190	POST-EMPLOYMENT HEALTH INS	(16,670)	(85,168)	96,092	5,000	0	5,000	5,000	0.00%
680	92000	400	ADMIN/GENERAL MATERIALS	6,488	8,142	3,945	6,500	4,114	3,235	6,500	0.00%
680	92000	925	INTERDEPARTMENTAL CHARGES	69,527	71,424	80,197	83,160	39,609	83,160	95,810	15.21%
Total				\$133,155	\$117,785	\$298,801	\$223,454	\$95,466	\$197,176	\$275,241	23.18%

Office Supplies & Expense

680	92100	400	OFFICE SUPPLIES MATERIALS	719	464	0	500	0	0	500	0.00%
680	92100	925	INTERDEPARTMENTAL CHARGES	0	0	0	1,000	0	0	1,000	0.00%
Total				\$719	\$464	\$0	\$1,500	\$0	\$0	\$1,500	0.00%

Outside Professional Services

680	92300	210	PROFESSIONAL SERVICES	40,366	34,222	28,936	66,500	17,867	29,350	68,000	2.26%
680	92300	295	INTERDEPARTMENTAL CHARGES	3,791	6,782	10,782	6,000	0	4,000	6,000	0.00%
Total				\$44,157	\$41,004	\$39,718	\$72,500	\$17,867	\$33,350	\$74,000	2.07%

Property Insurance

680	92400	511	LOCAL GOVT. PROP INS FUND	6,268	5,375	6,883	6,000	0	6,000	6,000	0.00%
Total				\$6,268	\$5,375	\$6,883	\$6,000	\$0	\$6,000	\$6,000	0.00%

City of Ashland Water Utility Enterprise Fund

2022 Proposed Budget Detail

PROPOSED 2022 BUDGET

130

Administrative & General Continued:

Injuries & Damages

680 92500 513 LIABILITY INSURANCE

Total

2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Projected	2022 BUDGET	PERCENT CHANGE
6,290	4,155	4,306	9,000	0	6,900	9,000	0.00%
\$6,290	\$4,155	\$4,306	\$9,000	\$0	\$6,900	\$9,000	0.00%

Employee Benefits

680 92600 131 LONGEVITY
 680 92600 133 RETIREMENT PAYOUT
 680 92600 152 PENSION
 680 92600 157 H.S.A. CONTRIBUTION
 680 92600 154 HEALTH/DENTAL
 680 92600 191 POST -EMPLOYMENT HSA
 680 92600 400 MATERIALS

Total

0	0	0	1,570	0	0	1,570	0.00%
0	0	0		0	0		N/A
3,193	20,704	87	20,440	0	20,440	20,440	0.00%
			0	0		0	N/A
58,502	48,501	43,814	60,000	23,212	41,096	41,096	-31.51%
3,000	1,500	0	3,000	0	3,000	3,000	0.00%
				0			N/A
\$64,695	\$70,705	\$43,901	\$85,010	\$23,212	\$64,536	\$66,106	-22.24%

Regulatory Commission Expense

680 92800 210 REGULATORY COMMISSION EXP
 680 92800 400 REGULATORY COMMISSION EXP

Total

0	0	0	200	0	0	200	0.00%
521	764	1,012	1,150	500	530	2,000	73.91%
\$521	\$764	\$1,012	\$1,350	\$500	\$530	\$2,200	62.96%

Misc. General Expense

680 93000 400 NON-LABOR M&S

Total

1,816	2,076	1,771	2,000	0	1,320	2,000	0.00%
\$1,816	\$2,076	\$1,771	\$2,000	\$0	\$1,320	\$2,000	0.00%

Rents

680 93100 539 RENTALS/LEASES

Total

1,297	1,322	1,323	1,270	1,385	1,385	1,270	0.00%
\$1,297	\$1,322	\$1,323	\$1,270	\$1,385	\$1,385	\$1,270	0.00%

Total Admin. & General Expense

\$258,918	\$243,650	\$397,715	\$402,084	\$138,430	\$311,197	\$437,317	8.76%
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Other Operating Expenses (Credits)

Depreciation Expense

680 40300 000 DEPRECIATION- UTILITY FINANCE
 680 40300 471 DEPRECIATION ON CONTRIBUTED
 680 40300 925 INTERDEPARTMENTAL CHARGES

Total

2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Projected	2022 BUDGET	PERCENT CHANGE
364,383	358,254	379,377	375,000	187,500	375,000	375,000	0.00%
109,695	119,111	118,923	114,000	57,000	114,000	114,000	0.00%
(17,262)	(16,770)	(18,642)	(34,639)	(10,500)	(21,000)	(22,000)	N/A
\$456,816	\$460,595	\$479,658	\$454,361	\$234,000	\$468,000	\$467,000	2.78%

Taxes Expense

680 40800 0000 PROPERTY TAX EQUIVALENT
 680 40800 925 INTERDEPARTMENTAL CHARGES

Total

384,478	387,677	402,668	392,000	200,088	400,000	400,000	2.04%
(6,443)	(6,426)	(6,786)	(7,228)	0	(7,220)	(7,376)	N/A
\$378,035	\$381,251	\$395,882	\$384,772	\$200,088	\$392,780	\$392,624	2.04%

Total Other Operating Expense

\$834,851	\$841,846	\$875,540	\$839,133	\$434,088	\$860,780	\$859,624	2.44%
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Total Operating Expenses

\$1,877,976	\$1,841,280	\$1,999,335	\$2,077,845	\$882,277	\$1,874,294	\$2,146,877	3.32%
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Net Operating Income (Loss)

\$530,925	\$506,985	\$305,936	\$234,810	\$247,359	\$466,744	\$197,513	-15.88%
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Net Income (Loss)

\$832,058	\$354,562	\$264,305	\$114,888	\$176,973	\$352,964	\$77,591	-32.46%
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City of Ashland Water Utility Enterprise Fund
2022 Proposed Budget Detail

PROPOSED 2022 BUDGET

131

WATER UTILITY EXPENSE
ANALYSIS BY OBJECT CODE

			2018	2019	2020	2021	2021 Actual	2021	2022	PERCENT
			ACTUAL	ACTUAL	ACTUAL	BUDGET	Jan to June	Projected	BUDGET	CHANGE
										N/A
680	111	WAGES	284,304	315,399	358,356	401,123	154,045	344,342	455,245	13.49%
	112	OVERTIME WAGES	3,413	3,050	11,196	3,769	522	6,050	3,769	0.00%
	125	TEMPORARY WAGES	3,657	11,497	2,768	17,626	2,578	4,450	17,626	0.00%
	131	LONGEVITY	2,128	3,389	4,399	7,661	0	3,030	7,814	2.00%
	136	CLOTHING REIMBURSEMENT	2,003	2,138	2,375	2,250	435	1,690	2,250	0.00%
	138	ACCR SICK/VAC	849	9,601	2,707	0	0	1,100	0	N/A
	151	SOCIAL SECURITY	20,980	24,742	27,001	31,634	11,142	22,180	35,165	11.16%
	152	EMPLOYER RETIREMENT	22,108	41,580	25,198	48,152	10,632	42,879	51,991	7.97%
	157	H.S.A. CONTRIBUTION	14,506	14,257	16,886	43,498	7,253	14,975	43,665	0.38%
	154	MEDICAL & DENTAL INS	151,338	141,895	160,280	174,705	75,254	146,981	168,972	-3.28%
	155	LIFE INSURANCE	481	578	794	945	327	2,180	1,043	10.30%
	156	WORKERS COMPENSATION	10,243	13,318	13,473	16,577	0	11,024	17,477	5.43%
	190	POST -EMPLOYMENT	(16,670)	(85,168)	96,092	5,000	0	5,000	5,000	0.00%
	191	POST -EMPLOYMENT H.S.A.	3,000	1,500	0	3,000	0	3,000	3,000	0.00%
		TOTAL LABOR EXPENSE	\$502,340	\$497,776	\$721,525	\$755,939	\$262,188	\$608,881	\$813,015	7.55%
	210	PROFESSIONAL SERVICES	40,366	34,222	28,936	66,700	17,867	29,350	68,200	2.25%
	222	ELECTRICITY	51,662	54,355	50,453	53,000	23,611	52,000	53,000	0.00%
	224	NATURAL GAS	6,509	6,210	4,454	5,745	4,383	5,000	5,745	0.00%
	227	PROPANE	0	0	0	430	0	0	430	0.00%
	295	ENGINEERING SERVICES	3,791	6,782	10,782	6,000	0	4,000	6,000	0.00%
	342	GAS/DIESEL FOR FUEL GENERATOR	297	0	0	200	0	200	200	0.00%
	400	MATERIALS/R&M	260,993	196,551	146,190	168,915	49,156	141,735	176,265	4.35%
	410	CHEMICALS	45,366	53,838	41,132	50,000	27,915	45,000	50,000	0.00%
	511	LOCAL GOVT PROP INS FUND	6,268	5,375	6,883	6,000	0	6,000	6,000	0.00%
	513	LIABILITY INSURANCE	6,290	4,155	4,306	9,000	0	6,900	9,000	0.00%
	539	RENTALS/ LEASES	1,297	1,322	1,323	1,270	1,385	1,385	1,270	0.00%
	925	INTERDEPARTMENTAL CHARGES	117,946	138,848	107,811	115,513	61,684	113,063	98,128	-15.05%
		TOTAL OTHER EXPENSES	\$540,785	\$501,658	\$402,270	\$482,773	\$186,001	\$404,633	\$474,238	-1.77%
		SUBTOTAL	\$1,043,125	\$999,434	\$1,123,795	\$1,238,712	\$448,189	\$1,013,514	\$1,287,253	3.92%
40300	0000	DEPRECIATION	456,816	460,595	479,658	454,361	234,000	468,000	467,000	2.78%
40800	0000	TAXES	378,035	381,251	395,882	384,772	200,088	392,780	392,624	2.04%
		TOTAL OPERATING EXPENSES	\$1,877,976	\$1,841,280	\$1,999,335	\$2,077,845	\$882,277	\$1,874,294	\$2,146,877	3.32%

City of Ashland
CITY OF ASHLAND WISCONSIN
2022 BUDGET PROGRAM NARRATIVE
WASTE WATER UTILITY

The Ashland Wastewater Utility is a separate enterprise fund of the City of Ashland. The Utility provides wastewater collection and treatment service to properties within its service area within the City. The Utility provides service to the Northern Great Lakes Visitors Center in the Town of Eileen under contract.

Since 1997, when the operations of the Utility were reorganized, all activities of the Utility have been managed by the Director of Public Works with operations under the direct supervision of a Utility Manager. All financial accounting for the Utility are carried out by the City's Finance Department. Customer billing and customer service functions are shared between the Public Works, City Clerk, and Finance Departments. Wastewater Utility billing functions are being transferred from the Finance Department to the Public Works Department in early 2022. Meter reading functions are performed by the Public Works Department. The meter reader when not reading meters provides limited support to the utility in the field and provides customer service.

The expenses associated with the Waste Water Utility including those related to meter reading, accounting for Utility expenses and revenues, auditing, payroll, and reporting are paid via utility user fees. The estimated cost to the Waste Water Utility for 2022 is \$110,716. The Utility is not regulated by the Public Service Commission of Wisconsin. The Utility operates under the rules and regulations of the Wisconsin Department of Natural Resources. The Wastewater Plant operates under a discharge permit issued by the WDNR. The permit is renewed every five years.

The Utility operates and maintains the Wastewater Treatment Plant (WWTP) and collection system consisting of gravity flow sewers, force-mains, and lift stations. The plant is designed to process up to 1.9 million gallons of wastewater each day. As it returns water to the lake, testing has shown the plant's effluent is consistently cleaner than the lake water itself. The current WWTP is 28 years old, the end of the design life of wastewater plants. Although there is no immediate need to add on to or replace the plant, its operating cost will continue to increase as equipment wears out or requires more frequent repairs and/or replacement. Increasingly stringent requirements placed upon the Plant's wastewater discharge permit (such as increased phosphorous or mercury removal) may require changes in processing equipment, or additions and redesign of the Plant itself in upcoming years. In 2017, the Common Council approved the Supervisory Control and Data Acquisition (SCADA) system improvement project. SCADA assists the staff in the operation of the wastewater and water systems. The SCADA was completed in early 2019. It is an industrial computer system consisting of both hardware and software components. The operators control processes, monitor both plant operations, and collect data for reporting using the SCADA system that ties all the various sites around the City together.

The collection system is made up of approximately 60 miles of pipe and 12 lift stations. Wastewater is gravity fed to the lift stations and then pumped to the WWTP via force mains.

The gravity flow collection system consists of significant sections of vitrified clay pipe that were installed near the end of the First World War. The aging infrastructure of the collection system is the largest concern management has for the system at present. Excessive inflow and infiltration (I&I) into the collection system occasionally causes the WWTP to exceed its operating capacity. In 2020 fifteen miles of sanitary sewer was televised. Based on the findings a ½ mile of sanitary sewer pipe was replaced and one and a quarter mile of sanitary sewer pipe was lined with a cured in place pipe (CIPP) process. In 2020 the Utility contracted Hydro Klean to perform smoke testing and pipe inspection via a submersible camera. In 2022, an additional 4.3 miles of pipe was lined with the CIPP process while another ¼ mile

was replaced. These efforts are having an impact on the I&I issues as evidenced by a significant reduction in sewage backups and sewer overflows. The WWTP has not experienced an overflow since March 2020.

Products & Services:

- Collection of wastewater from properties served within the service area of the Utility.
- Treatment of wastewater collected by the Utility to standards required of regulatory agencies.
- Treatment of landfill leachate
- Treatment of septage hauled from private on-site waste systems
- Public and private water testing
- Land application of sludge

Staffing:

As previously noted, the Utility budgets have provided for a staffing level of 11 (one Superintendent and 10 Operators).

The 2022 Wastewater Utility budget provides for six (6) Operators. In addition, the budget provides for a Laboratory Technician, 50% of the annual salary of the Utility Superintendent, 30% of the salary of the Public Works Director, 30% of the salary of the Public Works Office Manager, and 25% of the wage of the Public Works Administrative Assistant. In 2022 the wages for the vacant Assistant Public Works Director will be split 20% to the water and 20% waste water utility budgets while a new position, Utility Billing specialist, will be added to handle the duties transferred from Finance in early 2022. 50% of the Utility Billing specialist wages will be provided by the Wastewater Utility budget.

City of Ashland
2022 Budget Preliminary
Wastewater Utility Enterprise Fund

PROPOSED 2022 BUDGET

134

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET	Percent Change
Operating Revenues:							
Bulk Waste Treatment	\$70,171	\$61,836	\$61,270	\$62,000	\$62,000	\$62,000	0.00%
Metered Customer Revenues	2,099,033	1,997,415	1,995,449	2,020,971	2,026,494	2,026,494	0.27%
Other Operating Revenues	64,601	60,146	64,297	61,000	58,405	61,000	0.00%
Total Operating Revenues	\$2,233,805	\$2,119,397	\$2,121,016	\$2,143,971	\$2,146,899	\$2,149,494	0.26%
Non-Operating Income (Expense):	\$288,083	(\$5,550)	(\$24,906)	(\$4,330)	(\$22,315)	(\$7,915)	82.79%
Operating Expenses:							
Collection System							
Collection Operation Labor & Expense	94,010	90,824	102,190	69,598	82,120	76,648	10.13%
Power & Fuel for Lift Stations	65,508	69,823	62,352	71,300	70,230	71,300	0.00%
Misc. Collection System Expense	17,209	15,559	13,028	16,330	13,500	16,330	0.00%
Maint. of Collection System	14,629	35,364	213,004	208,387	187,605	234,191	12.38%
Maint. of Lift Stn. Buildings & Grounds	8,146	12,182	6,703	10,079	7,940	15,887	57.63%
Maint. of Lift Stn Equipment	32,187	27,072	43,157	33,218	43,550	40,197	21.01%
Maint. of Misc. Collection Equipment	1,591	2,710	2,489	4,912	3,180	10,387	111.47%
Total Collection System Expense	\$233,280	\$253,534	\$442,923	\$413,824	\$408,125	\$464,941	12.35%
Wastewater Treatment							
Treatment Operation Labor & Expense	91,966	81,017	100,034	128,538	100,220	136,869	6.48%
Power & Fuel for WWTP	94,182	106,965	99,590	99,985	106,300	101,300	1.32%
Laboratory & Testing Expense	119,240	116,619	134,457	123,587	122,990	134,052	8.47%
Sludge Treatment/Disposal Expenses	26,515	35,735	61,204	45,670	53,620	59,474	30.23%
Misc. Treatment Plant Expense	61,229	71,220	53,223	44,102	49,594	42,525	-3.58%
Disinfection Expense	4,083	16,976	2,379	12,314	9,540	17,559	42.60%
Maint. of Treatment Buildings & Grounds	36,452	52,930	26,558	35,416	31,050	27,515	-22.31%
Maintenance of Treatment Equipment	54,912	98,913	109,432	49,819	73,445	72,373	45.27%
Maint. of Misc. Plant Equipment	9,524	10,968	5,878	12,689	14,365	17,569	38.46%
Utility Locates	0	0	0	12,978	54,030	17,640	35.92%
Total Wastewater Treatment Expense	\$498,103	\$591,343	\$592,755	\$565,098	\$615,154	\$626,876	10.93%
Customer Accounts							
Customer Billing & Accounting	\$62,940	\$65,212	\$65,654	\$69,929	\$78,313	\$69,947	0.03%
Meter Reading Expenses	18,839	15,048	24,221	13,611	16,933	16,616	22.08%
Joint Meter Expenses	25,449	15,708	16,147	23,000	22,850	23,000	0.00%
Total Customer Accounts Expense	\$107,228	\$95,968	\$106,022	\$106,540	\$118,096	\$109,563	2.84%

Wastewater Utility Enterprise Fund

Administrative & General

	2018 ACTUAL	2019 ACTUAL	2019 ACTUAL	2020 BUDGET	2020 ESTIMATE	2021 BUDGET	Percent Change
Administrative & General Salaries	\$124,589	\$315,236	\$300,926	\$298,412	\$243,243	\$371,042	24.34%
Office Supplies & Expense	2,995	3,025	2,569	1,200	2,670	1,200	0.00%
Outside Professional Services	14,136	160,463	17,319	63,100	32,009	73,000	15.69%
Property Insurance	15,061	14,792	19,122	19,675	16,675	19,675	0.00%
Injuries & Damages	17,168	11,301	10,450	21,000	18,000	21,000	0.00%
Employee Benefits	53,521	68,541	43,605	73,000	70,910	66,410	-9.03%
Regulatory Expense	9,686	8,945	8,543	8,000	8,000	17,000	112.50%
Misc. General Expense	0	0	0	390	0	390	0.05%
Maintenance of General Plant	2,617	2,548	2,595	2,685	2,700	2,685	0.00%
Rents	1,297	1,322	1,323	1,227	1,300	1,227	0.00%
Total Admin. & General Expense	\$241,070	\$586,173	\$406,452	\$488,689	\$395,507	\$573,629	17.38%
Total Direct Operating Expenses	\$1,079,681	\$1,527,018	\$1,548,152	\$1,574,151	\$1,536,882	\$1,775,010	12.76%
Other Operating Expenses (Credits)							0.00%
Depreciation Expense	\$741,549	\$730,176	\$842,337	\$804,940	\$844,000	\$845,000	4.98%
Total Other Operating Expense	\$741,549	\$730,176	\$842,337	\$804,940	\$844,000	\$845,000	4.98%
Total Operating Expenses	\$1,821,230	\$2,257,194	\$2,390,489	\$2,379,091	\$2,380,882	\$2,620,010	10.13%
Net Operating Income (Loss)	\$412,575	(\$137,797)	(\$269,473)	(\$235,121)	(\$233,983)	(\$470,515)	100.12%
Net Income (Loss)	\$700,658	(\$143,347)	(\$294,379)	(\$239,451)	(\$256,298)	(\$478,430)	99.80%

Adjust Net Income for Contributions in Aid of Construction - CIAC

CIAC is grant or contribution dollars received from other governmental agencies and other organizations to be used for capital projects.

CIAC - this contribution adds to revenue in the year received with only a small portion added to depreciation expense.

The below adjustment removes the CIAC activity for a better comparison of net operations from year to year.

