

**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, March 8, 2022 – 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. February 22, 2022 City Council and Committee of the Whole Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

A. Announcements

6. CONSENT AGENDA

A. Miscellaneous Meeting Minutes

7. NEW BUSINESS

- A. Public Hearing Regarding a Request to Vacate a Portion of Right-of-Way Known as Outlot A of Certified Survey Map 757, Recorded January 27, 2022 in Volume 5 of Certified Surveys, Pages 82-83, as Document Number 357881. Applicant: Ashland Industries (*Planning/Public Works*) Roll**
- B. Approve a Resolution to Vacate a Portion of Public Right-of-Way Known as Outlot A of Certified Survey Map 757, Recorded January 27, 2022 in Volume 5 of Certified Surveys,**

- C. Approve to Accept Bid from Nasi Construction, LLC for the 2022 Public Works Building Roof Replacement Project** *(Public Works)* Roll
- D. Approve to Award Contract for 2022 Private Lead Service Lateral Replacement Project** *(Public Works)* Roll
- E. Approve an Ordinance to Amend Chapter 133 (998) Maintenance and Destruction of Records, Ashland City Ordinances** *(Clerk)* Roll
- F. Approve a Resolution to Allow the City Clerk to Advertise for Candidates to Fill City Council Member Vacancy** *(Clerk)* Roll
- G. Discussion to Update Council Regarding the American Rescue Plan Act (ARPA) Funds** *(Administration)*

8. CLOSED SESSION (Roll)

- A. Closed Session Pursuant to Sec. 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."** *(City Attorney) (Jablonski Notice of Claim)*
- B. Closed Session Pursuant to Sec. 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."** *(City Attorney)(6th Street West litigation)*
- C. CLOSED SESSION Pursuant to WI Stat. 19.85(1)(e): "Deliberating or negotiating the purchasing of public properties whenever competitive or bargaining reasons require a closed session."** *(Administration) (421 Lake Shore Drive West)*
- D. RETURN TO OPEN SESSION** *(Voice)*
- E. REPORT OF ACTION TAKEN DURING CLOSED SESSION**

9. ADJOURNMENT

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

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**ASHLAND CITY COUNCIL MEETING MINUTES
Tuesday, February 22, 2022 – 5:30 PM
Ashland City Hall Council Chambers**

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, February 22, 2022 Ashland City Council meeting was called to order by Mayor Debra Lewis at 5:30 p.m. It was noted that a quorum of the 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: Sarah Jackson, Ana Tochtermann, Eric Lindell, Kevin Haas, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: Kevin Seefeldt (Excused)

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

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

ASHLAND CITY COUNCIL MEETING MINUTES
FEBRUARY 22, 2022

A. February 8, 2022 City Council Meeting Minutes

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

4. CITIZEN PARTICIPATION PERIOD

There were no Citizens present wishing to address the Council.

5. MAYOR'S REPORT

A. Announcements

Lewis expressed her appreciation to the Election Clerks who conducted a successful primary on February 22, 2022. The Spring Election is slated for April 5, 2022 and it was recently noticed that drop boxes for absentee ballots will not be allowed. Lewis did not attend Superior Days this year. The Plan Commission approved the final site plan for the housing development at the Timeless Timbers site at their recent meeting. The Policing Task Force will be gathering on March 9, 2022 before rescheduling their presentation and offering recommendations to Council. A special thank you is deserved to the snow removal operators and emergency responders for their exceptional work during the snow event this week. Lewis wished Planning Director McBride well as this would be her final Council meeting with the City. A notice is posted in search for her replacement. Finally she reminded all to think of their neighbors who may be needing help during this snow event.

B. Appointments

The Mayor asked for approval to reappoint the following: Kay Saari, David Askue, and Mary Zinnecker to the Beautification Council, and the appointment of Ray Kallio as Weed Commissioner for the City. Franek moved, seconded by Haas to approve. The motion carried unanimously by voice vote.

6. CONSENT AGENDA

A. Miscellaneous Minutes

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

7. NEW BUSINESS

A. Approve to Waive the Advertisement Requirement Set Forth in Chapter 194.04, Procurement of Goods and Services, Ashland City Ordinances, and Approve an Agreement for Professional Services between the City of Ashland and Short Elliot Hendrickson Inc. (SEH) for Preliminary Design of Wastewater Treatment Plant Upgrades (*Public Works*) Roll

Pufall moved, seconded by Haas to approve the agreement for \$115,500.00. The motion passed unanimously by roll call vote.

B. Approve a Resolution to Authorize a Representative of the City of Ashland to File Applications for Financial Assistance from the State of Wisconsin Environmental

Improvement Fund Program for the 2022 Lead Service Lateral Replacements Grant Application (*Public Works*) Roll

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

C. Approve an Ordinance to Amend Chapter 50 (2020-1934) Main Street Board, Ashland City Ordinances (*Planning*) Roll

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

D. Approve to Waive the Advertisement Requirement Set Forth in Chapter 194.04 Procurement of Goods and Services, Ashland City Ordinance, and Approve the Agreement for Building, HVAC, Plumbing and Electrical Inspection Services between the City of Ashland and Stephen Schraufnagel (*Planning*) Roll

Haas moved, seconded by Jackson to approve. The motion passed unanimously by roll call vote.

8. ADJOURNMENT

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

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COMMITTEE OF THE WHOLE MEETING MINUTES

The Common Council of the City of Ashland will meet as the Committee of the Whole on **February 22, 2022** immediately following the City Council meeting which begins at **5:30 PM** in the Ashland City Hall Council Chambers.

The following items will be considered:

The Tuesday, February 22, 2022 City of Ashland Committee of the Whole Meeting was called to order by Council President Kevin Haas at 5:55 PM.

1. Roll Call

PRESENT: Sarah Jackson, Ana Tochtermann, Eric Lindell, Kevin Haas, Charles Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT: Kevin Seefeldt (Excused)

ALSO PRESENT: Mayor Deb Lewis, City Administrator Brant Kucera, City Clerk Denise Oliphant, City Attorney Tyler Wickman, Planning Director Megan McBride, and other concerned citizens.

2. Council President's Report

Haas offered his appreciation to Lewis for her years of service as Mayor and wished her well as she would not be seeking another term in office.

3. Administrator's Report

Kucera thanked McBride for her time with the City as Planning Director, and wished her well as she took a new position in Beloit. There are job openings currently posted for a new planning director and an IT/GIS position. The City also welcomed the new utility billing specialist, Megan Erickson. Lastly, he thanked the public works crew for their quick response and clean up after the recent snowfall event.

4. Approval of Agenda

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

5. Committee Updates

Library Board - Jackson: The architect's renovation plans are available for public viewing at the library; library use has been up in recent months.

Housing Committee - Franek: Discussed updates to the Timeless Timber site; the new property maintenance personnel, Ray Kallio, has been keeping busy; discussed alternate types of potential housing within the City.

Plan Commission - Lindell: Reviewed the various City-owned properties as potential housing sites; reviewed the housing plan as proposed for the Timeless

Timber site.

Parks & Rec - Haas: Discussed urban forestry grants and finalized the Emerald Ash Borer plan; updated the tree planting list; discussed the potential Splash Pad plans as sponsored by the Rotary group; discussed future community events and working to establish MOUs with various organizations for these events.

Sourcewater Plan Commission - Ortman: This committee no longer meets as they have completed their plan.

Housing Authority - Franek: Seeking options for a new plow truck.

Harbor Commission - Pufall: Not meeting during winter months.

Public Works Committee - Moore: Commended the PW Director for doing a good job filtering projects through the committee.

Tochterman requested to offer an update for the Sustainability Committee on behalf of Kate Ullman, a member of the committee, and shared her report.

6. Discussion Items

A. Review Committee Recommendations Regarding Residential Redevelopment Strategies and Goals for City-owned Parcels (*Planning*)

After discussion of marketing options for each of the City-owned properties, McBride offered to make updates to the implementation plan and to bring back for Council's review.

B. Discussion Only to Update Council Regarding the American Rescue Plan Act (ARPA) Funds (*Administration*)

Kucera reviewed the possible uses of ARPA funds and updated Council on the potential uses and priorities for these funds.

7. Adjournment

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

Respectfully Submitted,

Denise Oliphant,
City Clerk

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HISTORIC PRESERVATION COMMISSION MEETING MINUTES

The Historic Preservation Commission will meet on December 13, 2021 at 5:00 p.m. in the City Hall Council Chambers (601 Main St W)

Committee Members Present: Stephen Schraufnagel, Jeff Muse, Elizabeth Madsen-Genzler, Maggie Ericson, Allan Smiles, and Megan McBride

Committee Members Absent: Joan Haukaas and Elizabeth Franek

The meeting was called to order at 5:00 P.M at the City Hall Council Chambers

Agenda

- 1) Approval of Previous Meeting Minutes from October 11th, 2021 and November 22nd, 2021.

Motion to approve the October 11, 2021 and November 22, 2021 meeting minutes by Elizabeth Madsen-Genzler, seconded by Jeff Muse. Passed unanimously.

- 2) Public Input (each speaker will be allowed up to 5 minutes to present to the Historic Preservation Commission)

No comments

- 3) Old Business

A. Updates on Downtown Building Improvement grant program projects

Megan McBride updated the committee on several buildings progress: the Penn Building, Copper Pasty, and Gabrielle's Chocolates.

- 4) New Business

A. Discussion of planned improvements to the Vaughn Library

Megan McBride updated the commission on planned improvements to be made at the Vaughn Public Library. An architect has been commissioned for the project.

- 5) Announcements / Reports / Comments / Questions

A. Consideration for future Historic Listings in the City of Ashland (COA):

- i. The property at 509-515 Main Street (D'Anna Zakovec, Owner)
- ii. SOO Line Depot and the Ashland Bottle Works building-

Megan to check on if they are presently listed

- iii. Former Hank Martinsen Jr. house on Chapple Avenue (across from the Wilmarth Mansion)

iv. Chapple Avenue Condo buildings – just the former Depot, not any other new buildings on site

x. All area churches should be considered, such as Saron Lutheran, Good Shepherd Lutheran Church, etc.

vi. City of Ashland Housing Authority (Bay Tower)

vii. Ashland Elks Lodge #137

viii. Bay City School Building

ix. Bohemian Hall Building

B. Set future meeting dates

i. The next HPC meeting is set for March 2nd 2022 at 5:00 P.M. in the Council Chambers.

6) Adjournment of Meeting

Motion to adjourn made by Jeff Muse, seconded by Maggie Ericson. Passed unanimously.
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The meeting was adjourned at 5:45. Minutes by Stephen Schraufnagel & Mandelyn Lyons.

Committee Members Present: Liz Franek, Kaas Baichtal, Eric Lindell, and Megan McBride

Committee Members Absent: Kathy Beeksma

Staff Present: Ray Kallio, Mayor Lewis

Citizens Present: Millie Rounsville

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

Agenda

1) Consent Agenda

Motion to approve the agenda by Kaas Baichtal. Seconded by Eric Lindell. Passed unanimously.

2) a.) Approve minutes from the November 10, 2021 Housing Committee meeting

Motion to table approval of the minutes from November 10, 2021 Housing Committee meeting by Eric Lindell. Tabled until next meeting.

3) Citizen Comments

None.

4) Old business

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

Community Development Block Grant (CDBG) – Megan McBride summarized that more loans are being paid off and some are starting up. She also mentioned that instead of issuing violation letters the first letter will be a resource letter.

HIP – Ray Kallio explained that the HIP program is still looking for contractors for the upcoming building season. He also said that he is working with Megan to find homes that could benefit from HIP or CDBG help.

Property Maintenance – No updates

5) New Business

a) Discussion of inventory and disposition strategies for City-owned land for future residential use.

Megan McBride summarized that the City owns several parcels of land that could serve different purposes, but today's discussion will be specific to certain parcels that could be used for residential development.

Junction Road - Megan explained the parcel and its qualities, it's zoned residential estate, could be subdivided, and has utility access.

Mayor Lewis mentioned that there was opposition from neighbors to develop the Junction Road property into rental units.

Kaas Baichtal said that reaching out to neighbors about the possibility of rentals or subdividing the property could be beneficial.

Eric Lindell said to alleviate these issues the bid process could be very specific to control what goes on the property or to get an idea of what developers are thinking.

Kaas Baichtal mentioned that realtors could be a resource to see if developers are interested in the property.

Ray Kallio said that the housing stock could benefit from new single family homes.

Liz Franek mentioned that more sober living and recovery homes are needed as well.

Eric Lindell asked if we need to have a specific request for bids that has individual lots? Also could a time limit be put on bids?

Megan McBride said that we can market one way for some amount of time and if nothing is built we can change the strategy.

Molly Rounsville mentioned an example in another community that subdivided a property, made sure there were buyers for each lot, started the building process at the same time, and then moved in the same time.

Beaser- Megan McBride summarized the property, it is zoned mixed residential/commercial.

Kaas Baichtal mentioned the possibility of tiny homes, but maybe not specifically for this area.

Eric Lindell said that the feel of community or a neighborhood.

Megan McBride asked for clarification, would utilities or more alleys be helpful?

Eric Lindell said that the feeling of neighborhood or community is creating one space where homes look of similar quality.

Kaas Baichtal wanted clarification on the kind of housing that the city wants in that area.

Mayor Lewis answered that she wants the best use, which is subjective.

Ray Kallio mentioned elderly housing that is close to resources.

Eric Lindell mentioned that there is a housing shortage for almost every demographic in Ashland.

Ortman Property - Megan McBride summarized the property, it is zoned heavy industrial, has utility access, and would have to be rezoned for residential use. She also summarized a site investigation that found some potential wetlands.

Eric Lindell asked if this property is rezoned would there still be substantial amounts of heavy industrial zoned land?

Megan McBride answered that she would have to look into that more.

Kaas Baichtal asked that the committee consider the effects of changing the zoning of this property to residential. Could this limit what surrounding industrial uses could do?

Liz Franek mentioned the possibility of using one of these properties for a small farm property to be used as a group home.

6) **Announcements**

- a. Updates on redevelopment of the Timeless Timber site.

Megan McBride said that the site is moving forward.

- b. Updates on the NWCSA emergency shelter.

Millie Rounsville updated the committee as the shelter is planning a soft opening. The shelter is also going to have a laundry room and computer lab. Mille explained that the rooms in the shelter did not have safe electricity and the building did not have heat. NWCSA wanted to get the shelter up to code and safe for human health and safety before opening, which has created some delays in the opening.

Millie also said that the community has been very helpful in providing resources and items for the shelter including dishes and shelving.

Anne Whiting thanked Millie for all her work.

7) **Adjournment**

Motion to adjourn made by Kaas Baichtal, seconded by Megan McBride. Passed unanimously.

Meeting was adjourned at 9:20 am. Minutes by Mandelyn Lyons and Megan McBride.



City of Ashland – Plan Commission Meeting Minutes

A meeting of the Ashland Plan Commission was held on **Tuesday, January 18th, 2022 at 6:30 p.m.** via GoToMeeting.

Committee Members Present: David Mettillie, Mayor Lewis, Laurie Gregor, Eric Lindell, John Beirl, Katie Gellatly

Committee Members Absent:

Staff Present: Megan McBride

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

Agenda

1) Approval of Agenda

Motion to approve the agenda by Eric Lindell, seconded by David Metille.
Passed unanimously.

2) Consent Agenda

a) Approval of minutes from the December 3rd, 2021 Plan Commission meeting

Motion to approve the minutes from the December 3rd, 2021 Plan Commission meeting by John Beirl, seconded by Laurie Gregor. Passed unanimously.

3) Public Comment (non-agenda items)

None.

4) Action Items

a) Review and provide recommendation on a request to vacate a portion of Right-of-Way known as Outlot A of CSM #474. Applicant: Ashland Industries

Megan McBride summarized the process for a Right-of-Way or ROW Vacation for the commission. She then summarized her staff report on the Ashland Industries request for the ROW vacation.

John Beirl asked who is responsible for the maintenance of the existing road.

Megan McBride answered that the road is currently public access so the City maintains it, however if the ROW Vacation is approved maintenance of the road becomes the responsibility of Ashland Industries.

Mayor Lewis asked what Ashland Industries produces.

John Beirl answered that they make construction and earth moving equipment.

A motion to approve the review by Eric Lindell, seconded by John Beirl. Passed unanimously.

b) Review and approve Site Plan for construction of a second-story addition to the existing building located at 1400 3rd St. W, parcel #201-00274-0000, zoned: Mixed Residential/Commercial (MRC). Applicant: Jarrod Dahl and Jazmin Hicks-Dahl

Megan McBride summarized her staff report and the process for a site plan review. She explained the existing use of the building on the property and the wish for the applicant to expand their artist studio. Approval has been recommended with the condition that the applicant install exterior lighting.

John Beirl mentioned that he believes that this project would improve the site and the area overall.

Eric Lindell asked if there was any public comment on the exterior lighting.

Megan answered that there are no proposals at this time, but they would want to install one light that would not violate the light ordinance.

A motion to approve the Site Plan by John Beirl, seconded by David Metille. Passed unanimously.

c) Initial review and possible recommendations regarding City-owned properties for residential redevelopment.

Mayor Lewis explained that this review is meant to evaluate the City's current properties that could be used for housing development.

Megan McBride summarized the strategic planning process and the goal to expand housing within the City. She also explained that these properties are possible housing development sites.

Junction Road Property - Megan McBride summarized the property characteristics, including utilities, acres, zoning, and environmental concerns. The Housing committee had recommended two options, the first to sell the property as one big piece of land, making the goals of the property very specific for developers. Second, to subdivide and market individual plots of buildable land.

David Metille agreed that this property is the most shovel ready, but asked about adding another city street if we subdivided the land.

Megan McBride answered that there are several options in regards to a new street that would depend on the marketing the city decides on.

John Beirl asked if we have talked to the existing developer that put apartments on Beaser.

Megan mentioned that there is developer interest in the property, but not from that particular person.

Mayor Lewis commented that there was a proposal to build apartments on the Junction Road property before and the neighbors opposed the plans with wishes to keep the character of the neighborhood. Thus, Mayor Lewis suggested taking input from the neighbors.

Eric Lindell commented that selling the land as one piece makes sense to avoid empty subdivided lots. He also asked about the timeline for a request for proposals.

Megan said that we can send out a proposal if that is what is recommended.

Mayor Lewis commented that she wants to talk more specifically about what kind of housing the commission wants before starting a Request for Proposals.

Megan McBride summarized the Request for Proposals process.

Mayor Lewis mentioned that previously the Request for Proposals has been very vague and the City has received a variety of proposals that might not fit what those properties need.

David Metille commented that selling the whole parcel as one piece feels restrictive and mentioned public interest in townhouses. He asked if there is wording that can be used that keeps the proposals open.

Laurie Gregor agreed with David Metille.

Megan asked if the commission agrees that the property should be sold as one whole lot.

The commission agreed.

Beaser Site - Megan McBride summarized the property characteristics, including utilities, acres, zoning, and environmental concerns. She also mentioned that this is another shovel ready lot, but might need some utility upgrades for multi-family housing.

Laurie Gregor asked if the City did another RFP would there be any changes?

Megan McBride answered that the last RFP was very broad and a variety of proposals came up, and it is up to the planning commission whether it is kept broad or more focused on community demand.

David Metille said he agreed with John Beirl's previous statement that Beaser could be a good site for many kinds of housing development. He also mentioned that the RFP for this site should be dependent on other sites RFPs.

Laurie Gregor agreed.

Mayor Lewis asked if the RFP should be restricted to housing.

Eric Lindell commented that housing should be a priority for this site.

Laurie Gregor and John Beirl both agreed that this site should not have a housing restrictive RFP. John Beirl also commented on the proximity of this site to the police station.

Megan McBride asked if it would be helpful for the commission to see previous RFP's for the Beaser site.

David Metille said that was a great idea.

John Beirl asked about previous proposals and how they were narrowed down.

Megan McBride said that the most proposals this property had at one time was three, and none of them were able to move forward. Others were interested but never submitted official proposals.

Ortman Property - Megan McBride summarized the property characteristics, including utilities, acres, zoning (Heavy Industrial), and environmental concerns including potential wetlands that could impede buildability. Housing committee recommended assessment for wetlands, and considered this as a good area for single buildable lots. The Housing Committee also wanted to know how a possible rezone of this property as residential would impact the amount of Heavy Industrial zoned land.

Megan mentioned that with the possibility of wetlands residential development would be more flexible than heavy industrial development.

John Beirl asked if this would be a desirable site for residential development.

Mayor Lewis said that this property was acquired by the City to accommodate potentially industrial development, but as far as she knows no industrial developers have come forward for the land.

David Metille commented that this is his neighborhood and comments that he has received a residential development would be preferred by neighbors.

Eric Lindell mentioned that a wetland assessment would clarify what development could be done on the property.

Laurie Gregor mentioned that people do want to be on the outskirts of the City and that buildable land out there would sell.

David Metille mentioned that residential development on that property could lead to better road infrastructure for the whole area.

Toll Road Property - Megan McBride summarized the property characteristics, including utilities, acres, zoning (Light Industrial), and environmental concerns. Housing committee recommended prioritizing other residential sites, if this site is rezoned as residential the development should complement the Timeless Timber site.

Eric Lindell asked how full the industrial park is?

Megan McBride answered that she would have to look into this more, but the primary

development that is happening there is expansions, sometimes into adjacent properties.

5) Announcements/Reports/Comments/Questions

a) Updates on the Timeless Timber development projects

Megan McBride updated the commission, the site plan for the residential development should be up for review at the next Plan Commission meeting. Properties that are surrounding the area will receive a site plan. Commercial wise the property has been subdivided and is still on track for Spring construction.

6) Adjournment

Motion to adjourn by David Metille. Seconded by Eric Lindell. Passed unanimously.

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

Minutes
Sustainability Committee Meeting
Thursday, January 27, 2022 6pm-7pm via GoTo Meeting

Present: Amy Amman, Lissa Radke, Kate Ullman, Dale Kupczyk, Axel Peterman, Adam Zais, Tamara Sylte

Absent: Cheyanne Reeves(excused)

Agenda

- 1) Approval of Agenda (*motion by Dale 2nd by Lissa*)
- 2) Consent Agenda
- a) Approval of minutes from the January 6th 2022 Sustainability Committee meeting (*Motion by Dale 2nd by Adam*)
- 3) Citizen Comments- *NONE*
- 4) Projects/Discussions
 - a) Communication Plans
Lissa presented the Communications Plan template she uses for Extension projects. Discussion of applying a similar strategy for Sustainability Communications. Committee felt that this was a good idea, Lissa and Kate will bring back a draft specific to City Sustainability Communications at next meeting. The purpose would be for the Sustainability committee to support communications by developing a plan and supporting implementation by creating content, reaching out to partners, etc.
 - b) Discussion of priorities and goal setting for 2022
Committee members individually worked on [brainstorming questions and action](#) ideas related to the major Sustainability Themes the committee identified in the last meeting. We reviewed these ideas as a group, Kate will work to begin finding answers to some of these questions to bring to the next meeting.
 - c) Review and discussion of 25x25 plan - *Postponed*
- 5) Announcements/Reports/Comments/Questions
2022 Clean Sweep will happen on June 23rd from 2-6pm- contact Lissa for details or to volunteer.
- 6) Adjournment- *Unanimous Consent*

City of Ashland – Main Street Board Meeting Minutes

A meeting of the Main Street Board was held on **Wednesday, February 2nd, 2022 at 8 a.m.** via GoToMeeting.

Present: Kevin Porter, Kevin Stranberg, Sara Beadle, Mary McPhetridge, Kyle Ellefson, Katie Gellatly

Absent: Carver Harries

Staff Present: Megan McBride, Jaclynn Findlay, Brant Kucera

Jaclynn Findlay opened the meeting at 8:00 a.m.

Agenda

1) Call to Order and Roll Call

Mary McPhetridge called the meeting to order at 8:02 a.m.

2) Approval of Agenda

Motion to approve the agenda by Kevin Stranberg. Seconded by Katie Gellatly. Passed unanimously.

3) Consent Agenda

- a) Approval of minutes from the January 5th, 2022 Main Street Board Meeting

Motion to approve minutes from the January 5, 2022 Main Street Board meeting by Kyle Ellefson. Seconded by Sara Beadle. Passed unanimously.

4) Public Comment (non-agenda items)

No public comments.

5) New Business

- a) **Discussion of Chapter 50 Main Street Board Ordinance, Ashland City Ordinances**

Discussion was held on amending the City of Ashland Ordinance, Chapter 50 Main Street Board Ordinance.

Motion to recommend approval of the following changes of Chapter 50 Main Street Board Ordinance, Ashland City Ordinances: changing section (a) to allow for a range of 5-9 members and remove the last

sentence in the section, “For the first year of the program, four (4) members shall be appointed for a duration of only one (1) year to ensure the board will not have complete turnover at any time”, remove non-profits from section (b), and change section (c) to make the representative seats more flexible by Kevin Stranberg. Seconded by Katie Gellatly. Passed unanimously.

6) Announcements/Reports/Comments/Questions

a) Updates on the downtown bench project and AARP Community Challenge Grant

Jaclynn Findlay provided updates on the downtown bench project.

b) Updates on Events and Promotions

Mary McPhetridge provided updates on the Chamber’s events and promotions.

Kyle Ellefson recognized Wendy Moore to speak. Seconded by Kevin Stranberg.

Wendy Moore inquired about the 2022 Downtown Days event.

7) Adjournment

Meeting was adjourned at 9:00 a.m.

Minutes done by Jaclynn Findlay.