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 ESTIMATE	2022 BUDGET	
Net Income (Loss)	700,658	(143,347)	(294,379)	(239,451)	(256,298)	(478,430)	99.80%
Remove-Contribution in aid of construction	(300,542)	1,768	(800)	(22,500)	(1,600)	(22,500)	0.00%
Depreciation on CIAC not available	0	0	0	0	0	0	0.00%
Net Income (Loss) removing CIAC	\$400,116	(\$141,579)	(\$295,179)	(\$261,951)	(\$257,898)	(\$500,930)	91.23%

Calculation of Adjusted Net Income available for Debt Service Payments & Capital Assets

Calculate Adjusted Net Income Available for Debt Service & Capital Assets

	2018	2019	2020	2021	2021	2022	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	Change
Gross Operating Revenues	\$2,233,805	\$2,119,397	\$2,121,016	\$2,143,971	\$2,146,899	\$2,149,494	17.16%
Add: Interest/Dividend Revenues	22,217	40,563	16,624	14,500	14,585	14,585	-25.02%
Less: Operating Expenses	(1,821,230)	(2,257,194)	(2,390,489)	(2,379,091)	(2,380,882)	(2,620,010)	0.00%
Add: Depreciation	741,549	730,176	842,337	804,940	844,000	845,000	21.80%
Add: Amortization	0	0	0	0	0	0	-100.00%
Add: Pension & OPEB liability adjustment	2,028	156,800	119,378	118,688	118,688	140,000	493.44%
Subtotal - Cash Flow	1,178,369	789,742	708,866	703,007	743,290	529,070	0.00%
Less: Debt Payments	(329,409)	(200,647)	(114,006)	(114,020)	(113,822)	(151,905)	-63.27%
Less: Provision-Collection sys/Other Asset	(259,000)	(259,000)	(259,000)	(164,000)	(259,000)	(98,000)	0.00%
Less: Equipment Replacement Reserve fund	(142,850)	(178,455)	(178,455)	(178,455)	(178,455)	(178,455)	46.18%
Adjusted Cash Flow Income (Loss)	\$447,110	\$151,640	\$157,405	\$246,532	\$192,013	\$100,710	0.00%

Calculation of Debt Service Payments using debt ratio of 110%

	2018	2019	2020	2021	2021	2022	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	Change
Principal and Interest Payments							
2014 CWF Bonds - Force Main	\$38,924	\$38,915	\$38,906	\$38,897	\$38,897	\$38,888	-0.02%
2016 CWF Bonds - 6th St W	11,603	11,835	11,853	11,851	11,851	11,849	-0.02%
2018 USDA-RD SCADA	6,276	63,082	63,247	63,272	63,074	63,168	-0.16%
2009A GO Refunding Bonds	34,570	17,827	0	0	0	0	0.00%
2009B GO BAB Bonds	69,403	68,988	0	0	0	0	0.00%
1998/99 Clean Water Fund Bonds	168,633	0	0	0	0	0	0.00%
2021 CWF-Sewer Rehab-(pmts start 2022 estimated at \$38,000)						38,000	
2022 CWF-Sewer Rehab-(pmts start 2023 estimated at \$57,000)							
Total Principal and Interest Payments	\$329,409	\$200,647	\$114,006	\$114,020	\$113,822	\$151,905	33.23%
Debt Service Coverage Ratio	110%	110%	110%	110%	110%	110%	
Calculated Minimum Net Income	\$362,350	\$220,712	\$125,407	\$125,422	\$125,204	\$167,096	33.23%

Compare Adjusted Net Income Calculation to Debt Service Payments @110%

	2018	2019	2020	2021	2021	2022	Percent
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	BUDGET	Change
Adjusted Net Income available for debt payments	1,178,369	789,742	708,866	703,007	743,290	529,070	0.00%
Calculated Minimum Debt Coverage Net Income	(362,350)	(220,712)	(125,407)	(125,422)	(125,204)	(167,096)	-63.27%
Adj Net Income Over minimum calculated	\$816,019	\$569,030	\$583,459	\$577,585	\$618,086	\$361,974	0.00%

2022 Detail

Wastewater Utility Enterprise Fund

Operating Revenues:**Waste Treatment**

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
690 46411 4600 UN-METERED/BULK TREATMENT	70,171	61,836	61,270	62,000	39,838	62,000	62,000	0.00%
690 46411 4611 METERED RESIDENTIAL	1,016,115	1,010,235	1,029,138	1,016,663	511,175	1,027,532	1,027,532	1.07%
690 46411 4612 METERED COMMERCIAL	877,235	796,979	804,243	836,056	402,150	833,616	833,616	-0.29%
690 46411 4613 METERED INDUSTRIAL	41,635	43,299	41,593	42,745	20,535	42,538	42,538	-0.48%
690 46411 4614 METERED PUBLIC AUTHORITY	148,584	131,962	108,955	113,430	54,647	108,574	108,574	-4.28%
690 46411 4615 METERED SUBURBAN	15,464	14,940	11,520	12,077	5,823	14,234	14,234	17.86%
Metered Revenue	2,099,033	1,997,415	1,995,449	2,020,971	994,330	2,026,494	2,026,494	0.27%
Total Waste Treatment	\$2,169,204	\$2,059,251	\$2,056,719	\$2,082,971	\$1,034,168	\$2,088,494	\$2,088,494	0.27%

Other Operating Revenues

690 46412 4700 FORFEITED DISCOUNTS	8,317	8,027	4,888	8,000	1,233	5,405	8,000	0.00%
690 46412 4710 MISC. SERVICE REVENUES	56,284	52,119	59,409	53,000	24,299	53,000	53,000	0.00%
Total Other Revenues	\$64,601	\$60,146	\$64,297	\$61,000	\$25,532	\$58,405	\$61,000	0.00%

ESTIMATED INCREASE IN REVENUE STREAM

						0	N/A
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Total Operating Revenues

\$2,233,805	\$2,119,397	\$2,121,016	\$2,143,971	\$1,059,700	\$2,146,899	\$2,149,494	0.26%
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Non-Operating Income (Expense):

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
								N/A
690 46412 4711 CIAC	300,542	(1,768)	800	22,500	1,600	1,600	22,500	0.00%
690 46413 4190 INTEREST INCOME	11,234	35,948	12,615	9,500	0	11,000	11,000	15.79%
690 46413 4270 INTEREST EXP. ON LT DEBT	(29,343)	(43,200)	(42,330)	(41,330)	(19,139)	(38,500)	(45,000)	8.88%
690 46413 4280 AMORT. OF DEBT EXP.	0	0	0	0	0	0	0	N/A
690 46413 4300 INTEREST EXP. ON G.O. DEBT	(5,333)	(1,145)	0	0	0	0	0	N/A
690 46413 4301 INTEREST SUBSIDY	1,617	552	0	0	0	0	0	N/A
690 46413 4340 MISC. CREDITS TO SURPLUS	0	0	0	0	0	0	0	N/A
690 48910 0000 INSURANCE DIVIDENDS/MISC	9,366	4,063	4,009	5,000	157	3,585	3,585	-28.30%
Total Non-Operating Income/(Exp)	\$288,083	(\$5,550)	(\$24,906)	(\$4,330)	(\$17,382)	(\$22,315)	(\$7,915)	82.79%

City of Ashland
2022 Detail
Wastewater Utility Enterprise Fund

PROPOSED 2022 BUDGET

138

Operating Expenses:

Collection System

Collection Operation Labor & Expense

690	82100	111	WAGES
690	82100	112	OVERTIME WAGES
690	82100	125	WAGES/TEMP
690	82100	131	LONGEVITY
690	82100	136	CLOTHING ALLOWANCE
690	82100	151	SOCIAL SECURITY
690	82100	152	EMPLOYER RETIREMENT
690	82100	157	HSA CONTRIBUTION
690	82100	154	MEDICAL & DENTAL INS
690	82100	155	LIFE INSURANCE
690	82100	156	WORKERS COMPENSATION
690	82100	400	NON-LABOR M&S
Total			

2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
57,385	56,183	61,508	41,821	17,682	52,700	45,803	9.52%
155	190	2,165	263	74	150	263	0.00%
0	370	0	0	0	0	0	N/A
0	0	289	0	0	0	0	N/A
900	900	900	0	450	450	450	#DIV/0!
4,308	4,312	4,675	3,336	1,348	3,670	3,654	9.56%
3,909	3,825	4,322	2,934	1,229	3,320	3,202	9.14%
2,395	2,236	2,529	1,933	401	1,890	1,717	-11.16%
15,414	15,726	16,958	11,953	4,387	12,430	14,058	17.61%
90	125	167	114	10	10	109	-4.24%
2,545	2,464	2,677	1,745	0	2,000	1,892	8.41%
6,909	4,493	6,000	5,500	543	5,500	5,500	0.00%
\$94,010	\$90,824	\$102,190	\$69,598	\$26,124	\$82,120	\$76,648	10.13%

Power & Fuel for Lift Stations

690	82200	222	ELECTRICITY
690	82200	224	NATURAL GAS
690	82200	342	GAS & DIESEL FUEL
Total			

55,535	59,100	54,745	61,500	23,869	60,000	61,500	0.00%
9,762	9,559	6,705	9,000	5,283	9,430	9,000	0.00%
211	1,164	902	800	0	800	800	0.00%
\$65,508	\$69,823	\$62,352	\$71,300	\$29,152	\$70,230	\$71,300	0.00%

Misc. Collection System Expense

690	82300	400	NON-LABOR M&S
Total			

17,209	15,559	13,028	16,330	5,334	13,500	16,330	0.00%
\$17,209	\$15,559	\$13,028	\$16,330	\$5,334	\$13,500	\$16,330	0.00%

Maint. of Collection System

690	82500	111	WAGES
690	82500	112	OVERTIME WAGES
690	82500	125	WAGES/TEMP
690	82500	151	SOCIAL SECURITY
690	82500	152	EMPLOYER RETIREMENT
690	82500	157	HSA CONTRIBUTION
690	82500	154	MEDICAL & DENTAL INS
690	82500	155	LIFE INSURANCE
690	82500	156	WORKERS COMPENSATION
690	82500	400	NON-LABOR M&S
Total			

0.0736187

5,815	15,151	16,656	11,295	6,588	8,897	23,764	110.40%
750	338	2,648	21	75	75	21	0.00%
0	1,818	37	17,626	0	0	17,626	0.00%
483	1,255	1,396	901	485	1,168	1,896	110.46%
440	1,001	1,318	792	450	655	1,661	109.66%
343	599	1,070	522	277	458	891	70.66%
1,770	4,085	7,021	3,228	1,666	2,548	7,294	125.93%
3	14	28	31	10	4	56	83.96%
36	748	735	471	0	300	982	108.25%
4,989	10,355	182,095	173,500	1,824	173,500	180,000	3.75%
\$14,629	\$35,364	\$213,004	\$208,387	\$11,375	\$187,605	\$234,191	12.38%

Maint. of Lift Stn. Buildings & Grounds

690	82600	111	WAGES
690	82600	112	OVERTIME WAGES
690	82600	125	WAGES/TEMP
690	82600	151	SOCIAL SECURITY
690	82600	152	EMPLOYER RETIREMENT
690	82600	157	HSA CONTRIBUTION
690	82600	154	MEDICAL & DENTAL INS
690	82600	155	LIFE INSURANCE
690	82600	156	WORKERS COMPENSATION
690	82600	400	NON-LABOR M&S
Total			

4,084	4,186	3,581	5,083	5,046	4,680	8,822	73.57%
0	0	282	21	0	0	21	0.00%
0	34	0	0	0	50	0	N/A
301	310	281	405	363	300	704	73.62%
274	274	261	357	341	270	617	72.96%
207	169	151	235	150	170	331	40.79%
1,137	950	735	1,453	1,311	1,090	2,708	86.39%
7	6	5	14	9	10	21	51.76%
177	186	143	212	0	170	364	71.80%
1,959	6,067	1,264	2,300	1,266	1,200	2,300	0.00%
\$8,146	\$12,182	\$6,703	\$10,079	\$8,486	\$7,940	\$15,887	57.63%

City of Ashland
2022 Detail
Wastewater Utility Enterprise Fund

PROPOSED 2022 BUDGET

139

Collection System

				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
<u>Maint. of Lift Stn Equipment</u>											
690	82700	111	WAGES	10,709	6,436	13,493	12,543	9,572	17,000	13,738	9.52%
690	82700	112	OVERTIME WAGES	0	71	184	71	74	0	71	0.00%
690	82700	125	WAGES/TEMP	0	34	0	0	0	0	0	N/A
690	82700	151	SOCIAL SECURITY	786	473	998	1,000	696	840	1,096	9.56%
690	82700	152	EMPLOYER RETIREMENT	717	425	925	880	651	760	960	9.14%
690	82700	157	HSA CONTRIBUTION	655	263	575	580	508	630	515	-11.16%
690	82700	154	MEDICAL & DENTAL INS	3,211	1,802	3,598	3,585	3,088	3,140	4,217	17.61%
690	82700	155	LIFE INSURANCE	12	8	41	34	47	10	33	-4.24%
690	82700	156	WORKERS COMPENSATION	501	298	524	523	0	480	567	8.41%
690	82700	400	NON-LABOR M&S	15,596	17,262	22,819	14,000	16,058	20,690	19,000	35.71%
Total				\$32,187	\$27,072	\$43,157	\$33,218	\$30,694	\$43,550	\$40,197	21.01%

Maint. of Misc. Collection Equipment

690	82800	111	WAGES	982	1,601	1,372	2,972	1,138	1,750	6,511	119.04%
690	82800	112	OVERTIME WAGES	0	0	266	0	75	0	0	N/A
690	82800	125	TEMPORARY WAGES	0	17	0	0	0	190	0	N/A
690	82800	151	SOCIAL SECURITY	72	114	122	237	86	110	519	119.11%
690	82800	152	EMPLOYER RETIREMENT	66	103	112	208	82	90	455	118.28%
690	82800	157	HSA CONTRIBUTION	76	74	40	137	62	120	244	77.68%
690	82800	154	MEDICAL & DENTAL INS	352	522	343	850	313	480	1,998	135.22%
690	82800	155	LIFE INSURANCE	1	2	1	8	2	0	15	91.52%
690	82800	156	WORKERS COMPENSATION	23	73	63	124	0	65	269	116.81%
690	82800	400	NON-LABOR M&S	19	204	170	375	0	375	375	0.00%
Total				\$1,591	\$2,710	\$2,489	\$4,912	\$1,758	\$3,180	\$10,387	111.47%

Total Collection System Expense

\$233,280	\$253,534	\$442,923	\$413,824	\$112,923	\$408,125	\$464,941	12.35%
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Wastewater Treatment

Treatment Operation Labor & Expense

				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
690	83100	111	WAGES	21,729	24,572	30,372	44,110	11,105	29,500	48,310	9.52%
690	83100	112	OVERTIME WAGES	1,075	606	1,925	508	485	1,140	508	0.00%
690	83100	125	TEMPORARY WAGES	0	34	0	0	0	0	0	N/A
690	83100	131	LONGEVITY PAY	0	0	0	4,701	0	0	4,570	-2.79%
690	83100	136	CLOTHING ALLOWANCE	586	450	450	0	0	0	0	N/A
690	83100	151	SOCIAL SECURITY	1,730	1,881	2,418	3,518	847	1,680	3,854	9.56%
690	83100	152	EMPLOYER RETIREMENT	1,566	1,669	2,225	3,094	782	1,520	3,377	9.14%
690	83100	157	HSA CONTRIBUTION	1,097	920	1,106	2,038	378	970	1,811	-11.16%
690	83100	154	MEDICAL & DENTAL INS	5,930	5,761	6,831	12,608	2,803	5,460	14,828	17.61%
690	83100	155	LIFE INSURANCE	22	19	16	120	12	10	115	-4.24%
690	83100	156	WORKERS COMPENSATION	911	1,063	1,321	1,841	0	940	1,996	8.41%
690	83100	400	NON-LABOR M&S	5,438	5,021	3,367	7,500	2,965	8,000	7,500	0.00%
690	83100	410	TREATMENT CHEMICALS: ALU	51,882	39,021	50,003	48,500	26,213	51,000	50,000	3.09%
Total				\$91,966	\$81,017	\$100,034	\$128,538	\$45,590	\$100,220	\$136,869	6.48%

Power & Fuel for WWTP

690	83200	222	ELECTRICITY	71,244	78,799	75,427	75,935	33,417	80,000	76,000	0.09%
690	83200	224	NATURAL GAS	22,855	28,095	24,159	23,750	21,195	26,000	25,000	5.26%
690	83200	342	GAS & DIESEL FUEL/GENERATOR	83	71	4	300	0	300	300	0.00%
690	83200	400	POWER FOR WWTP	0	0	0	0	0	0	0	N/A
Total				\$94,182	\$106,965	\$99,590	\$99,985	\$54,612	\$106,300	\$101,300	1.32%

Wastewater Utility Enterprise Fund

PROPOSED 2022 BUDGET

Wastewater Treatment

Laboratory & Testing Expense

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
690 83300 111 WAGES	64,769	64,559	71,166	66,314	29,174	66,000	72,628	9.52%
690 83300 112 OVERTIME WAGES	0	0	4,661	466	447	0	466	0.00%
690 83300 131 LONGEVITY	1,011	1,071	1,093	0	576	1,010	0	N/A
690 83300 136 CLOTHING ALLOWANCE	450	443	450	0	0	450	0	N/A
690 83300 151 SOCIAL SECURITY	5,001	4,979	5,858	5,289	2,237	4,970	5,795	9.56%
690 83300 152 EMPLOYER RETIREMENT	4,431	4,323	5,235	4,652	2,038	4,450	5,077	9.14%
690 83300 157 HSA CONTRIBUTION	3,723	3,395	3,501	3,064	1,600	3,940	2,722	-11.16%
690 83300 154 MEDICAL & DENTAL INS	17,757	16,768	19,476	18,954	8,962	18,520	22,292	17.61%
690 83300 155 LIFE INSURANCE	74	57	57	180	29	90	172	-4.24%
690 83300 156 WORKERS COMPENSATION	2,598	2,957	3,026	2,767	0	2,750	3,000	8.41%
690 83300 213 OUTSIDE SERVICES	3,796	3,954	4,401	4,500	2,606	5,100	4,500	0.00%
690 83300 400 NON-LABOR M&S	15,630	14,113	15,533	17,400	11,889	15,710	17,400	0.00%
Total	\$119,240	\$116,619	\$134,457	\$123,587	\$59,558	\$122,990	\$134,052	8.47%

Sludge Treatment/Disposal Expenses

690 83400 111 WAGES	10,660	12,621	17,195	21,015	10,920	18,500	22,807	8.53%
690 83400 112 OVERTIME WAGES	0	315	35	143	0	0	143	0.00%
690 83400 125 TEMPORARY WAGES	117	462	74	0	0	0	0	N/A
690 83400 151 SOCIAL SECURITY	798	980	1,250	1,290	789	730	1,413	9.56%
690 83400 152 EMPLOYER RETIREMENT	714	847	1,163	1,134	737	660	1,238	9.14%
690 83400 157 HSA CONTRIBUTION	428	443	490	747	587	430	664	-11.16%
690 83400 154 MEDICAL & DENTAL INS	2,527	3,368	4,075	4,622	3,460	2,390	5,436	17.61%
690 83400 155 LIFE INSURANCE	4	14	18	44	45	0	42	-4.24%
690 83400 156 WORKERS COMPENSATION	414	594	671	675	0	410	732	8.41%
690 83400 400 NON-LABOR M&S	4,209	2,784	31,820	7,000	325	21,500	18,000	157.14%
690 83400 410 PRESS CHEMICALS: POLYMER	6,644	13,307	4,413	9,000	4,433	9,000	9,000	0.00%
Total	\$26,515	\$35,735	\$61,204	\$45,670	\$21,296	\$53,620	\$59,474	30.23%

Misc. Treatment Plant Expense

690 83500 111 WAGES	18,605	24,856	20,709	12,187	16,596	33,703	13,347	9.52%
690 83500 112 OVERTIME WAGES	34	71	1,907	0	0	97	0	N/A
690 83500 125 TEMPORARY WAGES	0	1,122	0	0	0	0	0	N/A
690 83500 151 SOCIAL SECURITY	1,373	1,895	1,656	972	1,218	2,488	1,065	9.56%
690 83500 152 EMPLOYER RETIREMENT	1,248	1,628	1,533	855	1,120	2,264	933	9.14%
690 83500 157 HSA CONTRIBUTION	824	828	866	563	581	1,432	500	-11.16%
690 83500 154 MEDICAL & DENTAL INS	4,698	6,390	6,112	3,483	3,968	8,176	4,097	17.61%
690 83500 155 LIFE INSURANCE	5	16	17	33	14	34	32	-4.24%
690 83500 156 WORKERS COMPENSATION	772	1,134	880	509	0	1,400	551	8.41%
690 83500 400 NON-LABOR M&S	33,670	33,280	19,543	25,500	9,279	0	22,000	-13.73%
Total	\$61,229	\$71,220	\$53,223	\$44,102	\$32,776	\$49,594	\$42,525	-3.58%

Disinfection Expense

690 83600 111 WAGES	2,830	1,994	775	1,516	2,914	1,000	4,916	224.27%
690 83600 112 OVERTIME WAGES		0	144	0	0		0	N/A
690 83600 151 SOCIAL SECURITY	210	144	63	121	211	210	392	224.37%
690 83600 152 EMPLOYER RETIREMENT	190	131	62	106	197	190	344	223.14%
690 83600 157 HSA CONTRIBUTION	82	124	30	70	55	80	184	163.03%
690 83600 154 MEDICAL & DENTAL INS	467	483	292	433	522	550	1,509	248.22%
690 83600 155 LIFE INSURANCE	1	5	2	4	4	0	12	183.52%
690 83600 156 WORKERS COMPENSATION	125	82	40	63	0	10	203	220.97%
690 83600 400 NON-LABOR M&S	178	14,013	971	10,000	5,604	7,500	10,000	0.00%
Total	\$4,083	\$16,976	\$2,379	\$12,314	\$9,507	\$9,540	\$17,559	42.60%