SUBJECT: Public Hearing Regarding a Request to Vacate a Portion of Right-of-Way Known as Outlot A of Certified Survey Map 757, Recorded January 27, 2022 in Volume 5 of Certified Surveys, Pages 82-83, as Document Number 357881. Applicant: Ashland Industries (*Planning/Public Works*) Roll

RECOMMENDATION: Approval (unanimously approved by Plan Commission on January 18, 2022)

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Plan Commission (unanimously recommended approval on January 18, 2022)
Public Works Department
Planning Department

EXHIBITS: 1. Resolution No. 17664, approved on January 25, 2022

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

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

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

Wisconsin State Statute dictates the procedure for approval if any adjacent landowners are in opposition to the proposal. A Public Hearing will be held before the Common Council on March 8, 2022 and a Class III Public Hearing notice was issued to invite the public to provide input on this proposed discontinuance. The only abutting property owner is the applicant, Ashland Industries, and the requested right-of-way for vacation does not provide site access to any other property owners.

RESOLUTION No. 17664

**RESOLUTION TO SCHEDULE A PUBLIC HEARING FOR THE
VACATION OF PORTIONS OF UNDEVELOPED RIGHTS-OF-WAY
KNOWN AS OUTLOT A OF CERTIFIED SURVEY MAP (CSM) #474;
APPLICANT: ASHLAND INDUSTRIES**

WHEREAS, the Common Council of the City of Ashland has received a request to vacate a portion of City right-of-way located on the southernmost portion of Rail Drive, legally described as Outlot A of CSM #474; and

WHEREAS, the Common Council of the City of Ashland wishes to gather public input to determine if it is in the best interests of the City to vacate the above mentioned right-of-way, with the exception of any needed easements for public utilities and access to public utilities, including but not limited to water, sewer, electric and natural gas utilities, which interests are specifically reserved by and for the benefit of the City of Ashland and any other public utility.

NOW, THEREFORE BE IT RESOLVED that the Common Council of the City of Ashland hereby sets a Public Hearing in compliance with Wisconsin State Statute 66.1003 for the presentation and discussion of the above mentioned right-of-way vacation at the Tuesday, March 8, 2022 Council meeting.

PASSED: January 25, 2022

ATTEST:

Denise Oliphant

Denise Oliphant, City Clerk

Chris Lipp
Aldersperson

Debra S. Lewis
Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman

Tyler W. Wickman, City Attorney

SUBJECT: Approve a Resolution to Vacate a Portion of Public Right-of-Way Known as Outlot A of Certified Survey Map 757, Recorded January 27, 2022 in Volume 5 of Certified Surveys, Pages 82-83, as Document Number 357881. Applicant: Ashland Industries (*Planning/Public Works*) Roll

RECOMMENDATION: Approval (unanimously recommended by Plan Commission on January 18, 2022)

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Plan Commission (unanimously recommended approval on January 18, 2022)
Planning Department
Public Works Department

EXHIBITS:

1. Proposed Resolution
2. Recorded Certified Survey Map No. 757
3. Right-of-Way Vacation Request - Ariel Map
4. Right-of-Way Vacation Request Zoning Map
5. Staff Report - Plan Commission, January 18, 2022

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

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

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: The Comprehensive Plan recommends that the City stabilize public finances and work to lessen the City's dependence upon outside grant funding to accomplish projects as well as basic maintenance and community needs. The vacation of this portion of non-essential public right-of-way will put the land on the tax roll, and the price of land acquired through the requested right-of-way vacation is \$0.25 per square foot (51,915sq ft requested). In total, this will result in \$12,978.75 in revenue for the City.

SUMMARY STATEMENT:

Ashland Industries is requesting vacation of a portion of City right-of-way known as Rail Drive, identified as Outlot A in the attached Certified Survey Map (CSM).

The purpose of this request is to allow Ashland Industries to expand their existing building, and consolidate their properties located on either side of this portion of Rail Drive. Since no other property owners receive site access using the right-of-way requested for vacation, neither the Planning nor Public Works Departments have any concerns regarding this request.

Per the City's Comprehensive Fee Schedule pertaining to vacation of public rights-of-way, vacation of this 51,915 square foot area (see attached Certified Survey Map) would result in \$12,978.75 in revenue for the City.

RESOLUTION No. 17672

RESOLUTION TO VACATE A PORTION OF PUBLIC RIGHT-OF-WAY KNOWN AS OUTLOT A OF CERTIFIED SURVEY MAP 757, RECORDED JANUARY 27, 2022 IN VOLUME 5 OF CERTIFIED SURVEYS, PAGES 82-83, AS DOCUMENT NUMBER 357881. APPLICANT: ASHLAND INDUSTRIES.

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

- Known as Outlot A of Certified Survey Map 757, Recorded January 27, 2022 in Volume 5 of Certified Surveys, Pages 82-83, as Document Number 357881. Applicant: Ashland Industries

WHEREAS, a public hearing was held on March 8, 2022, notification of which was given by publishing the notice of the hearing in the newspaper and notifying abutting property owners as required by Wisconsin Statute 66.1003, and the Common Council does deem it in the best interest of the City to vacate said right-of-way.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Ashland hereby vacates the above described right-of-way, and relinquishes all claims and responsibilities pertaining thereto.

PASSED: March 8, 2022

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

OUTLOT A - CSM #474 AS RECORDED WITHIN THE ASHLAND COUNTY
REGISTRY AS DOC. #303256 IN VOL. 3 OF CSM'S ON PG'S 144-145,
SECTION 35, TOWNSHIP 48 NORTH, RANGE 4 WEST,
CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN.

Volume 5 Pages 82-83
CERTIFIED SURVEY MAPS

ASHLAND COUNTY
CERTIFIED SURVEY MAP NO. 757

OUTLOT A - CSM #474 AS RECORDED WITHIN THE ASHLAND COUNTY
REGISTRY AS DOC. #303256 IN VOL. 3 OF CSM'S ON PG'S 144-145,
SECTION 35, TOWNSHIP 48 NORTH, RANGE 4 WEST,
CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN.

Surveyor's Certificate

I, Patrick A. McKuen, Registered Land Surveyor S-2992, hereby certify that I have surveyed, divided and mapped; Outlot A - CSM #474 as recorded within the Ashland County Registry as Doc. #303256 in Vol. 3 of CSM's on Pg's 144-145, Section 35, Township 48 North, Range 4 West, City of Ashland, Ashland County, Wisconsin, more particularly described as follows:

Commencing at the NW corner of said section; Thence S89°58'24"E along the north line of the NW 1/4 a distance of 1,311.73 feet to the N 1/8 NW corner of said section; Thence S00°57'47"W along the monumented east line of the NW 1/4 - NW 1/4 a distance of 1,318.39 feet to the C 1/8 NW corner of said section; Thence S00°57'47"W along the east line of the SW 1/4 - NW 1/4 a distance of 40.00 feet to the Point of Beginning; Thence S89°51'37"E a distance of 49.99 feet; Thence S00°59'11"W a distance of 518.66 feet; Thence S89°42'06"W a distance of 100.04 feet; Thence N00°59'11"E a distance of 519.43 feet; Thence S89°51'37"E a distance of 50.04 feet to the Point of Beginning.

That the above described parcel of land contains 51,915 square feet which is 1.19 acres.

That I have made this map at the direction of Megan McBride, AGENT for said lands.

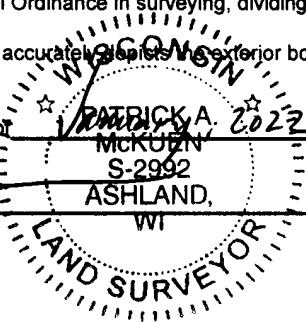
That said parcel is subject to any easements, restrictions and right-of-ways of record.

That I have fully complied with the provisions of Section 236.34 of Wisconsin Statutes and the City of Ashland Subdivision Control Ordinance in surveying, dividing and mapping said parcel.

That this map correctly and accurately depicts the exterior boundaries of said parcel and the division thereof made.

dated this 20 day of January, 2022

Pine Ridge Land Surveying
Patrick A. McKuen
WI PLS S-2992



CITY OF ASHLAND PLANNING & ZONING APPROVAL CERTIFICATE

I, MEGAN MCBRIDE, CITY OF ASHLAND ZONING ADMINISTRATOR ,
DO HEREBY APPROVE THIS CITY OF ASHLAND CERTIFIED SURVEY MAP

SIGNED: Megan McBride
MEGAN MCBRIDE

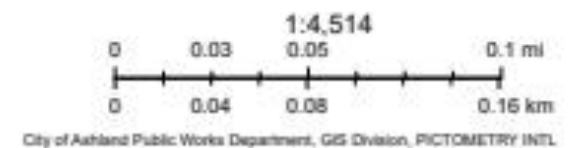
DATED THIS 25th DAY OF January, 2022.

Pine Ridge Land Surveying, LLC.
Professional Land Surveying Services
Value & Quality in a Timely Manner...
PATRICK A. MCKUEN, PLS
1424 1/2 Lake Shore Dr. W.
Ashland, Wisconsin
Phone (715) 682-2969
WWW.PINERIDGESURVEYING.COM
PROJECT NO. COA22-35-48-4
SHEET 2 OF 2 SHEETS

ROW Vacation Request Aerial Map



1/13/2022, 6:26:25 PM



Department of Public Works Engineering
Copyright 2018 City of Ashland

ROW Vacation Request Zoning Map





City of Ashland, Wisconsin

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

**DEPARTMENT OF
PLANNING &
DEVELOPMENT**

601 Main Street West
Ashland, WI 54806
Phone: 715.682.7041

STAFF REPORT

Plan Commission – January 18, 2022

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

Applicant: Ashland Industries

Background

Ashland Industries is requesting vacation of a portion of City right-of-way known as Rail Drive, identified as Outlot A in the attached Certified Survey Map (CSM). The purpose of this request is to allow Ashland Industries to expand their existing building, and consolidate their properties located on either side of this portion of Rail Drive. Since no other property owners receive site access using the right-of-way requested for vacation, neither the Planning nor Public Works Departments have any concerns regarding this request.

A public hearing will be held by the City Council on this matter per state statute, and the Planning Commission is asked to provide a recommendation regarding the proposed vacation.

Standards for Review

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

Review

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

1. Future Public Work's Plans for Rights-of-Way. The Public Works Department does not have any future plans for this right-of-way. Since it does not provide site access to any other properties, the Public Works Director had no concerns with the requested right-of-way vacation.
2. Neighborhood Impact. The proposed vacation would not impact any other property owners besides the applicant. Approval of the requested right-of-way

vacation will also allow this existing business to expand and improve their operations.

3. Public Comment. Wisconsin State Statute dictates the procedure for approval if any adjacent landowners are in opposition to the proposal. A Public Hearing will be held before the Common Council. Letters will be sent to all abutting property owners notifying them of said public hearing, as well as those within 200 feet of the right-of-way proposed for vacation.
4. Other Factors. N/A

Review Recommendation

Staff recommends APPROVAL of this requested discontinuance.

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

SUBJECT: Approve to Accept Bid from Nasi Construction, LLC for the 2022 Public Works Building Roof Replacement Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Finance Director
Public Works Director

EXHIBITS: 1. Bid Summary - 2022 Public Works Building Roof Replacement Project

EXPENDITURES REQUIRED: \$118,900.00 Base Bid
\$ 29,725.00 Contingency (25%)
\$148,625.00 Project Total

AMOUNT BUDGETED: \$160,000.00 Fund 450 Buildings & Facilities

APPROPRIATION REQUIRED: -\$0-

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on February 28th, 2022, that Nasi Construction, LLC is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

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 construction conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan.

SUMMARY STATEMENT:

The 2022 Public Works Building Roof Replacement Project consists of the installation of a polyvinyl chloride (PVC) membrane roof on the existing Public Works building. The existing rubber roof was installed in 1995 and has significantly exceeded its expected useful life of 20 yrs. The existing roof leaks in several locations following snow melt and/or heavy rainfall.

In 2019, the Public Works Department completed roof replacements at various utility buildings but the Public Works building was removed from the scope of work due to budget constraints. Cedar Corporation completed the design of these roofs, including the Public Works Building, and the roofs specified were rubber.

Public Works staff have been interested in the use of PVC roofs due to the possibility of significant cost savings with a similar quality product and supplemented the design previously provided by Cedar Corporation

to also allow for a PVC roof. The specifications required a 20-year warranty on either the PVC or rubber roof.

The Public Works Department received and opened two bids on February 21, 2022 for the project. The lowest responsible bidder was Nasi Construction, LLC, and the Public Works Department recommends awarding the contract to Nasi Construction.

A 25-percent contract contingency is requested rather than the standard 10-percent due to the anticipated need to replace significant amounts of insulation damaged by the above mentioned roof leaks.



Ashland

WISCONSIN

BIDDING SUMMARY : 2022 Public Works Building Roof Replacement Project

BID DATE: February, 21st, 2022 at 11:00 AM

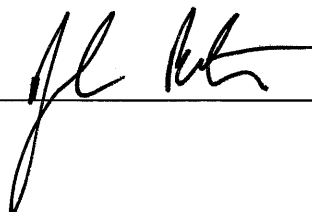
BIDDER

AMOUNT of BID

ADDENDUM

NASI	\$ 118,900 ⁰⁰	
Kimmons	\$ 139,271 ⁶¹	

WITNESS DANDEL F HOMOLA DATE 2-21-22

WITNESS  DATE 2-21-22

SUBJECT: Approve to Award Contract for 2022 Private Lead Service Lateral Replacement Project
(Public Works) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS: 1. Bid Summary : 2022 Lead Service Lateral Work
2. Attachment to 5.02, A to Z Plumbing & Heating Inc

EXPENDITURES REQUIRED: \$192,357.50 Base Bid Items
\$ 7,588.00 Supplementary Bid Items
\$199,945.50 Total Project

AMOUNT BUDGETED: \$199,945.50 WI DNR Private Lead Service Lateral Replacement Program
(FY 2022)

**APPROPRIATION
REQUIRED:** N/A

**TREASURER'S
CERTIFICATE:** The Treasurer's Office has certified on March 2, 2022 that Ritola, Inc is in
compliance with Ashland City Ordinance 923.10.

COMPLIANCE WITH ORD. 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

The 2022 Private Lead Service Lateral (LSLs) Replacement project is a continuation of the City's participation in the WI Department of Natural Resources' (WI DNR) program for replacement of private lead water service laterals. Since 2016, the City's participation in this program has resulted in the replacement of 298 private lead service laterals (LSLs) throughout the City. In 2021, the City changed project delivery methods in order to decrease the amount of specific actions requested from the property owner, using a municipal contract rather than requiring property owners to enter into the contract for replacement. Public Works Department staff contacted a number of properties served by the municipal project in 2021 with all providing positive feedback.

Public Works staff developed a contract package for the 2022 Private LSL Replacement project that was advertised on February 15 and February 22, 2022. Bids were received from Ritola, Inc, Jake's Excavating, A to Z Plumbing & Heating, Inc. After reviewing the bids, Public Works staff recommends entering into an agreement with Ritola, Inc.

Funding for this project will be provided by the WI DNR Safe Drinking Water Loan Program, with certain administrative provisions being applied to allow for the funds to function as a grant. WI DNR staff has communicated that due to an increase in requests for funding in 2022, a match from the Water Utility may be required. The WI DNR will provide more information soon and Council will be updated if a match is required. Public Works staff is requesting action to award the contract now to allow the work to be scheduled.

	2017	2018	2019	2020	2021	2022	TOTAL
Properties Served	65	103	51	34	45	45	253
Total Cost per Property (with Admin expense)	\$2,831.79	\$2,242.46	\$2,075.67	\$2,217.82	\$5,850.93	\$4,443.23*	\$3,276.98 Average

*estimated cost



Ashland

WISCONSIN

BIDDING SUMMARY : 2022 Lead Service Lateral Work

BID DATE: March 2nd, 2022 at 11:00 AM

BIDDER

AMOUNT of BID

ADDENDUM

Jake's Excavating	\$ 223,340.00	N/A
A to Z Plumbing & Heating	\$ 158,960.00	N/A
Ritola, Inc	\$ 199,945.50	N/A

WITNESS

[Signature]

DATE

3/2/2022

WITNESS

[Signature]

DATE

3/2/2022

.....
A TO Z PLUMBING & HEATING, INC.

1110 WEST LAKESHORE DRIVE

P.O. BOX 615

ASHLAND, WI 54806

PHONE: 715-682-8520 FAX: 715-682-8521

Email- AtoZAshland@Centurytel.net

ATTACHMENT TO 5.02

A to Z Plumbing & Heating, Inc. has NEVER been disqualified from bidding any local, state, or federal agency however the City of Ashland failed to award the 2021 Lead Service Replacement project to A to Z for unfounded reasons which is now being litigated.

A to Z has not defaulted or completed a project however the City of Ashland broke its contract with A to Z for the Bretting Center AHU Replacement project in 2019.

A to Z is currently involved in the following litigations:

- A to Z v. City of Ashland – Not accepting the bid of A to Z in violation of State Statutes as it relates to public contracting. A to Z Plaintiff
- A to Z v. City of Ashland – Breach of contract by the City of Ashland for the Bretting Center project. A to Z Plaintiff
- Three Forfeiture violations – City of Ashland v. A to Z City of Ashland Plaintiff

SUBJECT: Approve an Ordinance to Amend Chapter 133 (998) Maintenance and Destruction of Records, Ashland City Ordinances (*Clerk*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Attorney

EXHIBITS:

1. Proposed Ordinance
2. General Records Schedule, Wisconsin Municipal and Related Records, August 27, 2018

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:**

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

The Clerk's office has been continually striving to create efficiencies for staff, and better transparency for the public, including record keeping, retaining, and access. Staff are proposing not only allow for electronic record keeping, but also to adopt the Wisconsin Historical Society's General Records Schedule to follow to provide guidance to record retention and destruction.

The process of record keeping and retention is a continuous and time-consuming process. Retaining hard copies requires making available a secure and free from environmental damage, which the City constantly struggles to maintain beyond the limited space that is available. Creating an electronic records policy and procedure allows for more accessible records for staff across all departments to share and retrieve, and less time to search and update hard copies.

Once approved, the Clerk will work with IT Personnel to designate a location and develop a process to construct an electronic record keeping policy for all staff to follow to store records. All records within this system will be kept in a format that will be retrievable without much effort, and otherwise converted to a system when and if said format becomes outdated and inaccessible.

The Wisconsin Historical Society (WHS) maintains a Records Retention system to guide municipalities, towns and villages to adopt and follow for retaining and destroying records. A municipality must notify the State Archivist of its intention to adopt the WHS records schedule either in whole or in part, and these schedules include records for administration, elections, finance, public works, community development, and revenue. This guide has easy to interpret instructions for retention, including what is to be considered permanent records, and if the records should be transferred to WHS before destruction.

Staff is requesting approval of the amendments to Chapter 133 to allow for a better managed record keeping system and policy, and a State approved guide to retention and destruction of municipal records.

Sequential Ordinance No. 2022-1957
Chapter No. 133 (998)

**ORDINANCE TO AMEND CHAPTER 133 (998) MAINTENANCE AND
DESTRUCTION OF CITY RECORDS, ASHLAND CITY ORDINANCES,**

An ordinance adopted by the Common Council for the City of Ashland at a regular meeting of March 8, 2022, for the purpose of amending Chapter 133 (998) Maintenance and Destruction of City Records, Ashland City Ordinances.

Section I:

113.07 Destruction of Records *shall be repealed in its entity and replaced to read as follows:*

(a) Whenever any standard code, rule, regulation, statute or other written or printed matter is adopted by reference, it shall be deemed incorporated in this Code as if fully set forth herein and the city clerk shall maintain in their office a copy of any such material as adopted and as amended from time to time. Materials on file at the city clerk's office shall be considered public records open to reasonable examination by any person during the office hours of the city clerk, subject to such restrictions on examinations as the clerk imposes for the preservation of the materials.

(b) The City hereby adopts, by reference, the Wisconsin Municipal Records Schedule (WMRS) (hereinafter, "records schedule"), promulgated by the Wisconsin Public Records Board. A copy of the records schedule shall be kept on file in the office of the City Clerk.

(c) Unless a different retention period is required by law, any record kept and preserved under this section which is considered obsolete may be destroyed pursuant to the records schedule. For any obsolete record which is not specifically identified in the WMRS, destruction shall occur not less than 7 years after the record was effective.

(d) All ordinances, or portions thereof, and resolutions, or portions thereof, in conflict with any portion of the records schedule are hereby repealed. This section shall supersede any previous records scheduled adopted by the City.

Section II:

133.09 Preservation of Public Records on Microfilm, Optical Disk or Electronic Format, Etc., Standards Permitting Destruction of Original Material *shall be added to read as follows:*

(a) Whenever appropriate equipment exists, the public records of the City and its various departments, agencies and commissions may be kept and preserved by the use of microfilm, optical disk, electronic format, and other photographic or reproductive devices.

(b) Notwithstanding, original copies of public records may be destroyed after microfilming, optical disk, electronic format or other reproduction as permitted above, provided however that such microfilming, optical disk, electronic format or other reproduction meets the applicable standards established by Wis. Stats. § 16.61(7), §16.612, §19.21(4)(c) or their successor statutes.

Section III:

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

PASSED: March 8, 2022
PUBLISHED: March 11, 2022

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

General Records Schedule

Wisconsin Municipal and Related Records

Approved by the Public Records Board:

August 27, 2018



Expiration: August 27, 2028

For use by all units of Wisconsin Government at the Municipal level

Wisconsin Municipal Records Schedule

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Introduction:

Records are a basic tool of transacting business on behalf of all local government units. They are the foundation for government accountability. Records management is regulated by Wisconsin state law, and accordingly, the Wisconsin Municipal Records Schedule (WMRS), upon adoption, provides legal authorization to dispose of records on a regularly scheduled basis. The schedule serves as a mechanism for consistent retention and disposition of similar types of records across all municipal governments and provides assurance of accountability to the public.

The schedule was developed following guidelines for complying with legal, fiscal, and archival requirements for records retention and facilitates cost-effective management of records commonly found in municipal governments.

Wisconsin Statute § 19.21(1) defines public records as “all property and things received from the officer’s predecessor or other persons and required by law to be filed, deposited, or kept in the officer’s office, or which are in the lawful possession or control of the officer or the officer’s deputies.” Records are defined by Wisconsin Statute § 19.32(2) as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by an authority.” Public records are also defined as being “all books, papers, maps, photographs, films, recordings, optical discs, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business” (Wis. Stat. § 16.61(2)(b)).

I. Applicability:

This record schedule is available for adoption by all Wisconsin municipal governments. Most municipalities do not create or receive all of the records listed within the WMRS. The inclusion of a schedule in the WMRS does not mean that a local government is responsible for creating those records. Rather, it provides guidance for records that are actually created or received by your particular unit.

Records retention guidelines apply regardless of record format. Records covered by the WMRS may be retained in electronic, paper, or other formats. The schedule applies to all records: born digital (including those created or transmitted via e-mail), data contained in database systems, tapes/cartridges and other types of electronic records and information systems maintained by agencies. Municipalities must also meet the standards and requirements for the management of electronic records outlined in [Chapter Adm. 12](#).

II. Purpose:

Record schedules are intended to be used by records creators as a tool to SIMPLIFY their records management responsibilities, not to make them more complex. It is the intention of the WMRS to streamline municipal records management by:

- Providing clear and uniform guidance for the retention and disposition of records common to most municipal governments;
- Eliminating the need for individual municipalities to develop and obtain Wisconsin Public Records Board approval of records retention/disposition schedules;
- Facilitating uniformity in the retention and disposition of records across all municipalities; and
- Promoting the cost-effective management of municipal records.

III. Implementation:

The WMRS is a schedule that municipalities MAY adopt to manage their records. Municipalities ARE NOT required to adopt the schedule for use. The WMRS does not replace the ability of municipalities to create and adopt records schedules through the creation of ordinances. See Additional Options below for more information.

To adopt the Schedule:

- Submit the [Notification of General Schedules Adoption](#) (PRB-002) form to:
State Archivist
Wisconsin Historical Society
816 State St.
Madison, WI 53706
- The Wisconsin Public Records Board (PRB) will acknowledge your Notification of Adoption by returning a signed copy of the adoption to the municipality.
- After confirmation of PRB approval, municipalities should enact an ordinance adopting the WMRS as their official schedule.

Municipalities are expected to supersede any previously approved, unique, ordinances which cover records included in the adopted Municipal Schedule. Retain any approved schedules in existing ordinances for records that ARE NOT covered by the Municipal Schedule.

Additional Options:

Wis. Stat. § 19.21(4) provides municipalities with the authority to schedule the retention of public records by creating ordinances. Municipalities that choose not to adopt the WMRS are encouraged to use the retention periods provided in the WMRS when creating their own schedules. Any municipality that decides to draft their own schedule must submit that schedule for approval to

the PRB before adopting it as an ordinance. Upon PRB approval, the schedule can be adopted for use by enacting an ordinance. Municipalities may also adopt other [General Records Schedules](#) provided by the PRB.

Municipalities also have the option of adopting separate Records Disposition Authorizations (RDAs) for records that are created specifically by that unit of government. Consult the PRB for more information about the RDA creation process.

IV. Using the Schedule:

The WMRS is arranged in five different sections covering the record series created by municipal governments. Some sections are broken down into subsections to provide easier reference. The following is an example of the format used in each section and an explanation of the information found in each column.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Subsection				

- **Record Series Title** – Descriptive title of the record series. This is a basic title, not necessarily universally used by all municipalities.
- **Series Description** – Brief overview of the records that are included in the record series.
 - If a specific statute or legal source defines a retention period for the records it is identified in this field.
- **Retention** – Indicates the minimum time period a record series must be maintained and a description of what initiates the start of the retention clock.
 - **Creation:** Is used when the creation of the record initiates the retention time period. (*Example:* If a RDA existed for ABC Annual Reports, the event might be written as *Creation+ 3 years* meaning an ABC Annual Report must be retained for three years after it is created.)
 - **Fiscal:** Is used if the retention time period is initiated by the end of a fiscal year. (*Example:* RDAs that exist for annual budgets might be written as *Fiscal+ 6 years* meaning a budget would have to be retained for six years after the end of that fiscal year.)
 - **Event:** Is used if a specific event other than Creation or Fiscal initiates the retention time period. (*Example:* A RDA that exists for a housing relocation program has the event written as *Event+ 5 years; Event=Approval Letter for Relocation Plan*". In this scenario, it means all records associated with this RDA have to be retained for five years after the official letter was sent by the state to approve the relocation plan.)