Maint. of Treatment Buildings & Grounds

690 83700 111 WAGES	9,248	21,420	11,272	13,376	4,177	10,500	8,139	-39.15%
690 83700 112 OVERTIME WAGES	0	71	645	0	75	0	0.00	N/A
690 83700 125 WAGES/TEMP	4,091	3,367	884	0	483	3,830	0	N/A
690 83700 151 SOCIAL SECURITY	993	1,797	919	1,067	343	980	649	-39.14%
690 83700 152 EMPLOYER RETIREMENT	638	1,405	808	938	287	640	569	-39.37%
690 83700 157 HSA CONTRIBUTION	419	1,141	480	618	226	420	305	-50.65%
690 83700 154 MEDICAL & DENTAL INS	2,199	5,992	3,725	3,823	1,203	2,110	2,498	-34.66%
690 83700 155 LIFE INSURANCE	21	106	43	36	25	20	19	-46.80%
690 83700 156 WORKERS COMPENSATION	522	1,082	509	558	0	550	336	-39.77%
690 83700 400 NON-LABOR M&S	18,321	16,549	7,273	15,000	6,704	12,000	15,000	0.00%
Total	\$36,452	\$52,930	\$26,558	\$35,416	\$13,523	\$31,050	\$27,515	-22.31%

Wastewater Utility Enterprise Fund

PROPOSED 2022 BUDGET

Wastewater Treatment

Maintenance of Treatment Equipment

690	83800	111	WAGES
690	83800	112	OVERTIME WAGES
690	83800	125	WAGES/TEMP
690	83800	131	LONGEVITY
690	83800	136	CLOTHING ALLOWANCE
690	83800	151	SOCIAL SECURITY
690	83800	152	EMPLOYER RETIREMENT
690	83800	157	HSA CONTRIBUTION
690	83800	154	MEDICAL & DENTAL INS
690	83800	155	LIFE INSURANCE
690	83800	156	WORKERS COMPENSATION
690	83800	400	NON-LABOR M&S
Total			

2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
32,054	27,971	43,415	24,076	18,372	36,900	28,810	19.66%
380	180	2,542	370	187	280	370	0.00%
0	510	0	0	0	0	0	N/A
1,116	1,126	1,148	0	0	1,050	0	N/A
423	450	450	2,700	0	450	2,700	0.00%
2,522	2,212	3,449	1,920	1,345	2,390	2,299	19.70%
2,271	1,964	3,195	1,689	1,253	2,180	2,014	19.25%
1,557	1,377	2,278	1,113	1,015	1,490	1,080	-2.94%
6,590	7,983	12,828	6,882	5,876	6,280	8,843	28.50%
86	112	266	65	115	80	68	4.62%
1,232	1,444	1,830	1,005	0	1,345	1,190	18.44%
6,681	53,584	38,031	10,000	10,029	21,000	25,000	150.00%
\$54,912	\$98,913	\$109,432	\$49,819	\$38,192	\$73,445	\$72,373	45.27%

Maint. of Misc. Plant Equipment

690	83900	111	WAGES
690	83900	112	OVERTIME WAGES
690	83900	125	WAGES/TEMP
690	83900	151	SOCIAL SECURITY
690	83900	152	EMPLOYER RETIREMENT
690	83900	157	HSA CONTRIBUTION
690	83900	154	MEDICAL & DENTAL INS
690	83900	155	LIFE INSURANCE
690	83900	156	WORKERS COMPENSATION
690	83900	400	NON-LABOR M&S
Total			

6,079	5,623	3,999	7,134	2,851	10,400	10,255	43.75%
0	71	0	0	0	0	0	N/A
0	689	0	0	0	270	0	N/A
449	469	297	569	206	490	818	43.79%
407	369	275	500	192	430	717	43.25%
188	179	61	330	56	160	384	16.60%
1,438	1,091	865	2,039	643	1,500	3,147	54.36%
3	3	1	19	0	0	24	25.68%
230	280	158	298	0	275	424	42.28%
730	2,194	222	1,800	477	840	1,800	0.00%
\$9,524	\$10,968	\$5,878	\$12,689	\$4,425	\$14,365	\$17,569	38.46%

Utility Locates

690	88300	111	WAGES
690	88300	112	OVERTIME WAGES
690	88300	151	SOCIAL SECURITY
690	88300	152	EMPLOYER RETIREMENT
690	88300	157	HSA CONTRIBUTION
690	88300	154	MEDICAL & DENTAL INS
690	88300	155	LIFE INSURANCE
690	88300	156	WORKERS COMPENSATION
690	88300	400	NON-LABOR M&S
		925	INTERDEPARTMENTAL -WATER
Total			

			20,807	8,176	23,000	22,788	9.52%
			237	0	10	237	0.00%
			1,660	590	1,845	1,818	9.56%
			1,459	552	1,655	1,593	9.14%
			962	369	1,105	854	-11.16%
			5,947	2,821	6,555	6,994	17.61%
			56	161	160	54	-4.24%
			868	0	640	941	8.41%
			0	0	60		N/A
			(19,018)	0	19,000	(17,640)	-7.25%
\$0	\$0	\$0	\$12,978	\$12,669	\$54,030	\$17,640	35.92%

Total Wastewater Treatment Expense

\$498,103	\$591,343	\$592,755	\$565,098	\$292,148	\$615,154	\$626,876	10.93%
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Wastewater Utility Enterprise Fund

PROPOSED 2022 BUDGET

Customer AccountsCustomer Billing & Accounting

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
690 84000 111 WAGES			7,525	8,917	4,696	9,982	26,500	197.18%
690 90200 131 LONGEVITY			100					
690 84000 151 SOCIAL SECURITY			563	711	345	726	779	9.56%
690 84000 152 EMPLOYER RETIREMENT			515	625	317	681	683	9.14%
690 84000 157 HSA CONTRIBUTION			565	412	375	750	366	-11.16%
690 84000 154 MEDICAL & DENTAL INS			3,166	2,549	2,215	4,371	2,998	17.61%
690 84000 155 LIFE INSURANCE			13	24	10	23	23	-4.24%
690 84000 156 WORKERS COMPENSATION			410	372	0	400	403	8.41%
690 84000 925 INTERDEPARTMENTAL CHARG	62,940	65,212	52,797	56,318	28,106	61,380	38,195	-32.18%
Total	\$62,940	\$65,212	\$65,654	\$69,929	\$36,064	\$78,313	\$69,947	0.03%

Meter Reading Expenses

690 84200 111 WAGES			11,976	8,917	4,696	9,982	16,616	86.34%
690 90200 131 LONGEVITY			100					
690 90200 136 CLOTHING REIMB			225					
690 84200 151 SOCIAL SECURITY			908	711	345	726	0	N/A
690 84200 152 EMPLOYER RETIREMENT			830	625	317	681	0	N/A
690 84200 157 HSA CONTRIBUTION			826	412	375	750	0	N/A
690 84200 154 MEDICAL & DENTAL INS			4,992	2,549	2,215	4,371	0	N/A
690 84200 155 LIFE INSURANCE			19	24	10	23	0	N/A
690 84200 156 WORKERS COMPENSATION			415	372	0	400	0	N/A
690 84200 925 INTERDEPARTMENTAL CHARG	18,839	15,048	3,930	0	0	0	0	N/A
Total	\$18,839	\$15,048	\$24,221	\$13,611	\$7,958	\$16,933	\$16,616	22.08%

Joint Meter Expenses

690 84400 925 INTERDEPARTMENTAL CHARG	25,449	15,708	16,147	23,000	0	22,850	23,000	0.00%
Total	\$25,449	\$15,708	\$16,147	\$23,000	\$0	\$22,850	\$23,000	0.00%
Total Customer Accounts Expense	\$107,228	\$95,968	\$106,022	\$106,540	\$44,022	\$118,096	\$109,563	2.84%

Administrative & General

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
690 85000 111 WAGES	55,256	91,529	82,197	87,993	34,925	57,920	118,410	34.57%
690 85000 125 WAGES/TEMP	0	1,564	0	0	0	0	0	N/A
690 85000 131 LONGEVITY	500	556	594	828	0	420	968	16.93%
690 85000 138 ACCR SICK/VACATION	(1,275)	805	2,636	0	0	3,180	0	N/A
690 85000 151 SOCIAL SECURITY	3,981	6,952	6,385	6,570	2,565	3,840	8,924	35.83%
690 85000 152 EMPLOYER RETIREMENT	3,421	5,628	5,295	5,379	2,357	3,270	7,372	37.06%
690 85000 157 HSA CONTRIBUTION	2,166	3,176	2,966	4,200	1,409	2,170	4,650	10.71%
690 85000 154 MEDICAL & DENTAL INS	11,032	17,153	15,810	29,735	7,499	10,630	32,361	8.83%
690 85000 155 LIFE INSURANCE	173	229	228	276	114	180	354	28.53%
690 85000 156 WORKERS COMPENSATION	1,049	2,759	2,150	1,977	0	2,175	2,848	44.04%
690 85000 190 POST-EMPLOYMENT HEALTH I	(1,998)	130,847	120,773	98,688	0	98,688	120,000	21.60%
690 85000 400 NON-LABOR M&S	1,182	1,368	1,944	2,631	751	1,170	2,631	0.00%
690 85000 925 INTERDEPARTMENTAL CHARG	49,102	52,670	59,948	60,135	29,429	59,600	72,525	20.60%
Total	\$124,589	\$315,236	\$300,926	\$298,412	\$79,049	\$243,243	\$371,042	24.34%

Office Supplies & Expense

690 85100 400 NON-LABOR M&S	2,995	3,025	2,569	1,200	1,161	2,670	1,200	0.00%
Total	\$2,995	\$3,025	\$2,569	\$1,200	\$1,161	\$2,670	\$1,200	0.00%

Outside Professional Services

690 85200 213 AUDIT FEES	54	0	0	2,700	3,209	3,209	3,500	29.63%
690 85200 210 ATTORNEY & ENGINEERING ST	12,805	144,848	3,006	55,400	0	25,000	59,500	7.40%
690 85200 213 PROFESSIONAL SERV ENGINEE	1,277	15,615	14,313	5,000	0	3,800	10,000	100.00%
Total	\$14,136	\$160,463	\$17,319	\$63,100	\$3,209	\$32,009	\$73,000	15.69%

Property Insurance

690 85310 511 LOCAL GOVT. PROP INS FUND	15,061	14,792	19,122	18,000	0	15,000	18,000	0.00%
690 85310 514 OTHER CARRIERS	0	0	0	1,675	0	1,675	1,675	0.00%
Total	\$15,061	\$14,792	\$19,122	\$19,675	\$0	\$16,675	\$19,675	0.00%

Injuries & Damages

690 85320 513 LIABILITY INSURANCE	17,168	11,301	10,450	21,000	0	18,000	21,000	0.00%
Total	\$17,168	\$11,301	\$10,450	\$21,000	\$0	\$18,000	\$21,000	0.00%

Wastewater Utility Enterprise Fund

PROPOSED 2022 BUDGET

				2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
<u>Employee Benefits</u>											
690	85400	131	LONGEVITY				0			0	N/A
690	85400	133	RETIREMENT PAYOUT				0			0	N/A
690	85000	138	ACCR SICK/VACATION				0			0	N/A
690	85400	152	PENSION	4,026	25,953	(1,395)	20,000		20,000	20,000	0.00%
690	85400	157	HSA CONTRIBUTION				0			0	N/A
690	85400	154	RETIREE HEALTH/DENTAL	49,495	42,588	45,000	53,000	23,998	50,910	46,410	-12.43%
690	85400	155	LIFE								N/A
690	85400	158	RETIREE'S HRA								N/A
690	85400	190	POST EMPLOYMENT							0	N/A
690	85400	400	MATERIALS								N/A
Total				\$53,521	\$68,541	\$43,605	\$73,000	\$23,998	\$70,910	\$66,410	-9.03%
<u>Regulatory Expense</u>											
690	85500	210	PROFESSIONAL SERVICES				0			5,000	#DIV/0!
690	85500	400	NON-LABOR M&S	9,686	8,945	8,543	8,000	7,915	8,000	12,000	50.00%
Total				\$9,686	\$8,945	\$8,543	\$8,000	\$7,915	\$8,000	\$17,000	112.50%
NON-LABOR M&S											
<u>Misc. General Expense</u>											
690	85600	400		0	0	0	390	0	0	390	0.05%
690	85600	930	MISC. GEN TRANS TO OTHER FUNDS								N/A
Total				\$0	\$0	\$0	\$390	\$0	\$0	\$390	0.05%
<u>Maintenance of General Plant</u>											
690	85700	400	NON-LABOR M&S								N/A
690	85700	925	INTERDEPARTMENTAL CHARG	2,617	2,548	2,595	2,685	0	2,700	2,685	0.00%
Total				\$2,617	\$2,548	\$2,595	\$2,685	\$0	\$2,700	\$2,685	0.00%
<u>Rents</u>											
690	85800	539	RENTALS/LEASES	1,297	1,322	1,323	1,227	1,385	1,300	1,227	0.00%
690	85800	925	INTERDEPARTMENTAL CHARGES								N/A
Total				\$1,297	\$1,322	\$1,323	\$1,227	\$1,385	\$1,300	\$1,227	0.00%
Total Admin. & General Expense				\$241,070	\$586,173	\$406,452	\$488,689	\$116,717	\$395,507	\$573,629	17.38%
<u>Other Operating Expenses (Credits)</u>											
<u>Depreciation Expense</u>											
690	40300		DEPRECIATION ON PLANT	724,287	713,406	823,695	770,300	411,500	823,000	823,000	6.84%
690	40300		INTERDEPARTMENTAL CHARG	17,262	16,770	18,642	34,640	10,500	21,000	22,000	-36.49%
Total				\$741,549	\$730,176	\$842,337	\$804,940	\$422,000	\$844,000	\$845,000	4.98%
<u>Taxes Expense</u>											
690	40800	151	SOCIAL SECURITY								N/A
690	40800	925	INTERDEPARTMENTAL CHARGES								N/A
Total							\$0	\$0		\$0	N/A
Total Other Operating Expense				\$741,549	\$730,176	\$842,337	\$804,940	\$422,000	\$844,000	\$845,000	4.98%
Total Operating Expenses				\$1,821,230	\$2,257,194	\$2,390,489	\$2,379,091	\$987,810	\$2,380,882	\$2,620,010	10.13%
Net Operating Income (Loss)				\$412,575	(\$137,797)	(\$269,473)	(\$235,121)	\$71,890	(\$233,983)	(\$470,515)	100.12%
Net Income (Loss)				\$700,658	(\$143,347)	(\$294,379)	(\$239,451)	\$54,508	(\$256,298)	(\$478,430)	99.80%
				700,658	(143,347)	(294,379)	(239,451)	54,508			

2022 Detail

Wastewater Utility Enterprise Fund

WASTEWATER - OBJECT CODE SUMMARY**Labor**

	2018 ACTUAL	2019 ACTUAL	2020 ACTUAL	2021 BUDGET	2021 Actual Jan to June	2021 Yr End Estimate	2022 BUDGET	PERCENT CHANGE
111 WAGES	300,205	358,702	397,211	390,077	188,628	392,414	492,164	26.17%
112 OVERTIME WAGES	2,394	1,913	17,404	2,100	1,492	1,752	2,100	0.00%
125 TEMPORARY WAGES	4,208	10,021	995	17,626	483	4,340	17,626	0.00%
131 LONGEVITY	2,627	2,753	3,324	5,529	576	2,480	5,538	0.16%
136 CLOTHING ALLOW	2,359	2,243	2,475	2,700	450	1,350	3,150	16.67%
138 ACCR SICK/VACATION	(1,275)	805	2,636	0	0	3,180	0	N/A
151 SOCIAL SECURITY	23,007	27,773	31,238	30,277	14,019	27,163	35,676	17.83%
152 EMPLOYER RETIREMENT	24,318	49,545	26,679	46,229	12,902	43,716	50,810	9.91%
157 HSA DEDUCTIBLE	14,160	14,924	17,534	17,936	8,424	16,965	17,219	-4.00%
154 MEDICAL & DENTAL INS	124,017	130,662	151,827	167,692	76,950	141,511	181,686	8.34%
155 LIFE INSURANCE	502	716	922	1,083	617	654	1,150	6.24%
156 WORKERS COMPENSATION	11,135	15,164	15,552	14,381	0	14,310	16,698	16.11%
190 POST EMPLOYMENT	(1,998)	130,847	120,773	98,688	0	98,688	120,000	21.60%
							0	N/A
TOTAL LABOR	\$505,659	\$746,068	\$788,570	\$794,318	\$304,541	\$748,523	\$943,816	18.82%

Other Expenses

210 PROFESSIONAL SERVICES	12,805	144,848	3,006	55,400	0	25,000	64,500	16.43%
213 OUTSIDE SERVICES	5,127	19,569	18,714	12,200	5,815	12,109	18,000	47.54%
222 ELECTRICITY	126,779	137,899	130,172	137,435	57,286	140,000	137,500	0.05%
224 NATURAL GAS	32,617	37,654	30,864	32,750	26,478	35,430	34,000	3.82%
295 ENGINEERING SERVICES	0	0	0	0	0	0	0	N/A
342 GAS/DIESEL FOR FUEL GENERA	294	1,235	906	1,100	0	1,100	1,100	0.00%
400 MATERIALS/R&M	145,401	208,816	355,192	318,426	82,124	313,215	356,426	11.93%
410 CHEMICALS	58,526	52,328	54,416	57,500	30,646	60,000	59,000	2.61%
511 LOCAL GOVT PROP INS FUND	15,061	14,792	19,122	18,000	0	15,000	18,000	0.00%
513 LIABILITY INSURANCE	17,168	11,301	10,450	21,000	0	18,000	21,000	0.00%
514 INSURANCE OTHER	0	0	0	1,675	0	1,675	1,675	0.00%
539 RENTALS/ LEASES	1,297	1,322	1,323	1,227	1,385	1,300	1,227	0.00%
925 INTERDEPARTMENTAL CHARG	158,947	151,186	135,417	123,120	57,535	165,530	118,765	-3.54%
930 MISC GEN TRANS TO OTHER FU	0	0	0	0	0	0	0	N/A
TOTAL OTHER EXPENSES	\$574,022	\$780,950	\$759,582	\$779,834	\$261,269	\$788,359	\$831,194	6.59%
SUB TOTAL	\$1,079,681	\$1,527,018	\$1,548,152	\$1,574,151	\$565,810	\$1,536,882	\$1,775,010	12.76%
DEPRECIATION	\$741,549	\$730,176	\$842,337	\$804,940	\$422,000	\$844,000	\$845,000	4.98%
TOTAL OPERATING EXPENSE	\$1,821,230	\$2,257,194	\$2,390,489	\$2,379,091	\$987,810	\$2,380,882	\$2,620,010	10.13%

Balance check - to be -0-

0 0 0 0 0 0 0

SUBJECT: Approve a Resolution to Allow the City Clerk to Advertise for Candidates to Fill City Council Vacancies (*Clerk*) Roll

RECOMMENDATION:

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Attorney

EXHIBITS:

1. Proposed Resolution
2. Advertisement for Interest

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

Council approved to postpone filling vacancies on Council for Wards 2 and 4, in September and October respectively, until after the redistricting process was completed. Both of these vacancies' terms expire in April 2023.

On November 30, 2022, Council approved the redrawn boundaries for the City of Ashland of seven aldermanic districts, and approved seven alderpersons on Council. Although many Councilors were "displaced" as expected by the reconfiguration of wards and districts, Wisconsin Statutes allows for all current members to fully serve out their terms if they wish. The elected odd-numbered Councilors' terms expire in April 2022, while the even-numbered Councilors' terms expire in April 2023. Advertisement for interest would ask that applications be due to the City Clerk's office by end of business January 7, 2022 so they can be available for review, interview and potential appointment at the January 9, 2022 Council meeting.

It is the Council's choice to determine to fill the currently vacant positions to complete the original terms through April 2023.

RESOLUTION No. 17658

RESOLUTION TO ALLOW THE CITY CLERK TO ADVERTISE FOR CANDIDATES TO FILL CITY COUNCIL MEMBER VACANCIES

WHEREAS, Council approved to postpone filling vacancies on Council for Ward 2 and Ward 4 until the redistricting process was completed, and;

WHEREAS, on November 30, 2021, Council approved the redrawn boundaries for the City of Ashland of seven Aldermanic Districts, and approved seven Alderpersons of the Common Council, and;

WHEREAS, Wisconsin Statutes provide that the Common Council can choose to fill vacancies to complete the position's term, until the next Spring Election (2023) "unless otherwise ordered by the Common Council"; and,

WHEREAS, the vacancies will be advertised in the official newspaper and on the City's website, as well as posted at City Hall, the Vaughn Public Library, and the Ashland County Courthouse; and,

WHEREAS, the City Council will choose a replacement to be appointed at the January 9, 2022 City Council meeting.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby agrees that the candidate(s) chosen at the January 9, 2022 Common Council meeting shall serve a term ending April 17, 2023.