- **Permanent:** Is used if the records need to be maintained permanently by the creating municipality. See the [Guidelines for the Permanent Retention of Records](#).
- General references on retention periods for municipal records are found in Wis. Stat. § 19.21(4)(b), Wis. Stat. § 19.21(6), or Wis. Stat. § 19.21(8).
- **Confidential** – Indicates whether or not records contain information that is required by statute to be kept confidential. See Section V of this guide for more information on confidential records.
- **WHS Notification** – Wis. Stat. § 19.21(4)(a) requires that all municipal public records must be offered for transfer to the Wisconsin Historical Society 60 days prior to their destruction. This field indicates if notification to the Wisconsin Historical Society is required before records can be destroyed. Column will either state NOTIFY or WAIVED.
 - **Waived:** The Wisconsin Historical Society has determined the record series has low historical value and waived the notification period as indicated Wis. Stat. § 19.21(4)(a). Municipalities are free to destroy any waived records without notification once they reach their required retention period.
 - **Notify:** You are required to send written notification to the Wisconsin Historical Society before destruction. Please contact the Wisconsin Historical Society with questions on how to properly notify on the destruction of public records.
 - **N/A:** indicates that the retention is permanent.

Final Disposition:

Municipal records, which have met the retention time outlined in the WMRS, have only two dispositions: Destroy or transfer to the Wisconsin Historical Society. Records that are held beyond their retention period but are not destroyed are still subject to all public records laws.

- **Destruction:** Records identified as “waived” in this schedule may be destroyed without notifying the Wisconsin Historical Society. Local units should dispose of all public records in a manner that ensures they are completely destroyed.
 - If records contain confidential information, or “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5) including, but not limited to names, addresses, social security numbers, and banking information it must be destroyed confidentially. This means that these records must be disposed of in a way that renders them unreadable and unable to be reconstructed. Typically, this can be achieved by cross cut shredding or pulping. Many organizations disposing of confidential information choose to hire a vendor to handle the process.
 - **Note on records older than 75 years:** the waived designation does not apply. Notification should be given on any records 75 years or older regardless if they have been indicated in the schedule as having been waived.
- **Transfer:** Records identified as “notify” must be offered, in writing, to the Wisconsin Historical Society. Per Wis. Stat. § 19.23(2), the Wisconsin Historical Society assumes title control and public records responsibility of all transferred records. Obsolete municipal records may not be transferred to local historical societies or other repositories because the statutes do not specify other institutions can hold title to public records. Only the records creators and the Wisconsin Historical Society are identified in statutes as being official holders of title.

- Permanent: Records identified as “permanent” have been identified as containing significant historical information and long term business value. Therefore municipalities are responsible for ensuring the long-term preservation of these records. The Wisconsin Historical Society will, in certain circumstances, accept “permanent” records for transfer if the municipality is unable to maintain these records.

Records that have passed their retention period should not be destroyed if any of the following conditions apply:

- Records are required for financial or performance audits either currently underway or known to be planned.
- Records are subject to a “legal hold” because they may be relevant to an existing, pending, or anticipated legal proceeding.
- A related open records request has been received and not completed, or statutorily required time periods have expired.

V. Confidential Records and Personally Identifiable Information (PII)

Confidential Records:

Some records series may contain confidential or restricted access records. The WMRS identifies any record series containing information required by Wisconsin Statute, administrative rule, or other legal authority to be kept confidential or protected from public access. The confidential column is marked “yes” if ANY records in the series may contain confidential information.

Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law.

When an individual or an individual’s representative makes an open records request for records containing personally identifiable information about that individual, there is no balancing test, but the disclosure exceptions under Wis. Stat. §19.35(1)(am), must be considered. Wis. Stat. §19.35(1)(am) exceptions include:

- endangering an individual’s life or safety;
- endangering the security of a prison, including the security of the population or staff;
- identifying a confidential informant; and
- records collected or maintained in connection with complaints, investigations, or other circumstances that may lead to various administrative or court proceedings.

It is strongly recommended that local governments consult with legal counsel when responding to an open records request. Additional resources on open records requests can be found by visiting the Wisconsin Department of Justice, [Office of Open Government’s website](#).

Personally Identifiable Information (PII):

Wisconsin law defines Personally Identifiable Information (PII) as “information that can be associated with a particular individual through one or more identifiers or other information or circumstances” (Wis. Stat. § 19.62(5)). The municipal unit is responsible for evaluating their record series to determine if PII is included. The inclusion of PII does not automatically restrict records, nor does it make them confidential. The confidential column is only marked “yes” in cases where specific statutes restrict access.

VI. Additional Schedules:

Municipal governments should be aware that there are additional schedules that apply to public records. All Wisconsin municipalities have the option of adopting any of the General Records Schedules that have been approved by the PRB. These schedules may cover additional record series not found in the WMRS. In some cases, the WMRS points to the General Schedules for covering some specific records series (such as personnel records). The complete list of approved general records schedules can be found on the [Public Records Board website](#).

Municipalities should also be aware that there are two separate General Records Schedules for the following:

- [Wisconsin School Districts](#)
- [Wisconsin Public Libraries and Library Systems](#)

In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in “[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities](#).”

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in SCR 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

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Administrative Records

Requirements Specific to Administrative Records

The Administrative Records section is organized by the following subsections:

- Administration (general)
- Common Council/Village Board/Town Board
- Emergency Planning
- Human Resources/Personnel
- Legal
- Licenses and Permits
- Municipal Land Ownership
- Municipal Vehicles
- Payroll
- Real Property Titles

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Administrative Records General Schedule](#)
- [Fleet and Aircraft Management Records](#)
- [Human Resources and Related General Schedule](#)
- [Payroll & Related General Schedule](#)

Municipal Court Records are scheduled by [Supreme Court Rule 72](#), which specifies the retention periods for court records and requires municipal courts to give 60 day notice to the Wisconsin Historical Society prior to destroying obsolete records. Furthermore, SCR 72 states that notice is not required for records in which “the historical society has indicated, by blanket waiver, that it has no interest for historical purposes.” The Wisconsin Historical Society has waived the sixty-day notification period for all municipal court records dated 1941 or later. This waiver applies to all municipal courts throughout the state and allows for the disposal of municipal court records without further notification. Municipal Courts are still obligated to maintain the records for the minimum time specified in Supreme Court Rule 72. Please contact the Wisconsin Historical Society if you have any questions regarding Municipal Court Records.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Administration Records (general)				
Appointment Files	Materials documenting appointments and nominations to boards, task forces, councils, or other bodies. May include applications; cover sheets, letters of recommendation, resumes, and correspondence.	Event+2 years; Event=End of term	No	Notify
Appointment Files (not selected)	Unsuccessful appointments and nominations to boards, task forces, councils, or other bodies.	Event+1 year; Event=Position filled	No	Waive
Committee Records and Minutes (Excluding Common Council and Zoning Board)	Records of committees, boards, councils, and commissions, other than Common Council. Includes meeting minutes, agenda packets, reports, and resolutions. See Common Council section for retention of Common Council Minutes. See schedule for Zoning Board Records in Public Works Section.	Creation+7 years	No	Notify
Complaints (External)	File related to complaints regarding issues not related to a specific program. Complaints are not otherwise regulated by state or federal requirements.	Event+2 years; Event=Complaint resolution, dismissal or end of litigation	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Contracts and Agreements	Any contracts or agreements to which the municipality is a party.	Event+6; Event=End date or cancellation of contract	No	Waive
Correspondence (Senior Level or Elected Official)	Business-related correspondence (paper and electronic) of senior level staff and elected officials.	Event+6 months; Event=Separation from position/end of term Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Notify
Correspondence (General Staff)	Business-related correspondence (paper and electronic) of non-appointed general staff.	Event+1 year; Event=Creation or receipt Note: Correspondence that relates specifically to a program or project may need to be retained per that particular schedule	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Grants	Records relating to grant-funded projects where the agency is the grant recipient or issuer, including the application process, the receipt and expenditure of grant funds, or denial.	Event+4 years; Event=Date of final report or notification of denial	No	Waive
House Number and Address Change File	Provides official control and reference source for city addresses.	Permanent	No	N/A
Internal Policies and Procedures	Established departmental policies and procedures. Note: May also be called administrative practices or directives or executive directives.	Event+7 years; Event=Date the policy/ procedure is superseded or made obsolete	No	Waive
Memorandums of Understanding (MOU) & Service Level Agreements (SLA)	Agreements between government units. Sometimes define agreements between a large government unit's separate divisions or bureaus.	Event+4 years; Event=Ending date of the MOU or SLA.	No	Waive
Notice of Removal of Human Corpse	Form for the removal of a human corpse if death occurs in a hospital, nursing home, or under hospice care at any location.	Event+2 months; Event=Date of death	No	Waive

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Oath of Office	Elected or appointed municipal officers may be required to take, and file in writing, an official oath within ten days after receiving notice of election or appointment.	Event+5 years; Event=End of term	No	Waive
Open Records Requests and Responses	Records relating to regular and reformulated, repetitious, systematic or continuing requests by individuals, groups or organizations for access to general information under the provisions of the Wis. Stats. §§ 19.35-19.37.	Event+3 years; Event=Response provided	No	Waive
Organizational Chart	Repository of the official organizational structure of offices.	Event; Event=Superseded	No	Waive
Organizational Planning	Includes division and unit strategic business and operational planning files such as, but not limited to, final plan and significant work papers.	Event+7 years; Event=Completion of plan	No	Notify
Petitions	Petitions submitted to municipalities for improvements or changes to existing municipal services/structures.	Event+7 years; Event=Petition approved or denied	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Press/News Releases	Information about municipality programs and events.	Creation+3 years	No	Notify
Proclamations	Proclamations issued by the mayor, commissioner, or elected executive on behalf of the municipality.	Event+1 year; Event=End of elected representative's final term	No	Notify
Reports (Annual)	Annual reports produced by all departments and programs.	Event+7 years; Event=Date of issue	No	Notify
Reports (Monthly)	Monthly reports of divisions/committees.	Creation+3 years	No	Waive
Subject Files (Senior Level or Elected Official)	Subject files (paper and electronic) of senior level staff such as department heads and elected officials.	Event+6 months; Event=Separation from position/end of term	No	Notify

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Common Council/Village Board/Town Board				
Affidavits of Publication	Records providing proof of publication for legal notices as required by law. (Note: See Wis. Stat. § 985.12 for more information on proof of publication).	Event+7 years; Event=Date of publication	No	Waive
Audio Tapes	Recordings of meetings used to produce minutes. Authority provided by Wis. Stat. § 19.21(7).	Event+90 days; Event=Date the minutes have been approved and published	No	Waive
Minutes (Common Council)	Official minutes of the Common Council/Village Board/Town Board.	Permanent	No	N/A
Ordinances	Official ordinances and any ordinance books kept by municipalities.	Permanent	No	N/A
Resolutions	Official records pertaining to resolutions passed by municipalities.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Emergency Planning¹				
Continuity of Government Operational Plan and Documentation	Agency official plan and documentation of the Continuity of Operations Plan/Continuity of government plan.	Event; Event=superseded by revised plan	No	Waive
Critical Incident Management Plans	Critical incident management plans, local site security plans, local emergency action plans, life safety, and other similar documents.	Event+3 years; Event=superseded by revised plan	No	Waive
Disaster Recovery Records	Records created during the disaster recovery process.	Event+3 years; Event=Date recovery effort is complete ²	No	Waive
Human Resources/Personnel				
Grievance Case File	Records of grievances filed by employees.	Event+7 years; Event=Date grievance is closed	Yes ³	Waive

¹ No specific statutes restrict the records in this series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to release.

² Note: When Federal Grant money is involved, the retention is 3 years from the date of the final Financial Services Report.

³ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Personnel Files	Documents employee personnel actions during the employment of the employee. Applies to ALL employees.	Event+7 years; Event=End of employment/service	No ⁴	Waive
Legal				
Attorney Opinions	Municipal attorney opinions given to answer specific questions regarding the interpretation and application of statutes and ordinances, or other legal matters.	Permanent	No ⁵	N/A
Case Files	Files include, but are not limited to, pleadings and legal arguments, evidence, research, orders, legal summons and subpoenas issued. ⁶	Event+7 years; Event=Close of case	No ⁷	Notify on historically significant cases only ⁸

⁴ No specific statutes restrict this type of record. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of record. Personnel files may contain patient health records which may be protected by Wis. Stat. § 146.82 and/or the Health Insurance Portability and Accountability Act (HIPAA).

⁵ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁶ Records may contain the client file with information pertaining to expenses, attorney notes, medical records, government agency filings, discovery such as requests for production of documents, deposition transcripts, and evidence.

⁷ Records may contain material protected by Attorney-Client Privilege Wis. Stat. § 905.03.

⁸ Historically significant case files include those that have established legal precedents; cases that received widespread attention from the public and news media; and cases recognized for their uniqueness. Examples of such cases include, but are not limited to, major civil rights cases, major labor relations cases, major environmental cases, cases dealing tribal governments and treaty rights, major cases with constitutional implications, and cases related to major prosecutions of public officials.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Licenses and Permits				
License Applications	Includes license applications (approved and unapproved) and license stubs. Includes all non-alcohol related licenses including, but not limited to, non-intoxicating beverages, soda water beverages, food handling and sales, mobile home park licenses, restaurant, retail dairy products, pet, and animals. Also includes permits for the excavation of streets by private utility companies.	Creation+3 years	No	Waived
Liquor and Beer Licenses	Includes license applications (approved and unapproved) and license stubs. Authority provided by Wis. Stat. § 125.04(3)(i).	Creation+4 years	No	Waived
Permits	Permits for public space usage. Includes, but not limited to, burning, street usage, and parking permits. NOTE: See Public Works Section for retention of building permits.	Creation+5 years	No	Waived
Permits (septic tanks)	Permit for a septic tank. The permit records the location and ownership of the tank.	Permanent	No	N/A

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Municipal Land Ownership				
Land Titles, Conveyances and Easements	Documentation for municipal owned land. Also includes any legal rights granted to others that relate to municipal owned land.	Permanent	No	N/A
Sales of Facilities and/or Land (Case Files)	Includes appraisals and related valuations. Projects where a municipality plans or actually sells either facilities and/or land assets.	Event+6 years; Event=date of the completion of the transaction	No	Waived
Municipal Vehicles				
Motor Vehicle Control and Assignment Records	Documentation of agency motor vehicle assignments to employees. Includes completed documentation on reservations for pool cars, individual trips, driver profiles, check-in and checkout logs.	Event+1 year; Event=date the vehicle is disposed	No	Waived
Motor Vehicle and Heavy Equipment Maintenance Records	Records documenting service and repair orders to motor vehicles. These records normally include maintenance orders, logs, fiscal documents, such as requisitions or purchase orders for parts or services, vehicle warranties, operation and repair manuals and parts lists.	Event+1 year; Event=date the vehicle is disposed	No	Waived

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Vehicle Use Agreements	Agreements between individuals and municipalities required before driving a municipal owned vehicle.	Event+1 year; Event=termination of agreement or employment	No	Waived
Vehicle Inspection Reports	Inspections of municipal vehicles.	Event+1 years; Event=date the vehicle is disposed	No	Waive
Payroll⁹				
Employee Payroll & Benefit File	Includes various documents that are maintained throughout the employee's term of employment.	Event+7 years; Event=Employee retirement, transfer or termination	No	Waived
Monthly and Quarterly Payroll Reports	Includes, but is not limited to, quarterly report of federal income tax withheld; quarterly report, payroll summary; state's quarterly report of wages paid, and monthly memorandum report.	Event+5 years; Event=Report Issued (provided record has been audited)	No	Waived

⁹ No specific statutes restrict this record series. However, the balancing test per Wis. Stat. § 19.35(1)(a) should be applied prior to releasing this type of information.

Record Series Title	Series Description	Retention	Confidential	WHS Notification
Payrolls and Payroll Registers	Payroll listings showing gross and net pay, as well as deductions for state employees. Referred to on questions of back pay and income taxes.	Creation+4 years	No	Waived
Real Property Titles				
Title Documentation	Records documenting the title of land owned by the municipality including the abstract and certificate of title, opinions of title, and title insurance policies.	Permanent	No	N/A

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Cemetery Records

Requirements Specific to Cemetery Records

Municipalities and towns are required to assume ownership of abandoned private cemeteries. Cemeteries are considered abandoned if the cemetery association or other organization that once cared for the cemetery no longer exists and no legal owner can be found (Wis. Stat. § 157.115(1)).

- The municipality or town must care for the cemetery to the same standards as other municipal or town cemeteries.
- Six or more residents of your town or municipality may petition the circuit court to require that the town or municipality assume ownership or move any graves to another location.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Annual Report and Documentation	Includes the annual report to the cemetery board and the records needed to prepare the report. Authority provided by Wis. Stat. § 157.62(4).	Permanent	No	N/A
Care Funds	An accounting of amounts deposited in, amounts withdrawn from, other income accruing to, and the balance at the end of the reporting period of care funds of the cemetery, including the funds in Wis. Stat. § 157.11(9g)(a), Wis. Stat. § 157.12(3), and Wis. Stat. § 157.125. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Permanent	Yes Confidential per Wis. Stat. § 157.62(2)(c)	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Contract for Sale	Copy of each contract for the sale of a cemetery lot, mausoleum space, or cemetery merchandise. Authority provided by Wis. Stat. § 157.62(4).	Event=3 years; Event=After all of the obligations of the contract have been fulfilled	No	Waive
Grave Registration Records	Records that describe who is buried, the date of death, interment and location of the remains.	Permanent	No	N/A
Preneed Trust Funds	An accounting of amounts deposited in, amounts withdrawn from, income accruing to, and the balance at the close of the reporting period of any preneed trust funds of the cemetery. Including records that show, for each deposit, the name of the purchaser or beneficiary of the contract relating to the deposit and the item purchased. Authority provided by Wis. Stat. § 157.62(4).	Event+15 years; Event=Date of the deposit or withdrawal	Yes Confidential per Wis. Stat. § 157.62(2)(c)	Waive
Reburial of Human Remains	Includes records confirming an attempt to notify individuals specified in Wis. Stat. 157.112(3)(b)1.-4. when none of the individuals specified are available. Authority provided by Wis. Stat. § 157.112(3m).	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report for Final Disposition	Report for final disposition completed by the funeral director or other person preparing the body for burial or other final disposition. The reports are filed with the local register, but may also be filed with the cemetery to serve as a record of interment. Authority provided by Wis. Stat. § 135.06(1)(a)(1).	Permanent	No	N/A

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Community Development/Public Services

Requirements Specific to Community Development/Public Services

The Community Development/Public Services section is organized by the following subsections:

- Housing Program
- Outreach
- Parks
- Public Transportation
- Sanitation

This section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Municipalities that have records pertaining to Public Health should use the County General Schedule to create ordinances to schedule those records.

The retention of public transportation surveillance recordings is covered by the schedule for [surveillance recordings](#) listed under the subsection Maintenance and Operations in the Public Works section.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Housing Program				
Program Files	Correspondence, breakdown of projects, HUD regulations, and supporting files.	Event+7 years; Event=Audit	No	Notify
Outreach				
Public Program Files	Outreach programs for municipality sponsored programs.	Event+7 years; Event=Superseded or end of program, whichever is first	No	Notify
Parks				
Park Master Plan	Master plans for parks and park systems. May include maps, drawings, photographs, and reports.	Superseded	No	Notify
Program Files	Records relating to programs, events, and activities.	Creation+3 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Reservation Requests, Rental Agreements, Use Permits, and Contracts	Permits, agreements, and contracts for the use of parks, shelters, and facilities.	Event+3 years; Event=Date of reservation	No	Waived
Supervisors Daily Report of Work Completed	Summarizes progress made on a particular job, noting the time required, employees assigned and vehicles used.	Creation+2 years	No	Waived
Public Transportation				
Accessible Boarding Reports	Reports documenting the accessibility of vehicles.	Creation+5 years	No	Waive
Americans with Disabilities Act (ADA) Customer Eligibility Files	Files determining the eligibility of customers for ADA transit programs.	Event+6 years; Event=Termination of service or participation by customer	Yes Patient health information may be protected by Wis. Stat. § 146.82	Waive
Bus Route Schedules and Timetables	Documentation of transit schedules, timetables, routes, and route history.	Event+3 years; Event=Superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Dispatch Files	Boarding and alighting, extra board weekly projections and assignments, daily work schedules, and bid mark-ups.	Creation+7 years	No	Waive
Fare Information Files	Research, background, studies, and other materials used to determine fares.	Creation+7 years	No	Waive
Operation Reports	Daily, weekly, or other periodic reports summarizing transit system operations and ridership and lost and found reports.	Creation+3 years	No	Waive
Operator Assignment Records	Documentation of assignment of individual operators to routes and shifts.	Creation+3 years	No	Waive
Sanitation				
Composting Regulations	Documents pertaining to the disposal of yard waste.	Event+7 years; Event=superseded	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	Waive/Notify
Curbside Recycling Program	Documentation of the curbside recycling program including policies, procedures, and administration of the program.	Event+7 years; Event=superseded	No	Waive
Drop Off Site/Recycling Yard Waste	Site operation files and records.	Creation+7 years	No	Waive
Household Hazardous Waste Collection Center	Records related to the collection and disposal of paints, corrosives, flammables, toxics, used motor oil, and car/truck batteries.	Creation+30 years	No	Waive
Landfill/Garbage Dump Sites	Location of any fill, records of materials deposited, cover materials used, reports of leachate and methane leakage and treatment, source of fill materials, (household, commercial) source of cover materials, and inspection reports.	Permanent	No	N/A

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Election Records

Requirements Specific to Election Records

Additional information regarding election records is available through the Wisconsin Election Commission. Municipalities are encouraged to review the [Election Administration Manual](#) available on the Wisconsin Elections Commission Website for more in-depth information about managing election related records. Retention times in this section that are not specifically stated in Wisconsin Statutes are taken from the *Election Administration Manual*.

- Federal Election records must be maintained for 22 months as specified in Wis. Stat. § 7.23(1)(f).
- Recounts or Pending Litigation are subject to a longer retention pending litigation or recounts as specified in Wis. Stat. § 7.23(2).
- All other material not described below are identified by Wis. Stat. § 7.23(1)(k) as having a retention period of 90 days after the election.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ballots and Equipment				
Applications for Absentee Ballots (Federal Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election ¹⁰	No	Waived

¹⁰ All materials and documentation associated with a federal election must be retained at least 22 months after the election. Federal elections include those for the office of President of the U.S., U.S. Senator, and U.S. House of Representatives (Wis. Stat. § 7.23(1)(f)).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Applications for Absentee Ballots (State, County, Local Elections)	Includes copies of proof of identification when submitted with application. Authority provided by Wis. Stat. § 7.23(1)(k).	Event+90 days; Event=Election	No	Waived
Ballots (Federal Elections)	Federal election ballots. Authority provided by Wis. Stat. § 7.23(1)(f).	Event+22 months; Event=Election	No	Waived
Ballots (State, County, Local Elections)	State, county, local offices. Authority provided by Wis. Stat. § 7.23(1)(h).	Event+30 days; Event=Election	No	Waived
Ballots (Unused and related Materials)	Only applies to unused ballots and materials. Authority provided by Wis. Stat. § 7.23(1)(a).	Event+3 business days; Event=Completion of all election canvasses ¹¹	No	Waived

¹¹ Materials must be retained in event a petition for recount has been filed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Detachable Recording Units	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+21 days; Event=Election ¹²	No	Waived
Detachable Recording Units (Primary Elections)	Data storage devices used in electronic voting equipment. Authority provided by Wis. Stat. § 7.23(1)(g).	Event+14 days; Event=Election ¹³	No	Waived
Campaign				
Campaign Finance Reports	Financial disclosure reports filed by candidates during election campaigns. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=date of receipt	No	Waived

¹² Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

¹³ Before clearing or erasing the units or compartments, a municipal clerk shall transfer the data contained in the units or compartments to a disk or other recording medium which may be erased or destroyed 22 months after the election to which the data relates. The requirement to transfer data does not apply to units or compartments for use with tabulating equipment for an electronic voting system that was approved for use prior to January 1, 2009, and that is not used in a federal election.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Campaign Registration Statements	Statements filed by candidates for public office. Includes Notification of Non-candidacy for reelection forms. Authority provided by Wis. Stat. § 7.23(1)(d).	Event+6 years; Event=termination issued by the registrant	No	Waived
Reports and Lists				
Official Canvassers Statements	Prepared statement showing the results of each election. Authority provided by Wis. Stat. § 7.23(1)(i).	Event+10 years; Event=election	No	Waived
Election Notices	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event+1 year; Event=Election	No	Waived
Election Notices (Federal Elections)	Includes proofs of publication and correspondence filed in connection with such notices. Authority provided by Wis. Stat. § 7.23(1)(j).	Event=22 months; Event=Election	No	Waived
Election Voting and Registration Statistics Reports	Reports filed by municipal clerks on registration, voting, and absentee voting. Authority provided by Wis. Stat. §§ 6.275-6.276.	Event+22 months; Event=Election	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Ineligible Elector Registrations	Elector registrations deemed ineligible for voting. Status and reasons for ineligibility should be noted. Authority provided by Wis. Stat. § 7.23(1)(c).	Event+4 years; Event=When deemed ineligible	No	Waived
Poll (Voter) Lists	List compiled by election officials on election day showing the names and addresses of electors who actually cast votes in an election defined in Wis. Stat. § 5.02(14). Authority provided by Wis. Stat. § 7.23(1)(e).	Event+22 months; Event=Election	No	Waived