Passed: December 7, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

City of Ashland
Council Vacancy for Wards #2 & #4

The City Clerk of the City of Ashland is accepting letters of interest from Ward 3 and Ward 4 residents who wish to be considered to fill vacancies of Ward 2 and Ward 4 Councilors due to a resignation.

The individual appointed by the Council to fill the vacancy will be a qualified elector of their respective Ward and will serve until the April 17, 2023 Spring Election.

Letters of interest must be received by the Ashland City Clerk by 4:00 p.m., Friday January 7, 2022, by email at doliphant@coawi.org, or delivered to 601 Main Street West, Ashland WI 54806.

All letters of interest will be forwarded to the Ashland Common Council for deliberation.

Applicants must attend the January 9, 2022 meeting of the Common Council for consideration.

PUBLISH BOX AD, CITY SEAL LOGO ON: December 10, 2021

SUBJECT: Approve a Resolution to Combine Aldermanic Districts and Establish Polling Places for the February 15, 2022 Primary, and the April 5, 2022 Spring Elections (*Clerk*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS: 1. Proposed Resolution

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

WI State Statute 5.25(3) requires a city's governing body to approve a resolution to designate any combination of districts and/or establishment of polling places for the Spring Primary if one should be required, and Spring Elections.

The Primary Election if held, will be on February 15, 2022, and the Spring Election will be held on April 5, 2022.

The Clerk's office anticipates a mild voter turnout for these elections, and therefore recommends one location, the Bretting Community Center at 400 4th Avenue West as the single polling location for both of these elections for all City of Ashland wards.

Odd-numbered Council seats are due for election or reelection in 2022. Therefore, all odd-numbered aldermanic districts will not be combined with any other district. Even-numbered Council seats are not contested during even-numbered years, and therefore the even-numbered districts will be evenly combined as defined within the proposed resolution.

RESOLUTION

No. 17659

**RESOLUTION TO COMBINE ALDERMANIC DISTRICTS AND ESTABLISH
POLLING PLACES FOR THE FEBRUARY 15, 2022 PRIMARY ELECTION AND THE
APRIL 5, 2022 SPRING ELECTION**

WHEREAS, the City of Ashland may hold a Spring Primary Election on February 15, 2022 and will hold a Spring Election on April 5, 2022; and

WHEREAS, the Council must establish official polling places for elections; and

WHEREAS, combining aldermanic districts whenever possible will reduce election costs.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that Aldermanic Districts shall be combined and Polling Places shall be designated as follows for the February 15, 2022 Primary Election, if held, and the April 5, 2022 Spring Election:

Combined Districts

1 (Wards 1, 2, 8)

3 (Wards 6, 7, 11)

5 (Wards 12, 13, 14)

7 (Wards 18, 19, 20)

2, 4, 6 (Wards 3, 4, 5; 9, 10, 17; 15, 16, 21)

Polling Location

Bretting Community Center, 400 4th Avenue West

Bretting Community Center, 400 4th Avenue West

Bretting Community Center, 400 4th Avenue West

Bretting Community Center, 400 4th Avenue West

Bretting Community Center, 400 4th Avenue West

PASSED: December 7, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Approve an Ordinance to Rescind Chapter 5 (2021-1942), Municipal Board of Absentee Canvassers, Ashland City Ordinances (*Clerk*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS: 1. Proposed Ordinance

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

APPROPRIATION REQUIRED: NA

TREASURER'S CERTIFICATE: NA

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

On September 8, 2020, the Council approved the Clerk's request to implement the Municipal Board of Absentee Canvassers due to the large increase of requests for absentee ballots for the November 2020 Election. This allowed election officials to process absentee ballots more efficiently and safely (due to COVID) in a separate but open to the public, central count location.

The Clerk's Office is now proposing an Ordinance to rescind this Chapter prompted by the reduced volume of returned absentee ballots and reduced processing time.

Table 1: Total Number of Absentee Ballots Returned Sorted by Year and Election Type

	2018	2019	2020	2021	2022
Spring Primary	85	X	157	236	200*
Spring Election	152	142	1295	497	300*
Partisan Primary	202	X	1014	X	500*

General Election	572	X	2287	X	750*
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X = election type was not held

*= total estimate created from past election data

As shown in Table 1, the number of returned absentee ballots has fluctuated in the past four years. The 2020 Election year saw a 300%-800% increase in absentee ballot requests and returns when compared to the two years prior. However, it is the opinion of the Clerk's Office that the number of returned absentee ballots in 2020 represents the peak of requested absentee ballots due to the COVID-19 pandemic and political climate. Table 1 also shows an anticipated number of returned absentee ballots for the 2022 election year. With fewer anticipated returned ballots, the time it takes to process returned absentee ballots has also been reduced. To process the returned absentee ballots, the 2020 General Election required 121 hours of election official time (11 officials working for 11 hours) while the 2021 Spring Election needed 30 hours of election official time (6 officials working for 5 hours). Returning the process to the polling locations as done pre-2020 will also relieve poll workers of end of night processing for a separate location.

During the 2020 General Election and since, there has been much controversy raised in Wisconsin and across the country regarding the processing of returned absentee ballots. Although this is a completely transparent process, open to the public at all times, speculation continues to be raised against the numerous municipalities who utilized this efficient process during large-turnout elections. The Clerk's office discussed its processes for future elections and felt a way to eliminate any presumption of election interference may be to withdraw the ordinance creating the Municipal Board of Absentee Canvassers. Staff are confident that election officials will be able to process returned absentee ballots at the polling places already occupied in-person voting.

Sequential Ordinance No. 2021-1953
Chapter 5 (2021-1942)

**ORDINANCE TO RESCIND CHAPTER 5 (2021-1942) MUNICIPAL BOARD OF ABSENTEE
CANVASSERS, ASHLAND CITY ORDINANCES**

An ordinance adopted by the Common Council for the City of Ashland at its regular meeting of December 7, 2021 for the purpose of rescinding Chapter 5 Municipal Board of Absentee Canvassers for Absentee Ballot Processing.

SECTION I:

Chapter 5 shall be repealed in its entirety.

SECTION II:

This ordinance shall take effect upon passage and publication.

PASSED: December 7, 2021
PUBLISHED: December 14, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Approve 2022 Property Insurance Carrier and Renewal Quote, and 2022 General Liability, Linebacker, Law Enforcement Liability, Data Compromise and Cyber Security, Government Crime/Fidelity ISO, Business Auto, Workers Compensation, and Commercial Umbrella Insurance Carrier and Renewal Quote (*Clerk*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Finance Director

EXHIBITS:

1. EMC Insurance Company Inc Renewal Policy Quote
2. Municipal Property Insurance Company Renewal Policy Quote

EXPENDITURES REQUIRED:	MPIC*	\$ 85,745
	EMC	<u>275,047</u>
		\$360,792

AMOUNT BUDGETED: \$360,792 is included in the 2022 City-Wide budgets

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on December 2, 2021 that MPIC and EMC Insurance Companies are in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

The City of Ashland has contracted with Municipal Property Insurance Company (MPIC) for property insurance coverage for many years. The renewal quote for 2022 showed an increase over 2021 at \$85,745, a difference of \$7,521. *This quote is not final as the complete breakdown for the new police facility is still being compiled. Considering the few insurance companies that will insure municipalities with lakeshore investments and marinas, staff chose not to entertain bids for this coverage.

EMC Insurance Companies has held the City's general liability, law enforcement liability, data compromise, government crime/fidelity ISO, business auto, workers' compensation for many years as well. The renewal quote of \$275,047 is \$11,846 lower than the previous year. Events earlier regarding advertising for bids hampered the process and the time frame needed to properly post a request for bids solely for this insurance coverage.

Staff recommends approval of the quotes provided for the City's property and general liability insurance coverage.

B U S I N E S S P R O T E C T I O N P O L I C Y
C O M M O N D E C L A R A T I O N S

POLICY PERIOD

FROM: SEE SECTION DECLARATIONS TO: 01/01/23

12:01 A.M. STANDARD TIME

AT YOUR MAILING ADDRESS SHOWN BELOW

(UNLESS CHANGED ON THE SECTION DECLARATIONS)

* ACCOUNT NUMBER *
* 4 X 4 - 4 9 - 1 0 ---23 *

N A M E D I N S U R E D :

P R O D U C E R :

CITY OF ASHLAND
601 MAIN ST W
ASHLAND WI 54806-1537

GREAT LAKES INSURANCE AGENCY
124 MAIN ST W
ASHLAND WI 54806-1636

AGENT: D 8190

AGENT PHONE: (715)682-2086

CLAIM REPORTING: (888)362-2255

INSURED IS: MUNICIPALITY

BUSINESS DESC: MUNICIPALITY

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY. THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT. THE COMPANY AFFORDING COVERAGE IS DESIGNATED BY THE NAME IN THE DECLARATIONS OR INFORMATION PAGE FOR EACH SECTION OF THE POLICY.

S E C T I O N	C O V E R A G E	P R E M I U M
1	PROPERTY	\$ NO COVERAGE
2	LIABILITY	20,146.00
3	CRIME	432.00
4	INLAND MARINE	NO COVERAGE
5	AUTOMOBILE	43,095.00
6	WORKERS' COMPENSATION	169,759.00
7	UMBRELLA	19,024.00
8	OTHER - LINEBACKER	10,882.00
	LAW ENFORCEMENT	10,717.00
	CYBERSOLUTIONS	992.00

ESTIMATED TOTAL POLICY PREMIUM

\$ 275,047.00

FORMS APPLICABLE TO ALL SECTIONS EXCEPT:

1. WORKERS' COMPENSATION

THE ADDRESS AND TELEPHONE NUMBER OF THE SERVICING COMPANY IS:

EMC INSURANCE COMPANIES

PHONE: (262) 717-3900

PO BOX 327

BROOKFIELD, WI. 53008-0327

PLACE OF ISSUE: BROOKFIELD, WI

DATE OF ISSUE: 11/08/21

COUNTERSIGNED BY:

FORM: IL7000A (ED. 09-02)

11/08/21

DM

4X44910 23



MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

RENEWAL POLICY QUOTE

Policy # 5000094_Q-1

Agent David Walter

Named Insured and Principal Address:

City of Ashland
City Hall
601 West Main
Ashland, WI 54806

Contact:

Denise Oliphant
715-682-7071

Policy Period: 12:01 am 01/01/2022 to 01/01/2023

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open Replacement Cost	2,500	80,546,738	0.0774	62,347
Contractors Equipment - New Replacement Cost	10,000	4,626,578	0.1785	8,258
Contractors Equipment valued under \$25,000	10,000	734,058	N/A	0
Business Income Schedule Attached	5,000	500,000	0.0326	163
Builders Risk Schedule Attached	2,500	1,732,424	0.0855	1,481
Builders Risk valued under \$2,500,000 Schedule Attached	2,500	2,500,000	N/A	0
Monies & Securities Schedule Attached	2,500	20,000	0.4748	100
Bridges Schedule Attached	2,500	149,782	0.0641	100
Great Lakes and Rivers Pier and Wharf - Replacement Coverage Schedule Attached	50,000 / 25%	2,072,667	0.4482	9,290
Equipment Breakdown With Sewer, Water for Municipality or Other Entity	2,500	80,546,738	0.0057	4,591
Manual Charge \$10,000 Deductible applies to Ore Dock (\$4,185,134 TIV) and KIYI Docking Facility (\$1,960,677 TIV).	10,000			-585
Total Annual Premium		\$85,745		

Comments

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

This quote becomes null and void within 30 days of transaction effective date.



MUNICIPAL PROPERTY INSURANCE COMPANY

9701 Brader Way, Suite 301, Middleton, WI 53562 - (608) 821-6303

DECLARATIONS

Policy # 5000094_Q-1

Replaces Policy # 240054

Agent David Walter

Item I. Named Insured and Principal Address:

Contact:

City of Ashland
City Hall
601 West Main
Ashland, WI 54806

Denise Oliphant
715-682-7071

Item II. Policy Period:

This Policy takes effect at 12:01 A.M., 01/01/2022, and expires at 12:01 A.M., 01/01/2023.

These effective and expiration times are based upon the local times at the principal address of the first named insured stated in Item I. above.

Item III. Coverages:

Coverage	Deductible	TIV	Rate	Annual Premium
Buildings, Personal Property & Property in the Open Replacement Cost	2,500	80,546,738	0.0774	62,347
Contractors Equipment - New Replacement Cost	10,000	4,626,578	0.1785	8,258
Contractors Equipment valued under \$25,000	10,000	734,058	N/A	0
Business Income Schedule Attached	5,000	500,000	0.0326	163
Builders Risk Schedule Attached	2,500	1,732,424	0.0855	1,481
Builders Risk valued under \$2,500,000 Schedule Attached	2,500	2,500,000	N/A	0
Monies & Securities Schedule Attached	2,500	20,000	0.4748	100
Bridges Schedule Attached	2,500	149,782	0.0641	100
Great Lakes and Rivers Pier and Wharf - Replacement Coverage Schedule Attached	50,000 / 25%	2,072,667	0.4482	9,290
Equipment Breakdown With Sewer, Water for Municipality or Other Entity	2,500	80,546,738	0.0057	4,591
Manual Charge \$10,000 Deductible applies to Ore Dock (\$4,185,134 TIV) and KIYI Docking Facility (\$1,960,677 TIV).	10,000			-585

Total Annual Premium

\$85,745 Billed to Insured

Item IV. Forms and Endorsements made part of this policy at time of issue:

Form	Edition Date	Description
MPIC-001	10-2020	Municipal Property Insurance Company Policy
MPIC-002Q	09-2020	Municipal Property Insurance Company Policy Quote
MPIC-004	06-2016	Statement of Values
MPIC-004 CE	06-2016	Contractor's Equipment
MPIC-004 PITO	06-2016	Property in the Open
MPIC-006	04-2019	Joint Loss Agreement Endorsement
MPIC-008	04-2019	Cap Of Losses From Certified Acts Of Terrorism
MPIC-101	04-2019	Business Income Endorsement
MPIC-201	04-2019	Monies And Securities Endorsement
MPIC-203	10-2020	Pier and Wharf Replacement Coverage Endorsement
MPIC-205	10-2020	Pedestrian Bridge Coverage Endorsement
MPIC-300	01-2020	Contractors Equipment New Replacement Cost Coverage Endorsement
MPIC-506	06-2016	Coverage of Computer-Related Losses Endorsement
MPIC-507	01-2017	Equipment Breakdown Protection Coverage Endorsement
MPIC-510	01-2019	Tax Lien Property Coverage
MPIC-511	04-2019	Leased Property Coverage

Item V. Loss Payees:

Item VI. Variable Coverage Schedules:

Business Income	
Blanket Business Income - Blanket BI	500,000
	500,000
Builders Risk	
414 11TH AVENUE WEST - NEW POLICE DEPARTMENT FACILITY	4,232,424
	4,232,424
Great Lakes and Rivers Pier and Wharf - Replacement Coverage	
PRENTICE PARK - Boardwalk, Accessible Trail	7,850
MARINA PARK - WOODEN BOARDWALK	59,035
MEMORIAL PARK - WOODEN STEPS TO BOARDWALK	18,857
LOOKOUT PARK - OBSERVATION DECK	5,893
PRENTICE PARK - OBSERVATION DECK	8,036
PRENTICE PARK - WOODEN BOARDWALK W/TOWER	96,212
MARINA - "A" DOCK	354,207
MARINA - B DOCK	308,780
MARINA - C DOCK	435,956
MARINA - FIXED DOCK FUEL AND PUMPOUT	26,999
BAYVIEW PARK - BAYVIEW PIER	642,845
BAYVIEW PARK - FIXED DOCK	107,998
	2,072,667
Monies & Securities	
City Hall - City Hall	20,000

MPIC-002 (09/20)

Page 2 of 3

Page 145 of 197

20,000

Bridges

Prentice Park - Wooden Bridge	7,928
Prentice Park - Wooden Bridge, 12'X5'	2,893
Prentice Park - Wooden Bridge, 20X4'	3,857
Prentice Park - Trail Bridge	135,104
	149,782

SUBJECT: Approve a Resolution to Issue a Conditional Use Permit (CUP) for an Emergency Residential Facility Use at 3600 Ellis Avenue, parcel #201-04992-0000, Zoned Light Industrial (LI). Applicant: Crossroads Outreach Center, Inc. (*Planning*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Planning and Development Department
Planning Commission will review and hold a public hearing on December 3, 2021.

EXHIBITS:

1. Proposed Resolution
2. Staff Report from Dec. 3, 2021 Plan Commission Meeting
3. Letter of Application, Crossroads Outreach Center, November 3, 2021
4. Aerial Map of 3600 Ellis Avenue
5. Zoning Map of 3600 Ellis Avenue
6. Public Hearing Summary December 3, 2021

EXPENDITURES REQUIRED: N/A

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 use for emergency residential facility at 3600 Ellis Avenue is consistent with the goals and principles of the Comprehensive Plan. A central housing goal identified in the Comp Plan is diversification of the existing housing stock to meet the wide range of community needs, and Section 2 specifically identifies homelessness and housing insecurity as a growing issue. The City's 2018 Housing Report and City's Housing Strategic Plan both identify emergency and transitional housing as needs in addressing community issues of housing insecurity and homelessness, the substance abuse epidemic, and the local shortage of resources to adequately meet the needs of those who need immediate, stable housing.

SUMMARY STATEMENT:

Crossroads Outreach Center, Inc. is requesting a Conditional Use Permit to allow emergency residential facility use at 3600 Ellis Avenue, zoned Light Industrial (LI). Crossroads approached the City with a text amendment to the Unified Development Ordinance to allow emergency residential facilities as a conditional use within the Light Industrial (LI) zoning district earlier this year. This request was unanimously recommended for approval by the Plan Commission on June 22, 2021 and approved by City Council on June 29, 2021. The proposed use would be considered an emergency residential facility as it would provide short-term housing for individuals enrolled in Crossroads Outreach Changing Hope - Addiction Transformation Program, designed to be transitional in nature and would connect with both their addiction recovery program as well as their workforce training program. The applicant is requesting to house up to 10 individuals for an average duration between 6 to 9 months, which would comply with UDO definitions and standards for emergency residential facilities. All building renovations would need to meet dwelling occupancy standards prior to issuance of an Occupancy Permit.

A public hearing will be held by the Plan Commission on December 3, 2021 regarding this item. Public comments provided and the proposed resolution will be shared with City Council prior to the meeting on Tuesday, and should be considered prior to final vote.

RESOLUTION No. 17661

RESOLUTION TO ISSUE A CONDITIONAL USE PERMIT FOR EMERGENCY RESIDENTIAL FACILITY USE AT 3600 ELLIS AVENUE, PARCEL #201-04992-0000, ZONED: LIGHT INDUSTRIAL (LI). APPLICANT: CROSSROADS OUTREACH CENTER, INC.

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

WHEREAS, the applicant has requested a Conditional Use Permit per Chapter 781, Ashland City Ordinances, to allow an emergency residential facility use at 3600 Ellis Avenue, Parcel #201-04992-0000, zoned Light Industrial (LI). Applicant: Crossroads Outreach Center, Inc.; and,

WHEREAS, the Plan Commission held a Public Hearing on December 3, 2021 and has unanimously recommended approval of the Conditional Use Permit with the following conditions:

- a. The applicant shall be required to designate and pave a parking area in accordance with UDO standards;
- b. The property owner shall provide a direct phone number to contact the on-site supervisor to all surrounding property owners within 200 feet of the property; and
- c. No outdoor camping or other forms of occupation shall be allowed on the premises.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that the Conditional Use Permit is in accordance with the Ashland Unified Development Ordinance and is hereby approved.

PASSED: December 7, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

FOR APPLICANT:

Applicant understands and accepts the conditions of approval for the CUP as indicated within this resolution, and was provided notice of Common Council approval of this resolution within 5 business days of such approval.

Applicant (Print and signature)

Date

Find yourself next to the water.



City of Ashland, Wisconsin

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

**DEPARTMENT OF
PLANNING &
DEVELOPMENT**

601 Main Street West
Ashland, WI 54806

STAFF REPORT

Plan Commission – December 3, 2021

Agenda Item # 5a: Conditional Use Permit Request to allow an Emergency Residential Facility

Zoning District: Light Industrial (LI)
Property Address: 3600 Ellis Avenue
Parcel #: # 201-04992-0000
Applicant: Crossroads Outreach Center, Inc.
Staff Contact: Megan McBride

Background

Crossroads Outreach Center, Inc. is requesting a Conditional Use Permit to allow emergency residential facility use at 3600 Ellis Avenue, zoned Light Industrial (LI). Crossroads approached the City with a text amendment to the Unified Development Ordinance to allow emergency residential facilities as a conditional use within the Light Industrial (LI) zoning district earlier this year. This request was unanimously recommended for approval by the Plan Commission on June 22, 2021 and approved by City Council on June 29, 2021. The proposed use would be considered an emergency residential facility as it would provide short-term housing for individuals enrolled in Crossroads Outreach Changing Hope - Addiction Transformation Program, designed to be transitional in nature and would connect with both their addiction recovery program as well as their workforce training program. The applicant is requesting to house up to 10 individuals for an average duration between 6 to 9 months, which would comply with UDO definitions and standards for emergency residential facilities. All building renovations would need to meet dwelling occupancy standards prior to issuance of an Occupancy Permit.