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Finance Records

Requirements Specific to Finance Records

The Finance section is organized by the following subsections:

- Budget
- Fiscal
- Purchasing

Municipalities are encouraged to adopt the following general schedules in instances where this schedule does not adequately provide coverage for all types of records that could be created:

- [Budget and Related General Record Schedule](#)
- [Fiscal & Accounting Related Records General Schedule](#)
- [Purchasing & Procurement General Schedule](#)

Note: Records in this series may contain confidential or restricted information. Even when specific confidentiality statutes do not apply, application of substantive common law principles through the balancing test considerations under Wis. Stat. § 19.35(1)(a), may affect disclosure of the record under the public records law. Please consult [Section V: Confidential Records and Personally Identifiable Information \(PII\)](#) of the Introduction for more information on this topic.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Budget				
Approved Annual Operating Budget	Records related to establishing the base level agency annual operating budget each fiscal year.	Fiscal+6 years	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Audit Reports	Reports that evaluate the financial holdings of the municipality.	Event+3 years; Event=Final report issued	No	Waived
Budget Documents/ Development	Records include final budget requests (forms or their equivalents), justifications/analysis, policy papers, related correspondence, and requests for information.	Fiscal+6 years	No	Waived
Final Budget Submittal	The final budget document for the municipality.	Fiscal+6 years	No	Waived
Municipal Borrowing				
Bond Records	All records associated with municipal bonds. Also includes the bond register, bond payment register, and any certificates of destruction when the bond agent has been authorized to destroy cancelled bonds, coupons, and promissory notes.	Event+7 years; Event=Bond issue expires or following payment of all outstanding matured bonds/notes/coupons, whichever is later	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Payments and Receipts				
Bank Statements/ Reconciliations	Statements received from institutions holding the municipality's funds.	Creation+7 years	No	Waived
Cashbook	Overall record accounting for receipts and disbursements, usually for fiscal or calendar year.	Event+7 years; Event=Audit	No	Waived
Collection & Disbursement Reports	Reports showing the amounts collected, amounts retained by county/local government, and portion sent to state.	Event+3 years; Event=Transaction date	No	Waived
Credit Card Receipts or Information Received from Sales	Credit card receipts and related documentation associated with credit card transactions.	Event+3 years; Event=Transaction date	No	Waived
Financial support records	Records used in reconciling bank statements and verifying expenditures. Includes, but not limited to, credit/debit notices, cash reconciliations, and deposit stubs.	Event+1 year; Event=Audit	No	Waived

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Issued Checks	Checks issued by the municipality that are outstanding or have been cleared by the bank.	Creation+7 years	No	Waived
Purchasing				
Contract and Request for Bid /Proposal File	Records pertaining to the procurement of all commodities and services which may require a contract. This includes both successful and unsuccessful bids.	Event+6 years; Event=End date of resulting contract or cancellation date of contract or bid/proposal	Yes ¹⁴ Some information may qualify for Trade Secret protection per Wis. Stat. § 19.36(5).	Waived
Vendor Performance Files	Documentation of vendors and contractors who fail to meet the terms and specifications of purchasing contracts.	Event+6 years; Event=End of contract	No	Waived

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¹⁴ Some information may qualify for other legal protection such as copyright, patent, trademark or licensing. It is possible some vendors may identify information as confidential that is not actually protected by law.

Public Works

Requirements Specific to Public Works

Records in the Public Works section are arranged under the following subsections:

- Building Inspection
- Engineering
- Maintenance and Operations
- Planning and Zoning
- Utilities

The Public Works section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review and consult the appropriate General Records Schedules listed below:

- [Facilities Management and Related Records](#)

Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility as 2 years. In addition, municipalities should check the schedule set by the Public Service Commission of Wisconsin (PSC) for Municipal Utilities. A complete list of records and schedules is located in "[Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities.](#)"

Schedules specific to Police/First Responder records are not included in the WMRS. Consult the County General Schedule for records schedules for similar records which can be used as a basis for the creation of schedules and/or ordinances.

Surveillance recording schedule applies to municipally operated security footage for public buildings, street cameras, and public transportation. The schedule **does not apply** to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

Municipalities should have adequate and clear procedures in place that explain the proper handling and destruction of surveillance recordings. Clear communication with appropriate municipal personnel will help to ensure that the record is not destroyed prematurely and public requests and/or any legal or program needs are met in a timely manner.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Inspections				
Building Inspection Records	Summary of inspection history of a particular property. Records include original building permit, site plans, certificate of occupancy, conditional use documents, comprehensive design reviews, and violations for both residential and commercial structures. Also includes inspection of plumbing, electrical, ventilation, heating, and air conditioning.	Event+1 year; Event=Life of building	No	Waived
Building Plan Review and Inspection	Conditionally approved building plans, calculations, and correspondence. Authority provided by Wis. Admin. Code § SPS 361.60(5)(f)1.b. Note: applies to certified municipalities only (see Wis. Admin. Code § SPS 361.60(2)). ¹⁵	Event+4 years; Event=Construction completed	No	Waived

¹⁵ Note: Refer to Wis. Admin. Code § SPS 361.60(5) for detailed information on the specific types of buildings that first class, second class, and other municipalities are authorized by the Department of Safety and Professional Services to review. Prior to applying this schedule, the Municipality must review and take the steps outlined in Wis. Admin. Code § SPS 361.60.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Plans: Residential 1 and 2 Family Dwellings	Includes architectural, design specs, structural and utility plans submitted for inspection review. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)2.	Event+4 years; Event=Construction completed	No	Waived
Building Inspection: Residential 1 and 2 Family Dwellings	Applications forms, correction orders, correspondence and inspection records. Authority provided by Wis. Admin. Code § SPS 320.10(6)(a)3.	Event+ 7 years; Event=Construction completed	No	Waived
Code Compliance Inspection Reports	Reports completed during field investigations to determine if buildings and system installations comply with the specifications of appropriate codes.	Permanent	No	N/A
Engineering				
Airport Improvement Petition File	Material submitted to the Department of Transportation when a municipality wants to make an improvement to the airport. Records may include public hearing records, briefs, reports and recommendations, and correspondence.	Event+7; Event=p petition submitted to DOT	No	Waived
Airport Master Plan	The Airport Master Plan provides information about the condition of the airport and projects development for the next 20 years.	Event+20 years; Event=new plan issued	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Construction Plans: Final As-Built Projects	Final as-built plans and original drawings for public for buildings, streets, sewers, sidewalks, etc.	Event; Event=life of structure	No	Waived
Construction Plans: Final As-Built Projects (Historically Significant)	Use for historically significant projects.	Event; Event=life of structure	No	Notify
Environmental Assessment & Impact Statements	Official copies of environmental assessments, impact statements and related documentation related to municipal construction projects. ¹⁶	Event+6 years; Event=Termination of municipal ownership of the land	No	Notify
Maps: Construction and Topographical	May include maps covering environmental impact/changes, development of specific areas, and the impact on public infrastructure (utilities, roads, sidewalks).	Permanent	No	N/A

¹⁶ May include: environmental assessment reports and drafts, environmental impact statements (draft and final), legal notices, comments from the public, DNR and others, related correspondence and supporting materials.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Project Records	All documents pertaining to a project including, design and construction contracts, proposed and approved amendments to all contracts, bidding plans and specifications, details on materials used on each project, and all other related project materials. Use for buildings, streets, sewers, sidewalks, etc.	Event+10 years; Event=Date project is completed	No	Waived
Project Records (Historically Significant)	Use for historically significant projects.	Event; Event=Life of structure	No	Notify
Maintenance and Operations				
American with Disabilities Act (ADA) Facility Reviews	Records cover ADA inspections, investigations, complaint investigations, facility logs and reports regarding ADA compliance relating to facilities and structures.	Event+6 years; Event=Close of review or audit	No	Waived
Asbestos and Hazardous Material and Environmental Remediation Case File	Project files on asbestos abatement and hazardous materials and environmental remediation projects at state owned buildings. ¹⁷	Event+30 years; Event=Completion of the project	Yes ¹⁸	Waived

¹⁷ OSHA 29CFR 1926.1101 governs asbestos abatement projects. The records include medical surveillance records for certain people who wear protective equipment performing asbestos abatement work.

¹⁸ Patient health care records in this series are confidential per Wis. Stat. § 146.82.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Building Maintenance: Equipment Repair and Service Records	Documents the installation, maintenance, service and history of equipment commonly used to maintain facilities.	Event+1 month; Event=Removal and disposal of equipment	No	Waived
Building Lease Files	Files on leased facilities.	Event+7 years; Event=End of lease	No	Waived
Maps	Series may document road locations or surfaces, zoning information, parks, flood plains, soils, or parcel boundaries. This record series may also include indexes to maps. ¹⁹	Permanent	No	N/A
Physical Plant Monitoring and Inspection Reports	Records documenting the operation of all facets of facilities: VAC; plumbing, mechanical, electrical, structural as well as special monitoring of building components.	Creation+6 years	No	Waived

¹⁹ Copies of maps that are retained by local government offices after originals have been sent to other government units for retention may be destroyed 90 days after they have been transferred. An example of this are copies of certified survey maps created by local units and then sent to the county register of deeds office for retention under Wis. Stat. § 236.34(2).

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Profile and Grade Books	Documentation of landscape and features.	Permanent	No	N/A
State Highway Aids Program Records	Records of state aid pertaining to road maintenance.	Creation+7 years	No	Waived
Street and Sidewalk Operations File	Documentation of the performance of tasks related to street and sidewalk maintenance. This may include solid waste management, street cleaning, repairs, snow removal, and garbage collection.	Creation+7 years	No	Waived
Surveillance Recordings	Monitoring and surveillance recordings for public buildings, street cameras, and public transportation. ²⁰	Event+120 days ²¹ Event=Date of recording (Note: Recordings may be subject to longer retention. See footnote for more information.) ²²	No	Waive

²⁰ The schedule does not apply to footage recorded by police body cameras, patrol dashboard cameras, or any similar police recording device.

²¹ 120 days is the time within which a claim may be filed against a governmental body as defined in Wis. Stats. § 893.80.

²² Surveillance recordings that are required for any legal or programming purpose (such as open records requests, claims, case file, or litigation holds) must be retained in accordance with any applicable records schedules and/or have completed their legal or programming requirements.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Planning and Zoning				
Aerial Photographs	Aerial photographs used for planning and map creation.	Event; Event=Superseded	No	Notify
Annexation Records	Incorporation records such as petitions, hearing testimony and exhibits, court orders, notices, resolutions, and related correspondence. ²³	Permanent	No	N/A
Comprehensive Growth and Development Plan	Provides general goals, objectives, policies and implementation recommendations to guide the future growth and development of the city.	Event+14 years; Event=Superseded by new plan	No	Notify
Conditional Use Permits	Applications and related documents for a conditional use permit. Applications include site plan, appicate statement, and evidence evidence/documentation. This series may also include public hearing notice, reports, public hearing documentation, and decision.	Event+7 years; Event=termination of conditional use permit	No	Waived

²³ Records cover proposed incorporations of town areas into cities and villages pursuant to Wis. Stat. § 66.0201 - § 66.0209, and municipal consolidations of towns with cities and villages pursuant to Wis. Stat. § 66.0229.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Easements	Grants of easement to the municipality.	Permanent	No	N/A
Final Plats	A map showing the divisions of a piece of land, this series includes vacation or alterations of plats, annexation plats, and final subdivision plats.	Permanent	No	N/A
Preliminary Plats	Created during the development of subdivisions.	Event; Event=Superseded by final plat	No	Waived
Property Survey Records	Includes field notes, benchmark books, and section corner monument logs.	Permanent	No	N/A
Zoning Appeals, Approved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Zoning Appeals, Unapproved	Material submitted to appeal a zoning decision. May include maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Event+7 years; Event=Final appeal is closed	No	Notify
Zoning Board and Zoning Board of Appeals Meeting Material	Agendas, minutes, reports, plans, and other material submitted to the Zoning Board, and/or Zoning Board of Appeals.	Permanent	No	N/A
Zoning Ordinance	The text of the zoning ordinance spells out uniform rules that apply to each zoning district including: uses of the land (permitted, conditional and prohibited uses), dimensional standards (lot size, frontage, setbacks, building height, bulk, floor area), and the density of development. Authority provided by Wis. Stat. § 60.61.	Permanent	No	N/A
Zoning, Rezoning Files	May include, but is not limited to, maps, rezoning application, written local description of the proposed zoning boundaries, and drawings of the boundaries. Also includes public hearing records.	Permanent	No	N/A
Zoning Variance Files	Records related to area and use variances. Documentation submitted by landowners to secure a variance to the zoning ordinance.	Permanent	No	N/A

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Utilities ²⁴				
Abandoned Mains and Services As-Built	Records may include final designs and location maps. Includes plans of private sewer and water systems.	Permanent	No	N/A
Excavation Plans of Private Utilities	Plans submitted by utilities needing to excavate to develop, expand, or repair utility lines.	Permanent	No	N/A
Inspections	Records documenting the inspection of water and sewer lines.	Permanent	No	N/A
Sewer Inspection Records	Indicates problems such as cracked or broken pipes, improper alignment, or loose lateral connections.	Event; Event=Superseded	No	Waived

²⁴ Wis. Stat. § 19.21(4)(b) defines the minimum retention cities, villages, and towns may set for water stubs, receipts of current billing, and customer's ledgers of any municipal utility is 2 years. Local governments should also consult the schedule set by the PSC for Municipal Utilities. A complete list of records and schedules is located in "Investigation to Consider Proposed Changes to Records Retention Requirements for Electric, Gas and Water Utilities."