Standards for Conditional Use Review

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

1. **Consistency with Comprehensive Plan.** The proposed use for emergency residential facility at 3600 Ellis Avenue is consistent with the goals and principles of the Comprehensive Plan. A central housing goal identified in the Comp Plan is diversification of the existing housing stock to meet the wide range of community needs, and Section 2 specifically identifies homelessness and housing insecurity as a growing issue. The City's 2018 Housing Report and City's Housing Strategic Plan both identify emergency and transitional housing as needs in addressing

community issues of housing insecurity and homelessness, the substance abuse epidemic, and the local shortage of resources to adequately meet the needs of those who need immediate, stable housing.

2. **Compatibility.** The proposed use is compatible with existing uses within 200 feet of the proposed development, which are industrial in nature or large areas of undeveloped land. Crossroads Outreach has already been successfully operating counseling services with their working training program for several years, and have worked with the former owner to acquire the property to expand their use of the building and make improvements. The addition of associated short-term residential use of the property as proposed in this Conditional Use Permit would not impact compatibility with existing surrounding uses. The property's lack of proximity to existing residential and commercial uses lends to the compatibility of the proposed use with this site location, and integrating the residential use within an existing mixed use building will promote efficiency in development and use of the property.
3. **Importance of Services to the Community.** The need for comprehensive community services to help individuals recover from addiction, secure stable housing, and develop work experience and job skills has consistently been identified through the Comprehensive Plan (2017), Housing Report (2018), and Housing Strategic Plan (2020). The proposed addition of emergency residential facility use for short-term residential use to complement existing use of the site for rehabilitation services and workforce training would further this goal. It would also promote several UDO Principles of Sustainability including promoting compact development and efficient land use planning, meeting human needs fairly and equitably, and "integrating opportunities for... emergency residential facilities... throughout the community."
4. **Neighborhood Protections.** Given the industrial zoning district and surrounding industrial and commercial uses, the proposed residential use is not anticipated to have any negative impacts requiring neighborhood protections for these existing uses. Therefore, neighborhood protection considerations primarily center around the property's visible location on Ellis Avenue. The applicant will be painting the building, installing landscaping and beautifying the property, and will be required to designate and pave a parking area related to the change in use. Any additional site changes proposed in the future may require separate Site Plan approval.
5. **Conformance with Other Requirements:** The development must conform to all other applicable City code requirements, including (but not limited to):
 - a. Local and state building code requirements to ensure the property meets occupancy standards for the proposed use prior to issuance of an Occupancy Permit

Review Recommendation

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

- The applicant shall be required to designate and pave a parking area in accordance with UDO standards.
- The property owner shall provide a direct phone number to contact the on-site supervisor to all surrounding property owners within 200 feet of the property.
- No outdoor camping or other forms of occupation shall be allowed on the premises

Additionally, as a Public Hearing is scheduled for the proposed Conditional Use Permit, the Plan Commission should hear all input from the public prior to making a decision. The required Class 2

public hearing notice was issued, and discretionary letters were sent to all surrounding property owners within 200 feet of the proposed development.

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



Crossroads Outreach Center Inc.
3600 Ellis Av.
Ashland, WI 54806

November 3, 2021

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

Dear City Planners,

Please find enclosed our application form for a conditional use permit for emergency housing at our current location. We are in the process of planning our use of space for our facilities and would like to apply for a permit to allow short term, emergency housing for our participants as they enter our Life Transformation Programs.

Crossroads just celebrated our 10th year, and we are excited to see the opportunities that are opening up to us at our Ellis Av. Location. We have been working diligently to put together a comprehensive program that allows our participants to transition from incarceration to normal living within 12 to 18 months of beginning our program. We would like to be able to house up to 10 people on a 6 to 9 month basis as they complete our program phases. Our participants would be allowed to stay with the goal of getting them living on their own within 6 months. Initially we would only have 1 to 2 participants, but we would like to be able to eventually have up to 10.

We appreciate your support in making our community stronger through restoring one life at a time.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kenneth Welker', with a long horizontal line extending to the right.

Kenneth Welker

Chief Operating Officer

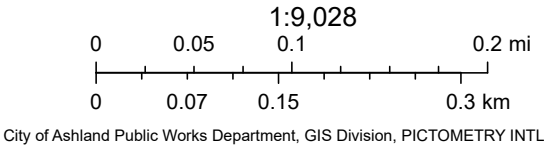
Crossroads Outreach Center, Inc.

Aerial Map 3600 Ellis Avenue

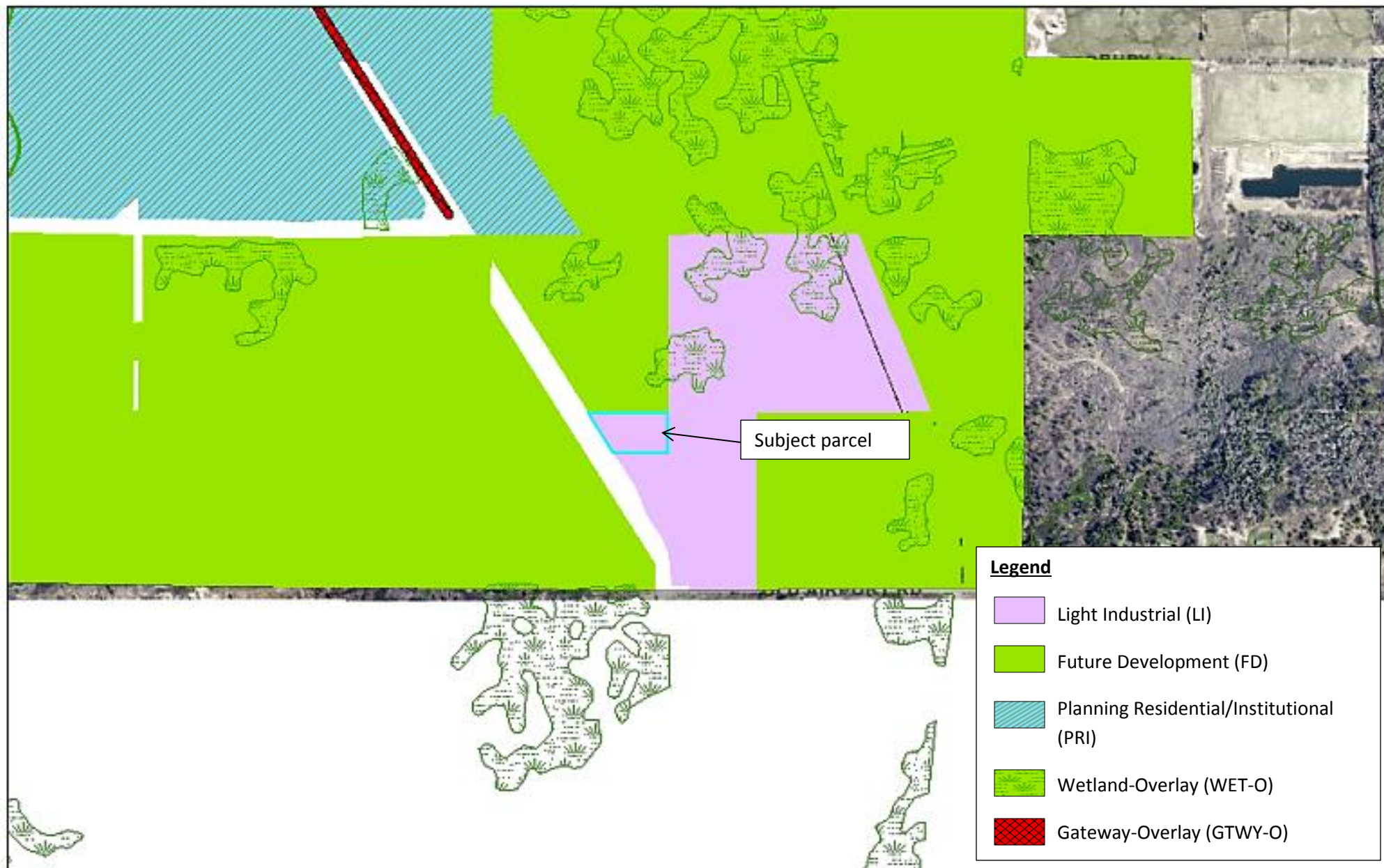


11/26/2021, 12:26:21 PM

 Parcel Mapping
Parcel Labels



Zoning Map 3600 Ellis Avenue



*Any area that does not have a zoning overlay is not located within City limits.

Public Hearing Summary December 3, 2021

Commissioners Present: Mayor Lewis, John Beirl, Ana Tochterman, Katie Gellatly

- a. Public Hearing and vote on a request for an emergency residential facility use at 3600 Ellis Avenue, zoned Light Industrial (LI). Applicant: Ken Welker on behalf of Crossroads Outreach Center, Inc.**

Motion to go into Public Hearing by Katie Gellatly, seconded by John Beirl. Passed unanimously.

Megan McBride summarized the Class 2 public hearing notice which was issued, and that letters were also sent to surrounding property owners. She shared the following comments received prior to the meeting:

Emery Mattson, owner of the adjacent parcel, called to say that he has no issues with the proposed CUP application. He feels they are good people who do good work, and he has no issues with the proposed use next to his property.

Megan McBride summarized the staff recommendation for approval based on the criteria for review.

John Beirl asked Ken Welker how transportation is provided for residents, how the program is advertised, and if it is a faith-based organization.

Ken Welker confirmed that they do offer faith-based services and provide a structured program that helps people recovering from addiction to set goals, receive workforce training, and teach life skills such as budgeting. The residential use proposed would not serve drop-ins, and would specifically be for participants of their programs. Transportation is provided for residents through their ministry. Site plans are being developed for the buildout of the new residential units, and planning will continue if the proposed CUP is approved.

John Beirl asked where their organization's support comes from.

Ken Welker responded that it is a largely a combination of support from area churches (as far away as Phillips), patrons all over the country, and corporate sponsors.

Katie Gellatly asked how the building is being used now, and where they are in the process of purchasing it.

Ken Welker responded that the building is currently used by H Windows for storage, and Crossroads only utilizes a portion of the building. The best next step for their organization is to purchase the building with the closing anticipated in the next week, and to integrate housing into their facility. Ken also clarified that they do not charge for any of the services they offer.

Mayor Lewis asked how they primarily receive referrals.

Ken Welker said that it is currently through churches mostly, and they had stronger partnerships with the local jail prior to the COVID-10 pandemic.

Motion to go out of Public Hearing by John Beirl, seconded by Mayor Lewis. Passed unanimously.

Motion to approve the requested Conditional Use Permit for an emergency residential facility use at 3600 Ellis Avenue by John Beirl, seconded by Ana Tochterman. Passed unanimously.

b. Public Hearing and vote on a request to purchase City-owned land, parcel #201-05053-0200, zoned Heavy Industrial (HI). Applicant: Patrick Mika

Motion to go into Public Hearing by John Beirl, seconded by Mayor Lewis. Passed unanimously.

Megan McBride summarized the Class 1 public hearing notice which was issued, as well as the staff recommendation for approval based on the criteria for review. Letters were also sent to surrounding property owners. No comments were received prior to the meeting.

Motion to go out of Public Hearing by John Beirl, seconded by Mayor Lewis. Passed unanimously.

Motion to approve requested City-owned land sale to sell parcel #201-05053-02000 to Patrick Mika by John Beirl, seconded by Katie Gellatly. Passed Unanimously.

c. Public Hearing and vote on recommended text amendments to the Unified Development Ordinance Chapter 781 Section 4.46: W-O Waterfront Overlay zoning district

Motion to go into Public Hearing by John Beirl, seconded by Katie Gellatly. Passed unanimously.

Megan McBride summarized the Class 2 public hearing notice which was issued, as well as the staff recommendation for approval based on the criteria for review. She shared the following comments received prior to the meeting:

Hello Megan,

Very disappointed it has been so hard to find the proper venue to provide input for a public hearing that is supposed to be happening tomorrow regarding the revised shoreline overlay district. But rather than harp on that, I would just comment on the marked up revision I found on the City website.

I am all in favor of providing more access to the lake up to 34th Ave East and Lake Park Road and would think that this could be easily done with all the platted unopened roads. That said, I would have to say that in order to respect adjacent property owners, improvements and advertising be kept to a minimum. City residents already have plenty of great access points to the lake, but it would be nice if there were points up this way we could go watch the sunset or drag our kayaks down to the lake.

Due to the confusion on my part about the draft overlay district and not really understanding what is proposed for change, I don't feel comfortable saying much more, other than again...this seems sloppy to me. Sorry.

And as long as I have taken the time to contact you folks, I would like to say that in future planning it would be nice to have better access to the bike trail from our neighborhood (34th Avenue east).

I am also a little baffled as to why the City is interested in making a mountain bike trail by the hospital on red clay soils across an already existing ski trail, as it doesn't really seem financially feasible in my eye.

My two cents worth, and want to say I have a lot of respect for you two, and feel you kinda do a lot of work for the City...most of which I agree with.

Respectfully Submitted,
F. Keith Sowl
3503 4th Str. East

John Beirl pointed out that the district boundary included does not have a western boundary. Megan McBride said that the western boundary should be identified as the western edge of Maslowksi Beach, and "Lake Shore Drive East" shall be changed to just read "Lake Shore Drive."

John Beirl expressed concerns that the language proposed in the intent section is too prohibitive, and will discourage future commercial uses along the waterfront. He understands the need to balance with community's core value of protecting the lake, but wonders if language should be changed to achieve both.

Megan McBride asked if he would prefer to see language such as "prohibit" be shifted to "discourage," and "require" to "encourage" in order to provide more flexibility.

John Beirl said that he wasn't sure if this would be an improvement, as this type of language could make the ordinance less clear for developers.

Mayor Lewis agreed with John's comments, and said she does feel that listing prohibited uses helps to address this and reflects community feedback received previously. She

suggested that item 1c under “Intent” could be looked at to promote a balance between environmental and economic development goals.

John Beirl said that he has no issues with the prohibited uses identified.

Katie Gellatly agreed, and said she would like to see us leave the language more open and be pro-business to encourage desirable development near the waterfront.

Ana Tochtermann said that she feels the current language is aligned with the public feedback received through the Waterfront Development Plan process, as well as the recent Strategic Planning completed by City Council. The community consistently expressed a desire to see specific types of economic development along the waterfront, and to promote water quality and sustainability.

John Beirl said that he would like to include a wider range of voices, as some people are more likely to get involved in the creation of these types of policies. He offered that he would accompany City staff to an Ashland Business Alliance meeting, or other community meetings to more intentionally involve the business community.

Ana Tochtermann said that the consultants for the Strategic Planning session did heavily focus on interviews with the business community when gathering background. She asked if this information could be shared with the Plan Commission in the future. Ana agreed with John that more input is always good, but expressed that she feels comfortable people were consulted and that the proposed ordinance language reflects community input.

Mayor Lewis asked if a vote is needed on this item.

Megan McBride said that a vote is not needed, and that she will make edits to the proposed ordinance based on the discussion for further review.

SUBJECT: Approve a Resolution to Accept an Offer to Purchase City-Owned Land for Parcel #201-05053-0200 from Patrick Mika, Zoned Heavy Industrial (*Planning*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Planning and Development Department
Plan Commission will review and hold a public hearing on December 3, 2021

EXHIBITS:

1. Proposed Resolution
2. Staff Report from December 3, 2021 Plan Commission Meeting
3. Ordinance 478 City-Owned Property Inventory Map
4. Aerial Map of Parcel #201-05053-0200
5. Zoning Map of Parcel #201-05053-0200
6. Public Hearing Summary December 3, 2021

EXPENDITURES REQUIRED: N/A: The applicant would be responsible for all fees associated with a land survey, recording fees, and any other associated costs.

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

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

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The Comprehensive Plan calls for careful disposition of vacant land. This means making financially sound decisions with the land that we own, and ensuring that the highest and best use for the land is achieved. Parcel #201-05053-0200 is currently vacant and according to the last inventory of City-owned properties this parcel is considered non-essential and is recommended for sale under Ordinance Chapters 478. The Comp Plan also identifies specific goals for industrial areas of the City, recommending that heavy industrial uses be concentrated in specific zones and that "landscaping and screening requirements should be strongly implemented and enforced in these areas" (p. 34). The requested land sale with proposed conditions would conform to these recommendations, while allowing an existing business in the Industrial Park to expand according to their business needs.

SUMMARY STATEMENT:

Patrick Mika is requesting to purchase parcel #201-05053-0200 from the City with intent to expand his current business Mika Automotive & Heavy Trucking which is located on the adjacent parcel #201-05053-0100 (located directly south of the subject parcel). Parcel #201-05053-0200 is 4.72 acres in size, with a purchase price of \$11,800. The purchase price is based on the compensation schedule set in Ashland City Ordinance Chapter 469: Restrictive Covenants Governing Parcels Located within the Ashland Industrial Park. Section 469.06(a) dictates that “land in the Industrial Park shall be sold in parcels no smaller than two acres, and at a price of \$2,500 per acre.” Since no additional jobs are anticipated to be generated as a result of this land transfer, the applicant would not be subject to land cost reductions identified in Chapter 469 subsections.

The applicant is requesting that a condition of purchase be that they be able to expand their existing parking area as gravel, waiving the paving requirements for all new commercial parking areas in the City. The reason for this request is that they are frequently moving heavy equipment to and from the site at a higher frequency than most other Industrial Park uses even, and therefore has significantly higher maintenance costs to consistently repair damage from heavy equipment. In order to accommodate this based on the nature of the business and to accomplish other Comprehensive Plan goals for the Industrial Park, City staff recommends that a minimum of 60 trees be required along the eastern property line to screen views from Sum Rd and improve overall stormwater management on the site. The applicant has offered to plant trees to fully encircle the new expanded parking area from view, and increase screening of the existing parking area on their parcel #201-05053-0100.

A public hearing will be held by the Plan Commission on December 3, 2021 regarding this item. Public comments provided and the proposed resolution will be shared with City Council prior to the meeting on Tuesday, and should be considered prior to final vote.

RESOLUTION No. 17662

RESOLUTION TO APPROVE AN OFFER TO PURCHASE CITY-OWNED PARCEL NO. 201-05053-0200 AND CONVEY SAID PARCEL TO PATRICK MIKA

WHEREAS, Patrick Mika has submitted an offer to purchase a parcel of City-owned property, parcel ID #201-05053-0200 for the purpose of combining with their existing parcel #201-05053-0100 for the purpose of expanding his business; and,

WHEREAS, the Plan Commission held a Public Hearing on Friday, December 3, 2021 and has unanimously recommended approval of the Offer to Purchase; and,

WHEREAS, the sale price for property located in the Ashland Industrial Park is dictated by City of Ashland Ordinance Chapter No. 469.06(a), and states that Land in the Industrial Park shall be sold in parcels no smaller than two acres, at a price of \$2,500 per acre; and,

WHEREAS, the parcel of land requested for purchase is 4.72 acres in size.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland hereby directs that parcel #201-05053-0200 be sold to Patrick Mika for a price of \$11,800 and transferred to Mr. Mika contingent upon the following:

- 1) A minimum of sixty (60) new trees be planted along the eastern property line to screen views of the new and existing parking area from Sum Rd;
- 2) The subject parcel shall be combined with parcel #201-05053-0100 to create a single parcel within sixty (60) days of closing; and
- 3) As long as all other conditions of approval are met, the applicant shall not be required to pave the new parking area constructed on the subject parcel for sale.

PASSED: December 7, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney



STAFF REPORT

Plan Commission – December 3rd, 2021

Agenda Item # 5b:	Public Hearing Vote on an Offer to Purchase City-Owned Property
Applicant:	Patrick Mika
Zoning:	Heavy Industrial (HI), Wetland-Overlay (WET-O), Ashland Industrial Park
Parcel No:	201-05053-0200
Staff Contacts:	Megan McBride

Background

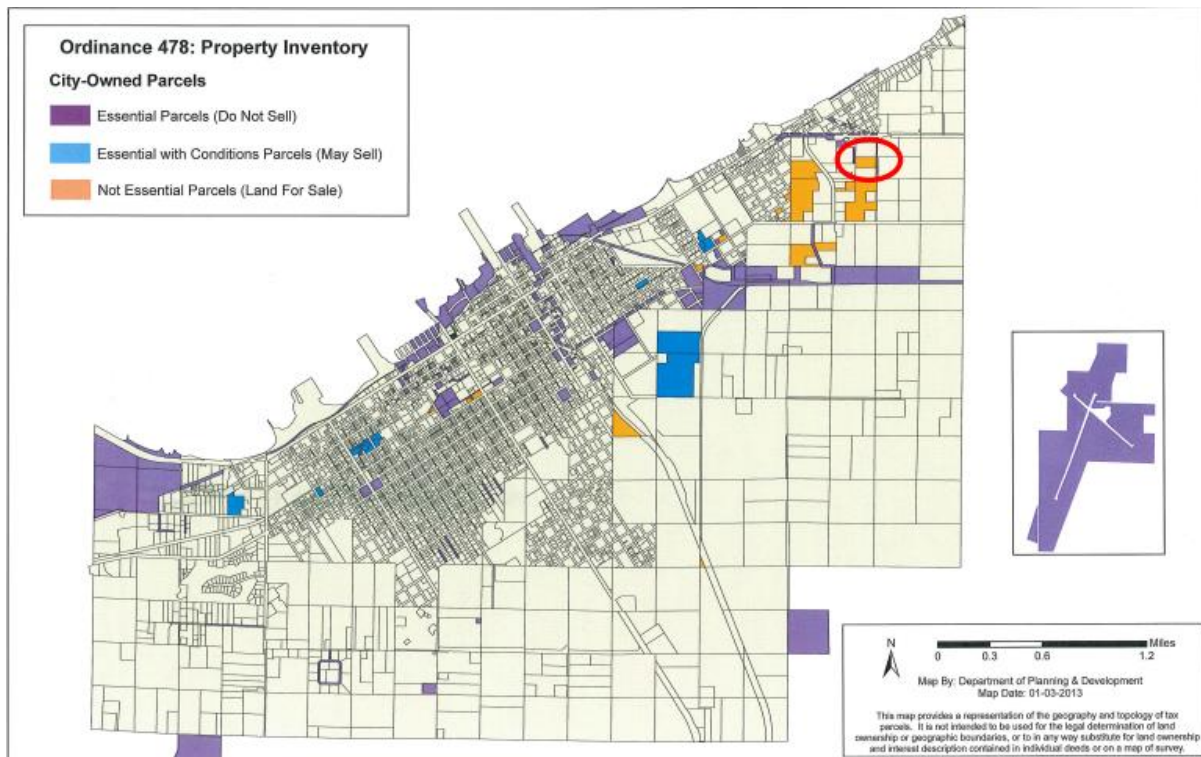
Patrick Mika is requesting to purchase parcel #201-05053-0200 from the City with intent to expand his current business Mika Automotive & Heavy Trucking which is located on the adjacent parcel #201-05053-0100 (located directly south of the subject parcel). Parcel #201-05053-0200 is 4.72 acres in size, with a purchase price of \$11,800. The purchase price is based on the compensation schedule set in Ashland City Ordinance Chapter 469: Restrictive Covenants Governing Parcels Located within the Ashland Industrial Park. Section 469.06(a) dictates that "land in the Industrial Park shall be sold in parcels no smaller than two acres, and at a price of \$2,500 per acre." Since no additional jobs are anticipated to be generated as a result of this land transfer, the applicant would not be subject to land cost reductions identified in Chapter 469 subsections.

The applicant is requesting that a condition of purchase be that they be able to expand their existing parking area as gravel, waiving the paving requirements for all new commercial parking areas in the City. The reason for this request is that they are frequently moving heavy equipment to and from the site at a higher frequency than most other Industrial Park uses even, and therefore has significantly higher maintenance costs to consistently repair damage from heavy equipment. In order to accommodate this based on the nature of the business and to accomplish other Comprehensive Plan goals for the Industrial Park, City staff recommends that a minimum of 60 trees be required along the eastern property line to screen views from Sum Rd and improve overall stormwater management on the site. The applicant has offered to plant trees to fully encircle the new expanded parking area from view, and increase screening of the existing parking area on their parcel #201-05053-0100.

Review Criteria for Offer to Purchase and Sale of Land:

1. Consistency with the Comprehensive Plan:

The Comprehensive Plan calls for careful disposition of vacant land. This means making financially sound decisions with the land that we own, and ensuring that the highest and best use for the land is achieved. Parcel #201-05053-0200 is currently vacant and according to the last inventory of City-owned properties this parcel is considered non-essential and is recommended for sale under Ordinance Chapters 478. The Comp Plan also identifies specific goals for industrial areas of the City, recommending that heavy industrial uses be concentrated in specific zones and that “landscaping and screening requirements should be strongly implemented and enforced in these areas” (p. 34). The requested land sale with proposed conditions would conform to these recommendations, while allowing an existing business in the Industrial Park to expand according to their business needs.



2. Consistency with the Unified Development Ordinance (U.D.O.):

A. Zoning District: Heavy Industrial (HI), Wetland-Overlay (WET-O)

The addition of the requested land for purchase (201-05053-0200) to parcel 201-05053-0100 will not impact consistency with standards for the Heavy Industrial (HI) district. Waiving the paving requirement is not consistent with standards for other new commercial parking areas in the City, but given the type of business making the request there are reasonable grounds for consideration. In order to increase compliance with surrounding industrial uses as well as the location of portions of Wetland-Overlay zoning district on the site, the requirement of a minimum of sixty (60) new trees be installed along the eastern perimeter of the parking area has been recommended and agreed to by the applicant.

B. Compatibility of Proposed Development with Existing Development.

The piece of land requested for purchase by the applicant is currently vacant with no plans for development by the City. Incorporation into the adjacent parcel to create a developable lot would be compatible with existing uses and facilitate future use of the property which otherwise would not be possible.

3. Consideration of Highest and Best Use:

Considering all factors as listed above, staff sees this as the highest and best use of the property. The City has no current or future plans for use of the parcel, and has deemed this land non-essential for future City needs in City of Ashland Ordinance Chapter 478.

4. Additional Factors, including Compliance with other City Ordinances and State Statutes:

- A. The applicant shall apply with Ashland County for combination of parcels 201-05053-0200 and 201-05053-0100 into a single tax parcel.
- B. The City of Ashland's sale of land shall comply with Ordinance. 478: *An Ordinance to Establish the Process for Land Acquisitions and Sales.*

Staff Recommendation:

City staff recommends the APPROVAL of the Offer to Purchase parcel 201-05053-0200 by Patrick Mika, contingent on the following items:

- 1) The property to be purchased shall be surveyed to identify the specific area of land being acquired prior to final sale.
- 2) A minimum of sixty (60) new trees be planted along the eastern property line to screen views of the new and existing parking area from Sum Road.
- 3) The property shall be combined with parcel # 201-05053-0100 into a single parcel within sixty (60) days of closing.
- 4) As long as all other conditions of approval are met, the applicant shall not be required to pave the new parking area constructed on the subject parcel for sale.

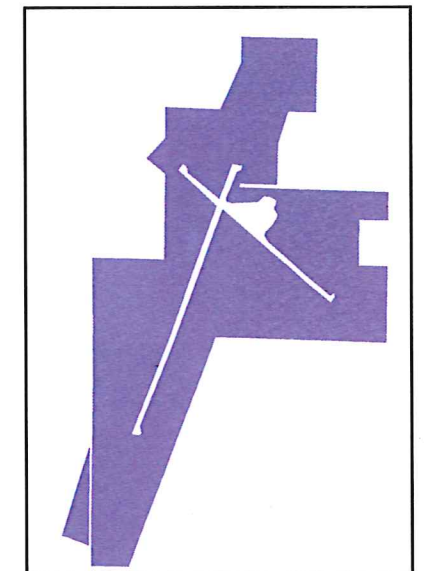
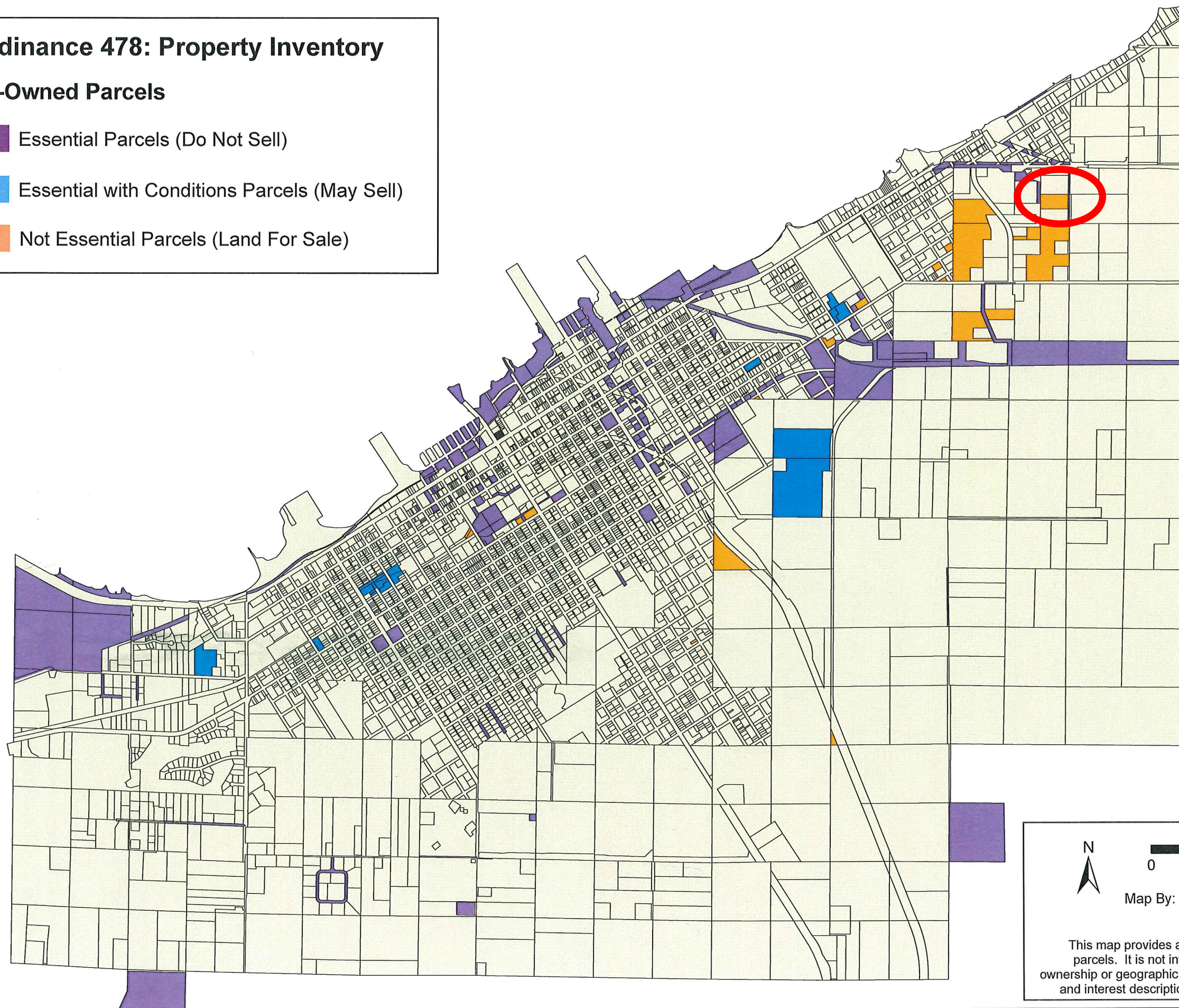
As a Public Hearing is scheduled, the Plan Commission should hear all input from the public prior to making a decision. The required Class 1 Public Hearing notice and all required public notices were issued for this item.

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

Ordinance 478: Property Inventory

City-Owned Parcels

-  Essential Parcels (Do Not Sell)
-  Essential with Conditions Parcels (May Sell)
-  Not Essential Parcels (Land For Sale)



0 0.3 0.6 1.2 Miles

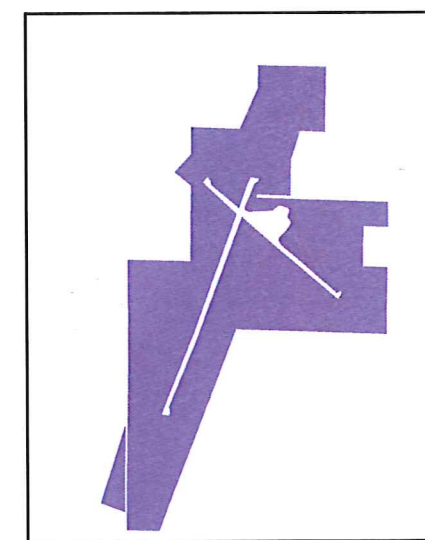
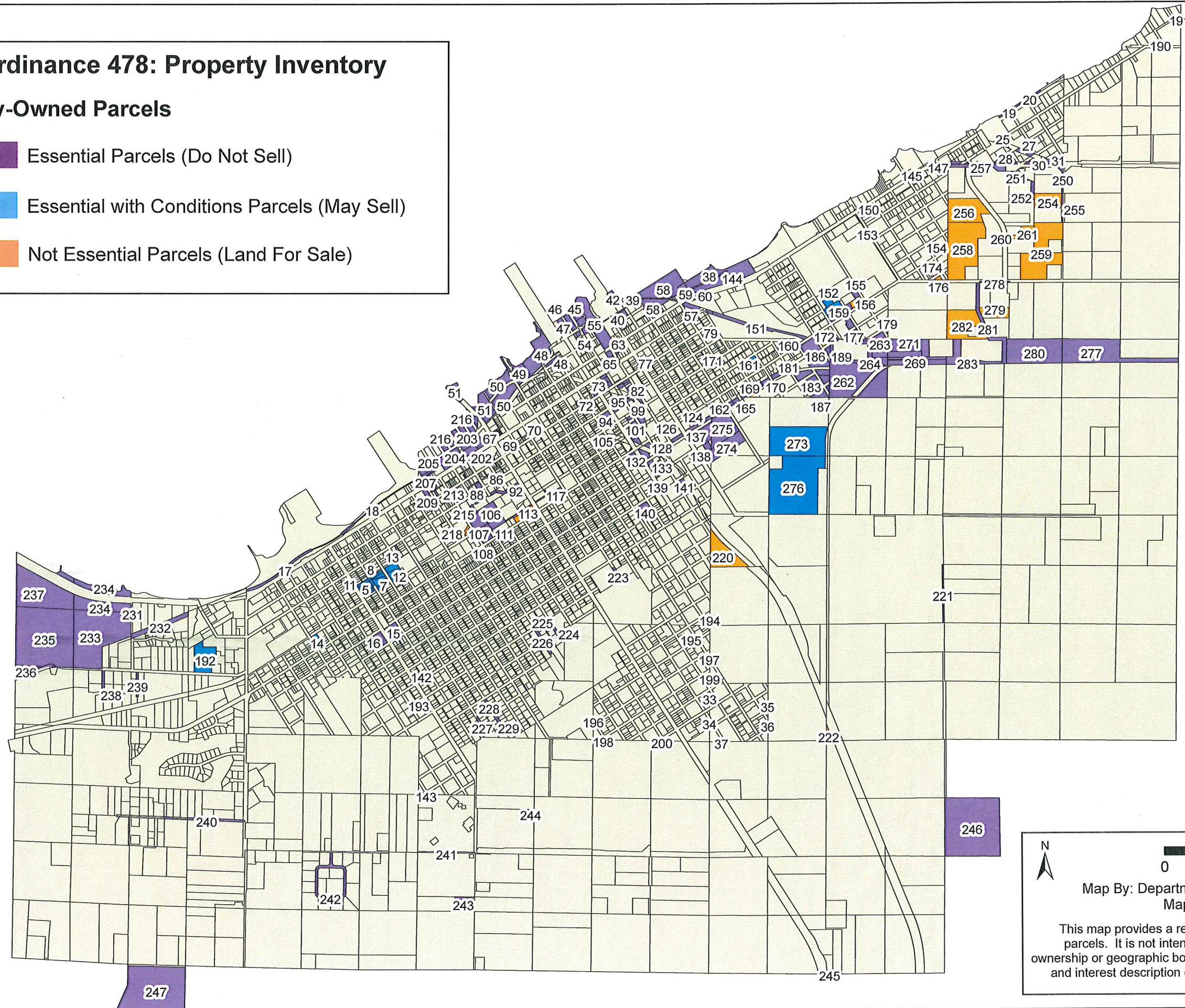
Map By: Department of Planning & Development
Map Date: 01-03-2013

This map provides a representation of the geography and topology of tax parcels. It is not intended to be used for the legal determination of land ownership or geographic boundaries, or to in any way substitute for land ownership and interest description contained in individual deeds or on a map of survey.

Ordinance 478: Property Inventory

City-Owned Parcels

-  Essential Parcels (Do Not Sell)
-  Essential with Conditions Parcels (May Sell)
-  Not Essential Parcels (Land For Sale)



N

0 0.3 0.6 1.2 Miles

Map By: Department of Planning & Development
Map Date: 01-03-2013

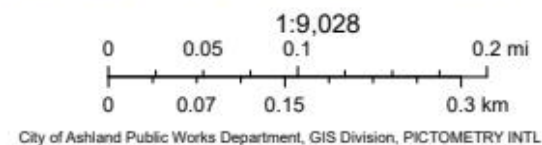
This map provides a representation of the geography and topology of tax parcels. It is not intended to be used for the legal determination of land ownership or geographic boundaries, or to in any way substitute for land ownership and interest description contained in individual deeds or on a map of survey.

Aerial Map of Parcel #201-05053-0200 Requested for Purchase



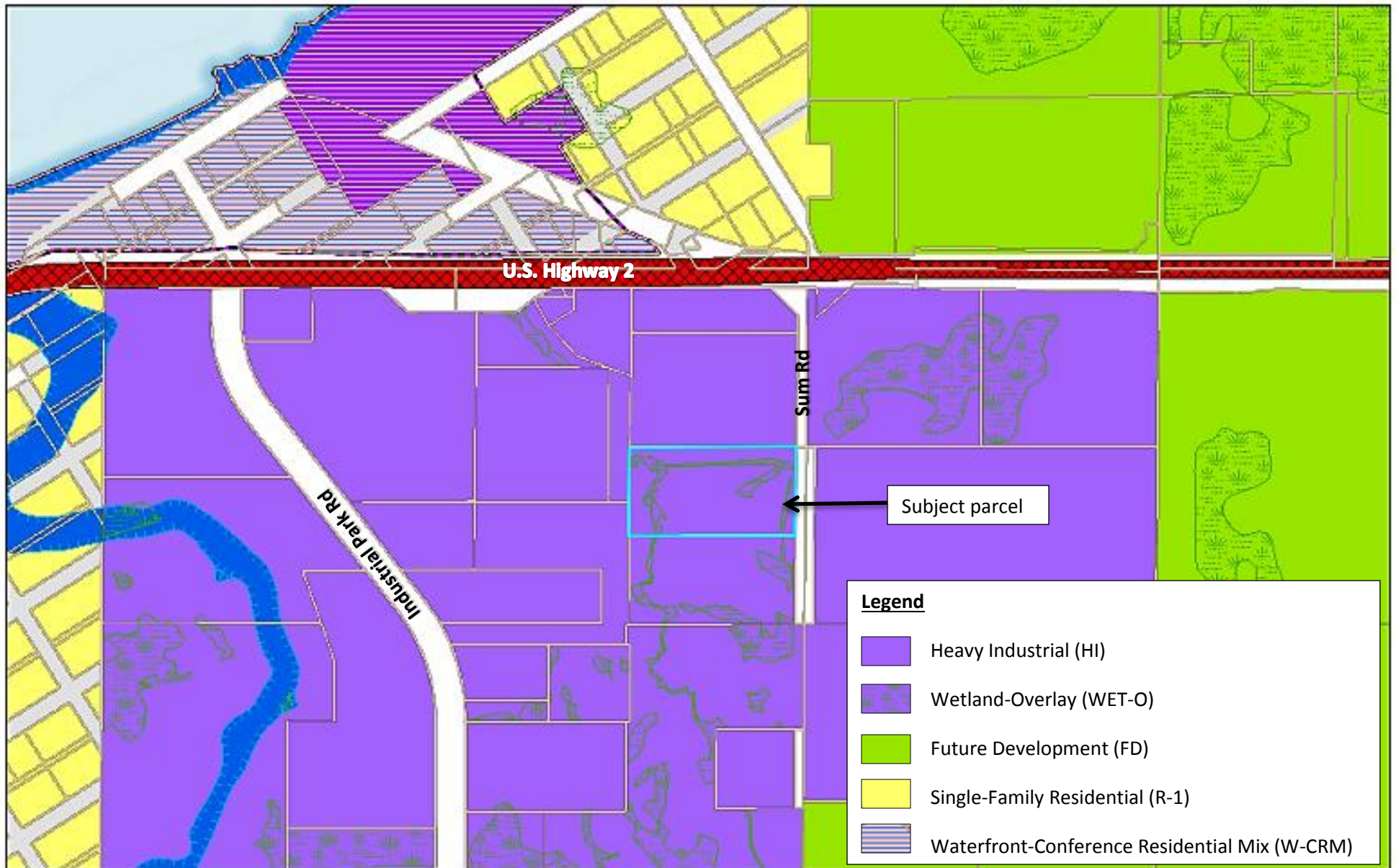
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 Parcel Mapping
Parcel Labels



Department of Public Works Engineering
Copyright 2018 City of Ashland

Zoning Map of Parcel #201-05053-0200



Public Hearing Summary December 3, 2021

Commissioners Present: Mayor Lewis, John Beirl, Ana Tochterman, Katie Gellatly

- a. Public Hearing and vote on a request for an emergency residential facility use at 3600 Ellis Avenue, zoned Light Industrial (LI). Applicant: Ken Welker on behalf of Crossroads Outreach Center, Inc.**

Motion to go into Public Hearing by Katie Gellatly, seconded by John Beirl. Passed unanimously.