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Water and Sewer Main Break Records	A record documenting the history of breaks in water and sewer main lines.	Permanent	No	N/A
Water, Storm, and Sanitary Sewer Main Maps	Maps providing the location of water, storm, and sanitary sewer mains. Also provides information about the depth, slope, size and composition of these features.	Permanent	No	N/A

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Revenue Records

Requirements Specific to Revenue Records

Records in the Revenue section are arranged under the following subsections:

- Assessment
- Board of Review
- Special Assessment
- Tax Calculation and Collection

The Revenue section is intended to provide municipalities with schedules for the most common record series generally grouped under this topic. Municipalities that are in need of schedules for records not covered in this section are encouraged to review the [County General Schedule](#) for reference on scheduling similar records. The County General Schedule cannot be adopted by municipalities for use, but the schedules can be used for creating record schedules through municipal ordinances.

Final real property assessment rolls have a retention period of 15 years and may be destroyed after that time has lapsed. However, Wis. Stat. § 59.52(4)(c)3 states that no assessment roll containing forest crop acreage may be destroyed without the prior approval of the secretary of the Department of Revenue. Municipalities should assume that assessment rolls from rural areas include forest crop acreage and that this provision applies to their assessment rolls. Municipalities should contact the Wisconsin Department of Revenue, Local Government Services Bureau for more information. This step is in ADDITION TO notifying the Wisconsin Historical Society of the upcoming record destruction.

Note: Notification should be given on any records 75 years or older regardless if they are marked waived.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Assessment				
Assessor' Final Reports	Documents yearly changes to master property record and personal property returns. Final report is filed with DOR.	Event+5 years; Event=Final report filed with DOR	No	Waive
Cadastral Maps	Includes any plats, assessor's plats, certified surveys, or aerial photographs used in determining taxable boundaries.	Permanent	No	N/A
Final Assessment Rolls	Both real and personal property rolls.	Creation+15 years (Provided no Forest Crop Acreage is recorded) ²⁵	No	Notify
Master Property Records	Details the appraisal of real property, based on the field inspections of the assessor.	Event+5 years; Event=Life of structure	No	Notify

²⁵ Wis. Stat. § 59.52(4)(c)3 states that no assessment roll that contains forest crop acreage may be destroyed without the prior approval of the secretary of revenue. Notification to the Wisconsin Historical Society is still required before approved assessment rolls can be destroyed.

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Increased Assessment	Notices sent to property owners informing them of increases on assessment.	Creation+7 years	No	Waive
Taxation Exemption Reports	Reports filed by individuals who own property exempt from personal property tax under Wis. Stat. § 70.11. The reports are submitted to the clerk of the taxation district. Authority provided by Wis. Stat. § 70.339.	Creation+10 years	No	Waive
Personal Property Statements	Statements filed with local assessor declaring taxable personal property.	Creation+5 years	Yes Confidential per Wis. Stat. § 70.35(3)	Waive
Board of Review				
Form of Objection	Objections submitted by taxpayers. Includes written objections and all other material submitted to the board of review.	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Minutes	Record of all proceedings of the board of review. Authority provided by Wis. Stat. § 70.47(5).	Creation+7 years	No	Notify

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Notice of Determination	Final decisions sent to property owners. Authority provided by Wis. Stat. § 70.47(12).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Proceedings	Includes audio recordings and any transcripts of board of review proceedings, along with any notes taken by clerk. Authority provided by Wis. Stat. § 70.47(8)(f).	Event+7 years; Event=Final action of Board of Review or completion of appeal	No	Waive
Special Assessments				
Final Resolution	Final authorization of special assessments. Authority provided by Wis. Stat. § 66.0703(8)(d).	Permanent	No	N/A
Payment Register	Record of the receipt of scheduled payments.	Event+7 years; Event=Final collection of payments	No	Waive
Preliminary Resolutions	Issued by municipal district describing the purpose of the project, calculations, limits of assessment district, and number of installments to be paid. Authority provided by Wis. Stat. § 66.0703(4).	Creation+2 years (provided report is on file with public works project record)	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Report of Special Assessment	Report of project that includes plans, specifications, cost estimates, and property affected. See Wis. Stat. § 66.0703(5) for more information. Authority provided by Wis. Stat. § 66.0703(5).	Creation+2 years (provided report is on file with public works project record)	No	Waive
Tax Calculation and Collection				
Escrow Account List	List of real estate taxes paid directly from an escrow account.	Event; Event=Superseded	No	Waive
Final Tax Roll	Real and personal property rolls. Calculated from assessment rolls to include total taxes and charges to be collected.	Creation+15 years	No	Notify
Statement of Taxes	Combined record of calculations used to set final taxes.	Permanent	No	N/A
Tax Calculation Support Records	Any record used to calculate municipal taxes. These include any certificates, evaluations, levies, estimates, payments, and credits used to determine real and personal property tax rolls.	Event+7 years; Event=Audit	No	Waive

Record Series Title	Series Description	Retention and Disposition	Confidential	WHS Notification
Tax Receipts	Receipts issued by treasurer upon payment of taxes. Includes any supporting documents associated with issuing and recording receipts of payments.	Event+7 years; Event=Audit of records by outside accounting firm	No	Waive
Tax Settlements	Used to verify tax collections compared to the taxes levied in the municipal records.	Event+7 years; Event=Audit	No	Waive
Unpaid Tax Statements	List of postponed real property, delinquent real property, and delinquent personal property taxes.	Creation+15 years (Retain with tax roll)	No	Waive

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Notification of General Records Schedule Adoption

Schedule Title: _____ Date: _____

Instructions:

Complete and send the original and 2 copies to: State Archivist, Wisconsin Historical Society (WHS), 816 State St., Madison, WI 53706.

- Do not opt out of a record series because your agency does not create or use these types of records. Signing the form does not obligate an agency to create records. It only requires that records be retained in accordance with the retention time periods and dispositions if such records exist. See the Introduction to General Records Schedules for more information.
- Attach a brief narrative explaining your rationale for opting out of each record series. When a separate schedule is prepared, identify that the record series is in lieu of the general schedule and cross reference the specific series.

NOTE: Destruction or transfer of records is not permitted until this form is signed by the WHS and the Public Records Board.

Wisconsin Government Agency: _____

Address: _____

This is to notify the Wisconsin Historical Society and the Public Records Board that the agency named above has reviewed the general records schedule and taken the following action (check appropriate box):

☐ Opt In: We adopt the entire schedule. (Available for University of Wisconsin [UW] System and Local Units of Government)

☐ Opt In With Revisions: We opt (out of), (in to), (circle one) the following record series. (Available for UW System and Local Units of Government) List the specific retention schedule numbers and titles:

☐ Opt Out: We opt out of the general records schedule (in whole), (in part), (circle one). (Available for State Agencies)
(All applicable records disposition must cease until separate retention schedules are developed and approved by the Public Records Board.) List the specific retention schedule numbers and titles:

Agency Head/Deputy Signature	Date Signed
Agency Records Officer Signature	Date Signed

The Public Records Board and Wisconsin Historical Society acknowledge your Notification of Adoption. You are hereby authorized to retain, transfer, and dispose of records as indicated on the schedule.

State Archivist Signature	Date Signed
PRB Executive Secretary Signature	Date Signed

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

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: City Clerk

EXHIBITS:

1. Proposed Resolution
2. Advertisement for Interest

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

In December 2021, Council approved to postpone filling the then-Wards 2 and 4 Council vacancies until after the redistricting process was completed with the intention of revisiting the subject as we come closer to the Spring Election. Both of these terms were to expire in April 2023. The newly drawn ward and Alderperson District lines have been approved, and reduced the number of Council seats to seven, which will formally come into effect as a result of the Spring Election on April 5, 2022. Seats for Alderperson Districts 1, 3, 5, and 7 will be filled at the April 15, 2022 Reorganizational Meeting of the City Council, leaving District 2 to remain vacant through 2023. The remaining even-numbered Council seats will in turn become occupied by current Councilors who are being displaced from their current even-numbered wards (4 and 6).

Staff is asking Council's approval to advertise for the vacant seat of Alderperson District 2. Advertisement for interest would ask that applications be due to the City Clerk's office by end of business March 25, 2022 so that they can be available for review, interview and potential appointment of a District 2 Councilor at the March 29, 2022 Council meeting. The approved candidate would take the Oath of Office at that meeting and begin serving as alderperson immediately, to serve through April 2023.

RESOLUTION No. 17673

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

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, as a result of the redistricting, the vacancy for Alderperson District 2 remains, with a term expiration of April 2023; 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 vacancy will be advertised no later than March 11, 2022 in the official newspaper not less than twice, and on the City's website and social media posts, 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 March 29, 2022 Regular City Council meeting.

NOW, THEREFORE, BE IT RESOLVED that the Common Council for the City of Ashland, Wisconsin hereby agrees that the candidate chosen at the March 29, 2022 Common Council meeting shall serve a term ending April 17, 2023.

Passed: March 8, 2021

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

Find yourself next to the water.



City of Ashland, Wisconsin

Council Vacancy for Alderperson District 2

The City Clerk of the City of Ashland is accepting letters of interest from District 2 residents who wish to be considered to fill the vacancy of Alderperson.

The individual appointed by the Council to fill the vacancy will be a qualified elector of District 2 (Wards 3, 4 and 5), and will serve until the day before the April 18, 2023 Spring Election.

Letters of interest in filling this vacancy must be received by the Ashland City Clerk by 4:00 p.m., Friday, March 25, 2022 via email at doliphant@coawi.org or at 601 Main Street West, Ashland WI 54806.

All letters of interest will be forwarded to the Ashland Common Council for consideration and determination at their March 29, 2022 Regular Council meeting. Applicants must attend the March 29, 2022 meeting of the Common Council for interviewing and potential appointment.

To find your ward or voting district, go to the City of Ashland basemap at <https://gis.coawi.org/basemap/#>, on their website at https://www.coawi.org/DocumentCenter/View/1819/Wards-and-Districts-2021_Map11x17?bidId, or by contacting the Clerk's office at 715-682-7071.

SUBJECT: Discussion to Update Council Regarding the American Rescue Plan Act (ARPA)
Funds (*Administration*)

RECOMMENDATION: Discussion Only

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES: Administration

EXHIBITS: 1. Non-Exclusive List of Eligible Uses

EXPENDITURES REQUIRED: TBD

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:**

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

In March of 2020, the Federal government enacted the American Rescue Plan Act (ARPA) which provided direct funding to municipalities to help mitigate the economic hardships of the COVID pandemic. Attached is the general guidance provided by the State of Wisconsin regarding the allowable uses of ARPA funds. As you know, we have been discussing a number of potential uses for these funds and I think it is important that we now focus on the specific council priorities.

The Administrator is offering to update Council after reviewing the discussion held during the February 22, 2022 Committee of the Whole Meeting.



Non-Exclusive List of Eligible Uses

ARPA – Local Fiscal Recovery Funds

Responding to the Public Health Emergency	Addressing Negative Economic Impacts	Serving the Hardest Hit	Improving Access to Infrastructure
COVID-19 mitigation • Vaccinations • Personal protective equipment (PPE) • Testing • Alternative care facilities	Workers and families • Unemployment and training • Food, housing, financial security assistance • Survivor’s benefit	Health disparities • Community health works • Public benefits navigators • Community violence intervention	Water and sewer • Drinking/wastewater infrastructure • Cybersecurity • Remediation of lead pipes • Stormwater/green Infrastructure
Behavioral health care • Mental health treatment • Substance abuse treatment • Crisis intervention	Small businesses • Loans • Grants • Counseling programs	Housing and neighborhoods • Homelessness • Affordable housing • Housing vouchers • Residential counseling	Broadband • Currently unserved or underserved • Modern technologies
Public health resources • Payroll for public health and similar employees	Impacted industries • Tourism • Travel • Hospitality • Non-profits	Educational disparities • Early learning services • School district resources • Educational services	Note: These are examples pending final guidance from the U.S. Dept of Treasury (Treasury). Review Treasury documents for details: • FAQs • Interim final rule
Essential workers • Premium pay • Retroactive premium pay	Public sector • Rehire public sector employees to pre-pandemic levels • Replace lost revenue	Healthy environments • Childcare • Enhanced child welfare services	