Megan McBride summarized the Class 2 public hearing notice which was issued, and that letters were also sent to surrounding property owners. She shared the following comments received prior to the meeting:

Emery Mattson, owner of the adjacent parcel, called to say that he has no issues with the proposed CUP application. He feels they are good people who do good work, and he has no issues with the proposed use next to his property.

Megan McBride summarized the staff recommendation for approval based on the criteria for review.

John Beirl asked Ken Welker how transportation is provided for residents, how the program is advertised, and if it is a faith-based organization.

Ken Welker confirmed that they do offer faith-based services and provide a structured program that helps people recovering from addiction to set goals, receive workforce training, and teach life skills such as budgeting. The residential use proposed would not serve drop-ins, and would specifically be for participants of their programs. Transportation is provided for residents through their ministry. Site plans are being developed for the buildout of the new residential units, and planning will continue if the proposed CUP is approved.

John Beirl asked where their organization's support comes from.

Ken Welker responded that it is a largely a combination of support from area churches (as far away as Phillips), patrons all over the country, and corporate sponsors.

Katie Gellatly asked how the building is being used now, and where they are in the process of purchasing it.

Ken Welker responded that the building is currently used by H Windows for storage, and Crossroads only utilizes a portion of the building. The best next step for their organization is to purchase the building with the closing anticipated in the next week, and to integrate housing into their facility. Ken also clarified that they do not charge for any of the services they offer.

Mayor Lewis asked how they primarily receive referrals.

Ken Welker said that it is currently through churches mostly, and they had stronger partnerships with the local jail prior to the COVID-10 pandemic.

Motion to go out of Public Hearing by John Beirl, seconded by Mayor Lewis. Passed unanimously.

Motion to approve the requested Conditional Use Permit for an emergency residential facility use at 3600 Ellis Avenue by John Beirl, seconded by Ana Tochterman. Passed unanimously.

b. Public Hearing and vote on a request to purchase City-owned land, parcel #201-05053-0200, zoned Heavy Industrial (HI). Applicant: Patrick Mika

Motion to go into Public Hearing by John Beirl, seconded by Mayor Lewis. Passed unanimously.

Megan McBride summarized the Class 1 public hearing notice which was issued, as well as the staff recommendation for approval based on the criteria for review. Letters were also sent to surrounding property owners. No comments were received prior to the meeting.

Motion to go out of Public Hearing by John Beirl, seconded by Mayor Lewis. Passed unanimously.

Motion to approve requested City-owned land sale to sell parcel #201-05053-02000 to Patrick Mika by John Beirl, seconded by Katie Gellatly. Passed Unanimously.

c. Public Hearing and vote on recommended text amendments to the Unified Development Ordinance Chapter 781 Section 4.46: W-O Waterfront Overlay zoning district

Motion to go into Public Hearing by John Beirl, seconded by Katie Gellatly. Passed unanimously.

Megan McBride summarized the Class 2 public hearing notice which was issued, as well as the staff recommendation for approval based on the criteria for review. She shared the following comments received prior to the meeting:

Hello Megan,

Very disappointed it has been so hard to find the proper venue to provide input for a public hearing that is supposed to be happening tomorrow regarding the revised shoreline overlay district. But rather than harp on that, I would just comment on the marked up revision I found on the City website.

I am all in favor of providing more access to the lake up to 34th Ave East and Lake Park Road and would think that this could be easily done with all the platted unopened roads. That said, I would have to say that in order to respect adjacent property owners, improvements and advertising be kept to a minimum. City residents already have plenty of great access points to the lake, but it would be nice if there were points up this way we could go watch the sunset or drag our kayaks down to the lake.

Due to the confusion on my part about the draft overlay district and not really understanding what is proposed for change, I don't feel comfortable saying much more, other than again...this seems sloppy to me. Sorry.

And as long as I have taken the time to contact you folks, I would like to say that in future planning it would be nice to have better access to the bike trail from our neighborhood (34th Avenue east).

I am also a little baffled as to why the City is interested in making a mountain bike trail by the hospital on red clay soils across an already existing ski trail, as it doesn't really seem financially feasible in my eye.

My two cents worth, and want to say I have a lot of respect for you two, and feel you kinda do a lot of work for the City...most of which I agree with.

Respectfully Submitted,
F. Keith Sowl
3503 4th Str. East

John Beirl pointed out that the district boundary included does not have a western boundary. Megan McBride said that the western boundary should be identified as the western edge of Maslowksi Beach, and "Lake Shore Drive East" shall be changed to just read "Lake Shore Drive."

John Beirl expressed concerns that the language proposed in the intent section is too prohibitive, and will discourage future commercial uses along the waterfront. He understands the need to balance with community's core value of protecting the lake, but wonders if language should be changed to achieve both.

Megan McBride asked if he would prefer to see language such as "prohibit" be shifted to "discourage," and "require" to "encourage" in order to provide more flexibility.

John Beirl said that he wasn't sure if this would be an improvement, as this type of language could make the ordinance less clear for developers.

Mayor Lewis agreed with John's comments, and said she does feel that listing prohibited uses helps to address this and reflects community feedback received previously. She

suggested that item 1c under “Intent” could be looked at to promote a balance between environmental and economic development goals.

John Beirl said that he has no issues with the prohibited uses identified.

Katie Gellatly agreed, and said she would like to see us leave the language more open and be pro-business to encourage desirable development near the waterfront.

Ana Tochtermann said that she feels the current language is aligned with the public feedback received through the Waterfront Development Plan process, as well as the recent Strategic Planning completed by City Council. The community consistently expressed a desire to see specific types of economic development along the waterfront, and to promote water quality and sustainability.

John Beirl said that he would like to include a wider range of voices, as some people are more likely to get involved in the creation of these types of policies. He offered that he would accompany City staff to an Ashland Business Alliance meeting, or other community meetings to more intentionally involve the business community.

Ana Tochtermann said that the consultants for the Strategic Planning session did heavily focus on interviews with the business community when gathering background. She asked if this information could be shared with the Plan Commission in the future. Ana agreed with John that more input is always good, but expressed that she feels comfortable people were consulted and that the proposed ordinance language reflects community input.

Mayor Lewis asked if a vote is needed on this item.

Megan McBride said that a vote is not needed, and that she will make edits to the proposed ordinance based on the discussion for further review.

SUBJECT: Approve Final Payment to Ritola, Inc for the 2021 Lead Service Lateral Replacement Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director

EXHIBITS:

1. Application for Payment No. 4/Final Payment
2. Certificate of Substantial Completion
3. CY 2021 Private Lead Service Line Replacement Program Funding

EXPENDITURES REQUIRED: \$ 31,696.69 Final Work Completed & Retainage Due

\$263,291.97 Final Project Cost (including final payment due)

AMOUNT BUDGETED: \$286,160.60 Total Project Budget - WI DNR Private Lead Service Lateral Replacement Program (FY 2021)

**APPROPRIATION
REQUIRED:** N/A

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

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

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

SUMMARY STATEMENT:

At the June 8, 2021 City Council meeting, the Council approved entering into an agreement with Ritola, Inc for the 2021 Lead Service Lateral (LSL) Replacement Project.

Work completed under this project included replacement of LSLs associated with drinking water service at 45 locations. Some of the locations were associated with replacement of public watermain and others were scattered throughout the City. The work included installation of underground piping and associated restoration.

Change Orders # 1-2 total \$4,865.00 and provide compensation for excavation activities initiated by the Contractor in cases where it was determined that the existing water service lateral was already constructed with lead free materials. Change Orders #1-2 have previously been approved by City staff in accordance with City

Ordinance 194.

In addition, the final project cost is less than the amount budgeted due to variances in estimated versus actual quantities of construction items and the removal of a number of properties from the project due to the confirmation, via site inspection or City records, that the existing water service lateral was already constructed with lead free materials. The City originally hoped to serve 60 properties but 45 was more in line with previous years.

	2017	2018	2019	2020	2021	Total
Properties Served	65	103	51	34	45	298

The Public Works Department has contacted a number of homeowners who participated in the project and confirmed they were satisfied with the use of a municipal contract for LSL replacement as this was the first year of the City using this method.

The Public Works Department recommends approval of the final payment of \$31,696.69 due for the 2021 Lead Service Lateral (LSL) Replacement Project.

APPLICATION FOR PAYMENT NO.

PR4

To: CITY OF ASHLAND (Owner)

From: RITOLA, INC (Contractor)

Project: 2021 PRIVATE LEAD SERVICE LATERAL PROJECT 680202101

For Work Period: From: October 1, 2021 Thru: October 30th, 2021

246-54980-213	\$31,696.69
246-22100-0000	\$0.00

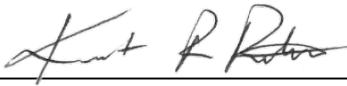
1.	Original Contract Price:		\$286,160.60
2.	a) Net change by Change Orders and Written Amendments (+ or -)		\$4,865.00
	b) Net change by Quantity Variances (+ or -)		\$0.00
3.	Current Contract Price (Line 1 plus Line 2):		\$291,025.60
4.	Total completed and stored to date:		\$263,291.97
5.	Retainage (per Agreement):		
	0.00% of completed Work:	\$11,579.76	
	0.0% of stored material:	\$0.00	
	Total Retainage:		\$11,579.76
6.	Total completed and stored to date less retainage (Line 4 minus Line 5):		\$251,712.21
7.	Less previous Payments:		\$220,015.52
8.	DUE THIS APPLICATION (6 MINUS 7):		\$31,696.69

Accompanying Documents:
Itemization of Quantities

CONTRACTOR'S Certification:

The undersigned CONTRACTOR certifies that (1) all previous progress payments received from OWNER on account of Work done under the Contract referred to above have been applied on account to discharge CONTRACTOR's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to OWNER at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to OWNER indemnifying OWNER against any such Lien, security interest or encumbrance); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and not defective.

Dated 11/30/2021



By: Kent Ritola

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated

By: John Butler, Public Works Director

Dated

By: Brant Kucera, City Administrator

Dated

By: Debra Lewis, Mayor

Dated

By: Barbara Zanella, Comptroller

Dated

By: Denise Oliphant, City Clerk

CITY OF ASHLAND

Pay Quantity Tabulation For: 2021 PRIVATE LEAD SERVICE LATERAL PROJECT

680202101

Pay Request # No. 4

Pay Period: 10/1/21-10/31/21

City of Ashland 2021 Private Lead Service Lateral Replacement Project Ritola Inc.						PAY REQUEST CALCULATION				
PAY ITEM	ITEM DESCRIPTION	BID QTY	UNIT	RITOLA, INC UNIT PRICE	TOTAL PRICE	QTY. PREV. PAY	QTY. THIS PAY	TOTAL COMPLETED	TOTAL THIS PAY REQUEST	TOTAL WORK COMPLETED
BASE BID ITEMS										
1.01	Private Water Service - 1-inch Open Cut (lengths 20 ft or less)	80	LF	\$100.90	\$8,072.00	70.00	13.00	83.00	1,311.70	8,374.70
1.02	Private Water Service - 1-inch Open Cut (lengths greater than 20 ft and less than 40 ft)	300	LF	\$75.80	\$22,740.00	111.00	-	111.00	\$ -	\$ 8,413.80
1.03	Private Water Service - 1-inch Open Cut (lengths greater than 40 ft)	300	LF	\$79.82	\$23,946.00	187.00	47.00	234.00	\$ 3,751.54	\$ 18,677.88
1.04	Private Water Service - 1-inch Pulled (lengths 20 ft or less)	250	LF	\$100.90	\$25,225.00	88.00	-	88.00	\$ -	\$ 8,879.20
1.05	Private Water Service - 1 inch Pulled (lengths greater than 20 ft and less than 40 ft)	920	LF	\$69.78	\$64,197.60	327.00	-	327.00	\$ -	\$ 22,818.06
1.06	Private Water Service- 1-inch Pulled (lengths greater than 40 ft)	500	LF	\$64.91	\$32,455.00	1,543.00	295.00	1,838.00	\$ 19,148.45	\$ 119,304.58
1.07	Private Water Service Building Penetration (1-inch Diameter)	50	EA	\$375.00	\$18,750.00	40.00	3.00	43.00	\$ 1,125.00	\$ 16,125.00
1.08	Reconnect Water Service Line Inside Building	50	EA	\$222.00	\$11,100.00	43.00	5.00	48.00	\$ 1,110.00	\$ 10,656.00
1.09	Restoration (Topsoil, Turf & Grasses)	50	EA	\$648.00	\$32,400.00	41.00	5.00	46.00	\$ 3,240.00	\$ 29,808.00
1.10	Installation of Electrical Grounding System	10	EA	\$350.00	\$3,500.00	30.00	-	30.00	\$ -	\$ 10,500.00
TOTAL PROJECT BASE BID				\$242,385.60					\$ 29,686.69	\$ 253,557.22
SUPPLEMENTARY BID ITEMS										
2.01	Remove and Replace Unsuitable Backfill	50	CY	\$66.75	\$3,337.50	5.00	-	5.00	\$ -	\$ 333.75
2.02	Concrete Sidewalk (Public), 4-inch	1,200	SF	\$16.50	\$19,800.00	92.00	20.00	112.00	\$ 330.00	\$ 1,848.00
2.03	Concrete Sidewalk & Driveway (Public), 6-inch	250	SF	\$33.65	\$8,412.50		-	-	\$ -	\$ -
2.04	Sidewalk Restoration (Private)	300	SF	\$15.75	\$4,725.00	64.00	-	64.00	\$ -	\$ 1,008.00
2.05	Driveway Restoration (Private)	250	SF	\$30.00	\$7,500.00		56.00	56.00	\$ 1,680.00	\$ 1,680.00
TOTAL PROJECT SUPPLEMENTARY BID ITEMS				\$43,775.00					\$ 2,010.00	\$ 4,869.75
TOTAL PROJECT				\$286,160.60					\$ 31,696.69	\$ 258,426.97
	Change Order #1 - 1109 Chapple Ave Exporatory Diggins						1,275.00	1,275.00	\$ 1,275.00	\$ 1,275.00
Change Order #2 - Exploratory Digging							3,590.00	3,590.00	\$ 3,590.00	\$ 3,590.00



CERTIFICATE OF SUBSTANTIAL COMPLETION

Project: 2021 Private Lead Service Lateral Project

Date of Substantial Completion: 11/20/2021

Owner: City of Ashland

Owner's Contract: 680202101

Contractor: Ritola Inc.

This definitive Certificate of Substantial Completion applies to:

All work as defined for substantial completion in the contract documents.

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

Owner's Amended Responsibilities: None

Contractor's Amended Responsibilities:

Warranty coverage for one year from the date of Substantial Completion. (Paragraph 13.07 of General Standard Conditions)



The following documents are attached to and made part of this Certificate:

None

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

A handwritten signature in black ink, appearing to read "John Butler".

Digitally signed by John Butler
Date: 2021.11.30 14:51:50
-06'00'

Owner Sign Off (Director of Public Works)

Date

Project Manager Sign Off

Date

A handwritten signature in blue ink, appearing to read "Nels C. Pitula".

11/29/2021

Contractor Sign Off

Date

Find yourself next to the water.



CY 2021 Private Lead Service Line Replacement Program Funding

As of October 29, 2021

Executed Awards:						
Municipality	Project #	FAA Date	FAA Amount	Est # LSLs	Municipal Program Type	Project Manager
Antigo, City of	4754-08	06/23/21	\$455,000	75	Prequal. List	Sweeney
Baraboo, City of	4762-03	04/28/21	\$99,000	30	Prequal. List	Sweeney
Beaver Dam, City of	4764-04	08/11/21	\$243,038	75	Both	Leja-Brennan
Bonduel, Village of	5057-02	04/28/21	\$45,000	9	Prequal. List	Sweeney
Columbus, City of	5188-03	06/23/21	\$145,000	40	Prequal. List	Leja-Brennan
Eau Claire, City of	5449-06	06/09/21	\$847,600	326	Prequal. List	Scott
Fond du Lac, City of	5142-12	08/25/21	\$312,000	156	Prequal. List	Scott
Green Bay, City of	5331-29	04/14/21	\$1,411,635	319	Prequal. List	Scott
Hartford, City of	4814-02	09/22/21	\$100,000	20	Prequal. List	Leja-Brennan
Hurley, City of	5340-05	08/11/21	\$220,000	40	Prequal. List	Leja-Brennan
Janesville, City of	5119-06	05/12/21	\$1,950,000	321	Prequal. List	Leja-Brennan
Jefferson, City of	5463-04	10/27/21	\$255,000	75	Prequal. List	Balgooyen
Juneau, City of	4824-03	09/22/21	\$75,000	13	Prequal. List	Leja-Brennan
Kenosha, City of	4825-05	04/28/21	\$1,950,000	410	Prequal. List	Scott
Kiel, City of	5121-06	10/27/21	\$176,453	54	Contract	Cassidy
Kohler, Village of	5617-01	07/28/21	\$1,993,565	404	Contract	Scott
Lake Mills, City of	4828-05	06/23/21	\$280,000	74	Prequal. List	Leja-Brennan
Manitowoc, City of	5191-14	04/28/21	\$1,568,445	516	Prequal. List	Scott
Marshfield, City of	5364-04	10/27/21	\$616,500	137	Prequal. List	Balgooyen
Mayville, City of	5443-06	04/28/21	\$960,000	247	Prequal. List	Leja-Brennan
Menasha, City of	4845-17	06/23/21	\$408,000	244	Both	Scott
Menomonee Falls, Village of	4847-03	08/25/21	\$1,136,530	214	Contract	Balgooyen
Milton, City of	4850-02	09/22/21	\$550,000	100	Prequal. List	Balgooyen
Mosinee, City of	5536-04	05/26/21	\$125,000	50	Prequal. List	Scott
Nekoosa, City of	4858-17	08/25/21	\$129,175	40	Contract	Leja-Brennan
New Holstein, City of	5366-04	10/27/21	\$530,023	172	Both	Leja-Brennan
North Fond du Lac, Village of	4863-13	07/28/21	\$90,000	30	Prequal. List	Sweeney
Oconomowoc, City of	5452-03	10/13/21	\$220,000	83	Prequal. List	Balgooyen
Oshkosh, City of	4874-13	08/11/21	\$280,000	160	Prequal. List	Sweeney
Platteville, City of	4881-08	09/08/21	\$57,000	50	Prequal. List	Scott
Racine, City of	4887-14	07/28/21	\$1,610,120	400	Prequal. List	Scott

CY 2021 Private Lead Service Line Replacement Program Funding

As of October 29, 2021

Executed Awards (cont'd):

Municipality	Project #	FAA Date	FAA Amount	Est # LSLs	Municipal Program Type	Project Manager
Ripon, City of	5289-12	10/13/21	\$100,000	20	Prequal. List	Leja-Brennan
Rothschild, Village of	4896-12	08/25/21	\$251,280	69	Contract	Leja-Brennan
Saint Francis, City of	5556-03	09/22/21	\$50,000	10	Prequal. List	Mitchell
Schofield, City of	5565-02	09/22/21	\$25,000	10	Prequal. List	Sweeney
Shawano, City of	5124-05	04/28/21	\$1,250,950	300	Contract	Leja-Brennan
Sheboygan, City of	4901-08	07/14/21	\$285,000	114	Both	Scott
Stoughton, City of	5403-02	09/08/21	\$3,561,281	670	Contract	Sweeney
Sun Prairie, City of	5576-03	05/26/21	\$562,500	225	Prequal. List	Scott
Thorp, City of	4922-14	09/08/21	\$67,500	15	Prequal. List	Sweeney
Two Rivers, City of	4920-41	09/22/21	\$310,338	118	Contract	Balgooyen
Waterloo, City of	4962-05	09/22/21	\$237,041	106	Prequal. List	Balgooyen
Watertown, City of	5439-04	09/22/21	\$694,938	150	Both	Farmer
Waupaca, City of	4929-06	05/26/21	\$160,090	54	Prequal. List	Sweeney
Wausau, City of	4930-10	09/22/21	\$320,000	71	Prequal. List	Scott
West Allis, City of	5404-07	07/14/21	\$294,210	60	Contract	Sweeney
Wisconsin Rapids, City of	5510-04	09/08/21	\$153,000	34	Prequal. List	Leja-Brennan
Whitefish Bay, Village of	5214-10	10/13/21	\$205,000	25	Prequal. List	Mitchell

\$27,367,212 6,935

FAA = Financial Assistance Agreement

LSL = Lead Service Line

Scheduled Awards:

Municipality	Project #	FAA Date	FAA Amount	Est # LSLs	Municipal Program Type	Project Manager
Cadott, Village of	4529-04	11/24/21	\$60,000	11	Contract	Cassidy
Elmwood, Village of	4391-03	11/10/21	\$275,000	55	Contract	Balgooyen
Milwaukee, City of	4851-38	11/10/21	\$3,800,000	880	Contract	Scott
Osseo, City of	4875-05	11/24/21	\$84,513	10	Contract	Cassidy

\$4,219,513 956

CY 2021 Private Lead Service Line Replacement Program Funding

As of October 29, 2021

Applications In Process:						
Municipality	Project #	Anticipated FAA Date	Estimated FAA Amount	Est # LSLs	Municipal Program Type	Project Manager
Ashland, City of	4759-18	tbd	\$250,000	tbd	Contract	Sweeney
Beloit, City of	5471-02	tbd	tbd	tbd	Prequal. List	Sweeney
Berlin, City of	5466-08	tbd	tbd	17	Contract	Balگووین
Bloomer, City of	4769-03	tbd	tbd	16	Contract	Cassidy
Edgerton, City of	4800-05	tbd	tbd	tbd	Contract	Sweeney
Fox Point, Village of	4806-02	tbd	\$90,000	9	Contract	Balگووین
Glendale, City of	5626-01	tbd	\$86,048	40	Contract	Mitchell
Kaukauna, City of	5120-06	tbd	tbd	tbd	Contract	Sweeney
Mount Horeb, Village of	5618-01	tbd	\$300,000	100	Prequal. List	Sweeney
New Glarus, Village of	4860-02	tbd	tbd	tbd	tbd	Leja-Brennan
New Lisbon, City of	5450-08	tbd	\$13,500	1	Prequal. List	Balگووین
tbd = To be determined						

SUBJECT: Approve a Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement (*Public Works*) Roll

RECOMMENDATION: Approve

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Director of Public Works

EXHIBITS: 1. Proposed Resolution

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

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

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

On January 12, 2021, the City of Ashland Common Council approved the Public Works Director to submit a grant application through the Safe Drinking Water Private Lead Service Replacement Program to fund grants to replace lead service laterals. The City was awarded grant funding under the program.

On June 8, 2021, the City of Ashland Common Council awarded to Ritola Inc, the contract to replace the private lead service laterals throughout the City. Forty-five lead services were replaced and the contract is complete for 2021.

In order to authorize the Mayor to sign the DNR Principal Forgiven Financial Assistance Agreement, a resolution needs to be approved establishing who is authorized to sign this agreement. The Principal Forgiven Financial Assistance Agreement will contain standard terms and conditions of the SDWLP award.

The agreement is in the form of a loan made by the SDWLP to the City of Ashland, of which all principal of the loan will be forgiven at the time the loan disbursements are made to the City, pursuant to the Agreement.

The Public Works Director is recommending approval of the attached Resolution designating the Mayor as the authorized representative to sign the Principal Forgiven Financial Assistance Agreement.

RESOLUTION No. 17660

Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

WHEREAS, the City of Ashland wishes to undertake a project to replace private lead service lines at residences, pre k -12 schools and licensed and/or certified daycare centers, identified as DNR Project No. 4759-18, and

WHEREAS, the City of Ashland has applied to the Safe Drinking Water Loan Program (the “SDWLP”) for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the City of Ashland, pursuant to the DNR Financial Assistance Agreement; and

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to **\$270,000.00** that it has identified as being eligible for SDWLP funding;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ashland that Mayor Debra Lewis is authorized by and on behalf of the City of Ashland to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project. The Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

PASSED: December 7, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Approve an Amendment to the Sidewalk Special Assessment Policy (*Public Works*) Voice

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS: 1. City of Ashland, Wisconsin Sidewalk Special Assessment Policy
2. Special Assessment Hardship Policy

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

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

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

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

SUMMARY STATEMENT:

At the August 31, 2021 City Council meeting, the Council approved an amendment to the Sidewalk Special Assessment Policy to modify the assessment rate from 40% to 50%.

The Public Works Director advised the Council that the policy required further review via the Public Works Committee (PWC) to address specific issues, namely the inclusion of specific elements (driveways and carriage walks) in the special assessments, the expected service life used to determine applicability of special assessments, repayment period for special assessments levied against properties, and impact of grant funding on the proposed assessments.

The PWC discussed these issues at the September 9th and October 27th, 2021 meetings. By a vote of 4-1, the PWC recommended inclusion of driveway aprons and carriage walks in the special assessments with the cost being assessed at the 50% rate against the adjacent property served by the driveway. Previously, driveways and carriage walks had only been included under limited circumstances.

The PWC recommended no action on the other issues. An expected service life of 20 years will still be used to determine applicability of the special assessments, meaning properties will not be assessed for replacement of any sidewalk less than 20 years old. Projects with sufficient grant funding for sidewalk replacement will continue to be excluded from any sidewalk special assessments. This applies to the 2022 6th Street East Reconstruction project, which has funding from the Department of Housing and Urban Development that is adequate for all sidewalk replacement necessary as part of the project.

The PWC also recommended no action on the repayment period, which per policy, is 10 years. Recent assessments approved by the Council have increased the repayment period to 20 years and the Public Works Director asked the PWC to determine if the policy should be revised accordingly. The PWC identified the need to continually fund sidewalk replacement year to year and the availability of the City's Special Assessment Hardship Policy as reasons for maintaining the 10 year repayment period. The City's Special Assessment Hardship Policy is attached for reference and allows repayment to be deferred until future sale of the property if an applicant qualifies as low income.

Council approval of the amended Sidewalk Special Assessment Policy is requested in order to incorporate driveway aprons and carriage walks into the special assessments, with the cost of driveway replacement or construction included in the special assessment levied against the adjacent property.

CITY OF ASHLAND, WISCONSIN SIDEWALK SPECIAL ASSESSMENT POLICY

(Amended: December 7, 2021)

(Referenced by Ordinance No. 530; Drafted March, 2006 Adopted May 9, 2006)

1.0 PURPOSE

The purpose of this Policy is to assure fair and equitable cost recovery for pedestrian infrastructure improvements and to set forth a methodology determining the amount of the assessment for the improvements and circumstances on a reasonable basis. It is the policy of the City of Ashland that all properties specially benefiting from sidewalk improvements pay a portion of their fair share of the cost of such improvements.

The policies contained herein are designed to serve as a general guide for the City Council in allocating benefit to properties. The City Council reserves the right to vary from these policies if the assessments derived by imposition of the policies create obvious inequities, where the assignment of benefit to a particular property is difficult to determine, or because of extreme or unusual circumstances, or for other good reason.

2.0 SPECIAL ASSESSMENT PROCEDURES

The Wisconsin Statutes prescribe the general procedures which cities must follow to specially assess property for local improvements. Typical public improvement projects for which special assessments are levied include sidewalks and related pedestrian infrastructure elements. Pertinent statute sections include §66.0703 and §66.0907. In accordance with §66.0907, municipalities may impose assessments for the costs of laying, removing, replacing, repairing, and maintaining sidewalks. Charges for sidewalk work are levied under police powers and do not require a showing of benefit to properties charged (*Lisbon Ave. v. Town of Lake*, 134 Wis. 470, 475, 113 N.W. 1099 (1908)).

The City of Ashland adopts, makes a part of this policy by reference, and incorporates the procedures for levying special assessments as contained in Wisconsin Statutes §66.0907. Whenever the provisions of this policy are contrary to those contained in §66.0703, §66.0907, or other applicable provisions of the Wisconsin Statutes or administrative regulations, the Wisconsin Statutes or administrative regulations shall control.

All special assessments levied in the City of Ashland shall be grounded in the exercise of police powers for the health, safety and welfare of the public.

It is hereby determined that all properties lying within the incorporated boundaries of the City of Ashland receive similar benefit for similar categories of improvements and therefore the rates established for the levy of special assessment shall be applied on a uniform basis throughout the City, for the benefits received, regardless of the location of the improvements and the method of financing. In no case shall the total special assessments exceed the total cost of all improvements constructed as part of the annual Capital Improvement Program (CIP).

3.0 ASSESSMENT BASIS

Special assessments are to be computed and based on a per linear foot of frontage basis (i.e., *front footage* basis), except in the case of residential corner lots.

The front footage of corner lots shall be determined by the side of the lot bearing the street address and front entrance of the home. All corner lots shall receive a 140 ft. *flankage credit* for sideyard sidewalk. The assessment for corner lots shall be limited to the front footage plus any remaining side footage after deducting flankage credit. All residential corner lots receive this 140 ft. flankage credit.

The following examples help to illustrate how corner lots are assessed:

- a) If a large 140' (front) by 150' (deep) corner lot is to receive all new sidewalks on both sides, then the assessment would be for 150 ft. total (140' of frontage plus 150' side yard minus the flankage credit of 140') = 150 ft. total).
- b) If a smaller 100' (front) by 140' (deep) corner lot is to receive all new sidewalks on both sides, then the assessment would be for 100 ft. total (100' of frontage plus 140' side yard minus the flankage credit of 140') = 100 ft. total). Likewise for a 50' or 75' wide lot.

If a corner lot did not have sidewalk on its frontage OR its frontage sidewalk is all in excellent shape, and the project calls for new sidewalk installation on its flanking side only; then the property would be assessed for only that portion of the flanking side that exceeds the 140 ft. flanking credit. For example,

- c) If a large 100' (front) by 150' (deep) corner lot is to receive a new side yard sidewalk (flanking side) only; then the special assessment would be for 10 feet (150' deep flanking side minus 140' flankage credit).

The flankage credit is determined to be 140 feet based on the fact that the typical Ashland lot is 140 ft. deep. The flanking side of a lot is not intended to be special assessed until the amount of sidewalk installed or replaced on the flank within any 20 year period exceeds 140 lineal feet.

4.0 ASSESSABLE PROJECT ELEMENTS AND COSTS

Recognizing that it is the policy of the City of Ashland to levy special assessments to recover approximately 50% of the cost of constructing sidewalk improvements. The City Council establishes the locations and priorities for sidewalk improvement projects as described in Ordinance 530, *Ordinance to Adopt a Sidewalk Construction, Maintenance, and Use Policy for the City of Ashland*.

The City Council establishes the assessment rates for sidewalk improvements. Annually the Director of Public Works/City Engineer will recommend adjustments in the special assessment rates based on construction costs experienced the previous construction season. This rate will be published in the Comprehensive Fee Schedule, adopted annually by City Council.

All construction shall be in accordance with standards as published in the most recent version of the *City of Ashland Standard Specifications for Sidewalk Construction*, unless otherwise approved in writing from the Director of Public Works/City Engineer.

Assessable project elements and costs to be included in the special assessment computations are described herein:

- a) Sidewalk Removal, Saw Cutting, and other associated demolition costs: Costs for removal, saw cutting, and other associated demolition costs of existing sidewalks is to be included with construction costs.
- b) Grading and Gravel Base: The grading and construction of a gravel base for sidewalk construction will be included with construction costs.
- c) Curb, Gutter, and Pedestrian Handicap Ramps: The construction or replacement of concrete curb and gutter associated with installation of pedestrian ramps and/or adjacent sidewalks will be included in cost computations, and shall be allocated evenly as part of general sidewalk improvement construction costs. This shall include the installation of color-contrasted truncated dome devices for visually impaired pedestrians.
- d) Sidewalk Construction Costs: New sidewalk construction, or complete replacement of existing sidewalk, is to be included in the costs for construction.
- e) Replacement Sidewalk and Repairs to Existing Sidewalk: Spot repairs of existing sidewalk, including grinding, milling, mud-jacking, or individual panel replacement is to be included in the costs for construction.
- f) Tie-in Sidewalks and Driveway Aprons: Sidewalks and driveway aprons that tie-in and connect to the public walkways (carriage and entrance walks) shall be included in the costs for construction. General improvements elected by the property owner on private property are not included in the general project costs; and while encouraged by the City, all such improvements and related expenditures shall be independently borne by the property owner.
- g) Boulevard (Terrace) Restoration: For the purpose of this paragraph the word boulevard (terrace) means that area between the back of the curb and the sidewalk, or, in the absence of a sidewalk, the property line.

Boulevard (terrace) restoration, seeding or sodding will be included in the cost calculations. No assessments will be made for replacement of turf located outside the street right-of-way that is required to be replaced to facilitate the matching of the existing yard to the new street construction.

- h) Retaining Walls: When it is determined that the construction of retaining walls, as part of street improvements, has a shared benefit between the property owner and the City, in that the property owner usually has larger useable lot area than would be available in the absence of the wall. The cost of constructing a retaining wall will therefore be split, with 50% of the cost of constructing the first five feet (5') of height of the retaining wall special assessed to the abutting lot. The City will pay for 50% of the cost of the first five feet (5') of height and 100% of the cost above five feet (5') of height of a retaining wall. A retaining wall shall be assessed on a square foot basis for the amount of retaining wall constructed adjacent to the benefited property.

- i) Expected Service Life: Sidewalks and related infrastructure are judged to have a normal useable life expectancy. For the purposes of determining whether or not special assessments apply to properties, the expiration of an expected service life shall be the governing criterion. Sidewalks beyond the expected service life as noted below shall be assessed; those within the service life shall be exempt from assessments. For the purpose of this policy, the life expectancy for sidewalk improvements is as follows:

Pedestrian Handicap Ramps/Truncated Dome Devices – 20 years
Sidewalks – 20 years

5.0 ASSESSMENT AMOUNTS AND REPAYMENT

This section of the policy to sets forth the amounts and repayment terms of special assessments.

- a) Special assessments shall be for approximately 50% of the construction costs as determined by the criteria noted above. The actual assessment rate shall be set annually and adopted by Council as part of the Comprehensive Fee Schedule.
- b) Special assessments may be paid in full following completion of the work (with no interest), or through 10 equal annual installments.
- c) The interest rate shall be 1% above the City's borrowing rate (as determined by loan or bond issuance) to cover overhead expenditures associated with administration of the program.
- d) Assessments shall be due in full upon sale or transfer of the property.
- e) The payment of special assessments through installments may be extended in cases of hardship. Repayment terms may be extended to 20 years of equal installments (per 66.0715) if a resident so chooses.

6.0 MISCELLANEOUS PROVISIONS

It is the intention of this section of the policy to clarify special circumstances, which may arise in establishing the benefit to lots as a result of public improvements completed by the City of Ashland.

- a) The policies set forth in this document do not alter the requirements of the City's subdivision and zoning codes with regard to a developer's responsibility to provide and pay for required improvements at the time that any given property is to be improved.
- b) The City of Ashland shall special assess improvements to railroad property as permitted by the Wisconsin Statutes, except as may otherwise be determined by the City Council.

- c) The City of Ashland shall bear 100% of the costs associated with constructing sidewalks on city-owned properties.
- d) The City of Ashland's utilities shall bear 100% of the costs associated with constructing sidewalks on utility properties (allocated to the appropriate utility).
- e) Projects constructed by Federal or State monies/agencies that include full payment of sidewalk construction costs as part of the respective projects are not subject to special assessments. Those that provide partial or no payment of sidewalk construction costs will be special assessed, subject to the specific requirements of pertinent federal and state funding sources.
- f) Property owners undertaking their own work, or arranging for pre-approved contractors to do so, shall not be special assessed. However, they are responsible for completing all work as described herein and in accordance with Ordinance 530.

TO: Brian Knapp
Barb Clement
Alison Gillespie
Bill Giuliani
Rae Buckwheat
Bob Miller

FROM: Patti Ekstrom

DATE: August 13, 2009

Attached is the Special Assessment Hardship Policy which was approved by Council on July 27, 2009. Keep for future use.

SPECIAL ASSESSMENT HARDSHIP POLICY

A. Purpose: The city council acknowledges that the levy of special assessments can result in extreme financial hardship in some instances. It therefore enacts this provision in order to provide necessary relief to persons affected by such a levy. It is the intent and purpose of the city council to alleviate the burden of such levies in cases where the loss of the homestead is a reasonable probability, while preserving the right for the ultimate collection of special assessments involved.

B. Definitions. Wherever in this section the following words or terms appear they have the meaning indicated, unless the context clearly requires otherwise:

1. "Qualifying family" means a single person or family owning and occupying a homestead against which special assessments are levied and who meets the qualifying income standards as outlined within this policy.
2. "Homestead" means the dwelling and so much of the land surrounding it as is reasonably necessary for use as a home, except so much of such land as is vacant and of sufficient size so that it could be divided and sold for development as permitted under appropriate zoning and other regulations.
3. "Special assessment" shall include assessments levied under s. 66.60, Wisconsin Statutes, and special charges imposed under s. 66.60(16), Wisconsin Statutes.
4. "Hardship" is defined as a level of income that falls below the Ashland County HUD USER extremely low (30%) income level in the most current fiscal year that data is available

C. The qualifying family shall make application for deferred payment of Special Assessments as herein provided on forms prescribed by the City Clerk. Applicants for deferment of assessments must own and reside in the property subject to the assessment and demonstrate to the City Treasurer qualification for the deferment by presentation of a copy of the their most recent federal tax return prior to the levying of the assessment, and annually thereafter. Included in family income is the combined income from all family members, age 18 and older that reside in the household for more than 6 months per year.

All information provided on the application shall be considered and treated, to the fullest extent provided by law, as confidential, privileged information, and shall be divulged only by:

1. Persons using the information in the discharge of their duties imposed by law or of the duties of their office; or
2. Order of a court.

D. Where a property is owned by two or more persons, only the income from the family members residing in the homestead and who are responsible for expenses related to maintaining the property shall be considered. For example: A parent who has deeded the homestead to a child where the parent is living in and maintaining the homestead under a life estate provision and where the child is living elsewhere. Property owned by any corporation, partnership, or trust is ineligible for assessment deferment.

E. Qualified **extremely low income (30% CMI) families as defined in the most recent HUD** data for Ashland County may have the principal portion of their assessment plus accrued interest deferred until the family no longer meets the annual income eligibility requirements, and/or the sale or transfer of the property, whichever occurs first.

F. Interest shall be payable on assessments levied against a property during the period of deferment. The interest rate shall be 1% above the City's borrowing rate (as determined by loan or bond issuance) to cover overhead expenditures associated with administration of the program.

G. Deferment shall cease at the time a property owner(s) no longer meets the income criteria for the program, upon the death of the qualifying owner(s), or upon the date which the ownership of the property is transferred to any other person, persons, partnership, corporation, trust, or other entity by any means whatsoever, which ever occurs first.

H. Deferment shall expire if a property owner fails to provide the City with a copy of a federal tax return by May 1st of each year demonstrating program eligibility.

I. Tax roll; notice; lien retained. The granting of an application shall authorize the city treasurer to make payment, from city funds, of the amount of the special assessment deferred. The city clerk shall record a document with the office of register of deeds containing a description of the property affected, the amount of special assessment deferred, and any other appropriate information. Such amount, and interest thereon, shall not be placed on the tax roll until the conditions contained in subsection H. occur. Nothing provided in this section shall be deemed to extinguish or otherwise affect any lien established by law for the collection of any deferred special assessment, and any such lien is expressly retained.

J. Placement on roll. When a determination is made by the City that a grantee no longer qualifies for the dererral, the amount of special assessments deferred, and accrued interest, shall be placed upon the next available tax roll to be collected in the same manner as delinquent special assessments.

K. Payment when no longer eligible: Upon transfer of title of such property by any means, the amount of special assessments deferred, and accrued interest, shall become due and payable in full. Upon payment in full, an appropriate satisfaction of payment shall be issued by the city treasurer and recorded in the office of the Register of Deeds.

L. Appeals and special exception requests. Families that do not meet the income eligibility guidelines for the deferral but that are experiencing unusual financial difficulties may apply to the Housing Committee for a special exception to the eligibility requirements outlined in this policy. The Housing Committee may grant this special exception and approve a deferral of the special assessment on a year to year basis in cases where the family is experiencing unusual financial difficulties. Examples of unusual financial difficulties would include such things as: A recent loss of employment or other significant decline in income from the prior year, unusual health expenses, inability to pay due to other prior fixed debts and/or financial obligations.

Agenda Item 7D: Approval of Draft Special Assessment Hardship Policy

The City Housing Committee was asked to review the draft of the special assessment hardship policy. As written, the policy includes definitions, application procedures, income qualifications and guidelines, appeals and special exception requests. The first draft, including modifications, was sent to the Committee of the Whole who in turn sent it back to the Housing Committee for further review of interest and deferred assessments for sidewalk work.

The Housing Committee suggested changes that would reduce the eligibility requirements to the extremely low income level (30% CMI) vs. the very low income level (50% CMI) since about one-third of the City homeowners could potentially qualify under the very low income category. They also suggested that income level should be based on "family" income vs. individual income levels. A number of suggested text amendments were made to clarify this. An appeals and special exception policy was added to the end to allow the Housing Committee to consider special circumstances in granting a deferral.

Upon their second review of the policy, the Housing Committee felt that interest rates should not be reduced or forgiven during the deferral period since any interest that is forgiven would have to be indirectly made up through the general tax levy. In an effort to keep interest rates consistent, the Housing Committee has suggested that the Council consider the following compromises:

1. Allow no exceptions to the interest rates being charged regardless of the term of the deferral.
(Recommended).
2. Reduce the interest rate to 1% to cover administrative processing expenses after the original 10 year bond is paid back by the City.
3. Forgive 100% of the interest (but not principal) for each year that the applicant qualifies for the deferral.

The Mayor clarified that the policy presented is not for special assessments; it is for approving a hardship policy.

Bewley, who serves on the Housing Committee, explained that every year the person with the deferment has to be recertified. The intent of the policy is to make the payment as easy as possible for people who are very low income, but it is not a tool to postpone it forever.

Knapp felt there would be very few requests to use the hardship policy since five sidewalk projects have already been completed, and nobody has said they couldn't pay it.

Teague called the question to end debate. Kabasa seconded. The motion carried unanimously.