

**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 29, 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. March 8, 2022 City Council Meeting Minutes

4. CITIZEN PARTICIPATION PERIOD

5. MAYOR'S REPORT

A. Announcements

B. Appointments

6. INTERVIEW, NOMINATION AND APPROVAL OF FILLING DISTRICT 2 COUNCIL SEAT VACANCY

A. Approve to Fill Alderperson District 2 Council Seat Vacancy (Clerk) Roll

7. CONSENT AGENDA

A. Miscellaneous Meeting Minutes

8. NEW BUSINESS

A. Public Hearing Regarding the City of Ashland Proposed Application for Community Development Block Grant-Coronavirus (CDBG-CV) Funds (Mayor) Roll

- B. Public Hearing Regarding Sidewalk Special Assessments for the 2022 Watermain Improvements Project** *(Public Works)* Roll
- C. Approve a Final Resolution Authorizing Public Improvement and Levying Sidewalk Special Assessments Against Benefited Property in the City of Ashland, Ashland County, Wisconsin for the 2022 Watermain Improvements Project** *(Public Works)* Roll
- D. Approve Recommended Amendments to the City of Ashland Special Assessment Hardship Policy** *(Public Works)* Voice
- E. Approve to Accept a Professional Construction Engineering Services Proposal from Cedar Corporation for the 2022 Watermain Improvement Project** *(Public Works)* Roll
- F. Approve to Accept Bid from Jake's Excavating & Landscaping, LLC, and Award a Contract for the 2022 Watermain Improvements Project** *(Public Works)* Roll
- G. Approve an Ordinance to Amend Chapter 705 (1415) Water Utility Rules, Rates, and Regulations, Ashland City Ordinances** *(Public Works)* Roll
- H. Approve to Accept a Professional Construction Observation Services Proposal from Ayres Associates, Inc. for the Bike and Pedestrian Facility Improvement Project** *(Public Works)* Roll
- I. Approve to Waive the Compliance Requirement Set Forth in Chapter 705.19(f) Water Utility Rules, Rates, and Regulations, Ashland City Ordinances, and Approve a Permit for Private Well Operation at 1120 11th Street East, Ashland** *(Public Works)* Roll
- J. Approve a Resolution to Authorize the Submittal of a Community Development Investment (CDI) Grant Application to Financially Assist with the Former Union Bank Building Redevelopment Project** *(Planning)* Roll
- K. Approve to Appropriate Funds to Purchase Playground Equipment for Prentice Park** *(Parks)* Roll
- L. Approve to Appropriate Funds to Hire a Part Time Project Manager for the City of Ashland Public Works Department** *(City Administrator)* Roll
- M. Approve an Ordinance to Amend Chapter 194 (2015-1948) Procurement of Goods and Services and Approval of Change Order for Public Construction Projects, Ashland City Ordinances** *(City Administrator)* Roll
- N. Presentation and Approval to Administer Funds of the American Rescue Plan Act (ARPA)** *(Administrator)* Roll

9. CLOSED SESSION

- A. 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. PURSUANT TO WI STAT 19.85(1)(g): "Conferring with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation."** *(Update and Discussion on 6th Street West Litigation) (City Attorney)*

C. Return to Open Session *Voice*

D. Report of Action Taken during Closed Session

10. ADJOURNMENT

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

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

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ASHLAND CITY COUNCIL MEETING MINUTES

Tuesday, March 8, 2022 – 5:30 PM

Ashland City Hall Council Chambers

Please silence all cell phones during the meeting

1. CALL TO ORDER

The Tuesday, March 29, 2022 Ashland City Council meeting was called to order by Mayor Debra Lewis at 5:30 p.m.

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

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

PRESENT: Kevin Seefeldt, Sarah Jackson, Ana Tochterman, Eric Lindell, Charlie Ortman, Liz Franek, Dick Pufall, Jackie Moore

ABSENT:None

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

It was noted that a quorum of the Council was present.

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

A. February 22, 2022 City Council and Committee of the Whole Meeting Minutes

Franek asked to correct the Committee of the Whole minutes to reflect that she gave the report of the Housing Committee, not Tochtermann, and Jackson asked to clarify the Mayor's Report noting that the site plan that was approved at the Plan Commission meeting was that for the new housing development at the Timeless Timber site. Lindell moved, seconded by Ortman to approve the minutes as amended. The motion carried unanimously by voice vote.

4. CITIZEN PARTICIPATION PERIOD

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

Kevin Haas, District 4 Resident, expressed that he resigned from his Council position to apply for an open position with the City, and relayed public concern for the conflict of interest of those who hold positions on both the City Council and County Board.

Zygmund Jablonski, President of A to Z Plumbing & Heating, referenced Agenda Item 7D stating that his company is a responsible bidder and should be awarded the bid.

Mike Koenamann, 2119 4th Street East, commented on the new housing development on the Timeless Timber site and that he was concerned about the likelihood of increased traffic in the immediate area.

5. MAYOR'S REPORT

A. Announcements

Mayor Lewis introduced Ben Brost who had been working as a Special Projects Manager with Public Works for the past seven months. Utility Manager Chanz Green announced he would be leaving the City effective April 1, 2022 to pursue other endeavours, and Brian Ledin had been promoted into this position. Public Works Administrative Assistant Alison Gillespie announced her retirement as of April 8, 2022. Utility Billing Specialist Megan Erickson had been with the City for nearly a month, and there were two additional hires to the Utility department to fill vacancies. A Policing Task Force meeting will be held tomorrow morning, March 9, 2022.

6. CONSENT AGENDA

A. Miscellaneous Meeting Minutes

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

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

Pufall moved, seconded by Moore to enter into Public Hearing. The motion passed unanimously by roll call vote.

It was made known that a Class II notice was posted in the City's official newspaper, posted at the Vaughn Public Library, Ashland County Court House, and at City Hall, as well as posted to

the City's social media and website.

There were no citizens present wishing to speak during this public hearing, and there were no comments were received by City staff.

Lindell moved, seconded by Pufall to close the Public Hearing. The motion carried unanimously by voice vote.

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, Pages 82-83, as Document Number 357881. Applicant: Ashland Industries (Planning/Public Works) Roll

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

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

Lindell moved, seconded by Ortman to approve to accept the bid from Nasi Construction, LLC for \$118,900. The motion passed unanimously by roll call vote.

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

Public Works Director John Butler described the project and presented three responsive bids, which were Jake's Excavating, A to Z Plumbing & Heating, and Ritola, Inc.. City Attorney Max Lindsey explained the legal requirement to award bid to lowest responsible bidder and Butler and Lindsey presented numerous instances of prior conduct from A to Z Plumbing & Heating's interactions with the City. Lindell moved, seconded by Seefeldt to award the contract to Ritola, Inc., as the lowest responsible bidder for the reasons stated by Lindsey and Butler, for \$199,945.50. The motion passed 6-2 by roll call vote; opposed were Ortman and Franek.

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

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

F. Approve a Resolution to Allow the City Clerk to Advertise for Candidates to Fill City Council Member Vacancy (Clerk) Roll

Ortman moved, seconded by Lindell to approve the resolution. The motion passed 7-1 by roll call vote; opposed was Pufall.

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

Kucera offered an update to Council regarding areas of concentration for the ARPA funds. He will bring back a formal presentation at the next meeting.

8. CLOSED SESSION (Roll)

Ortman moved, seconded by Lindell to enter into Closed Session, and allow Public Works Director John Butler to attend. The motion passed unanimously by roll call vote. Any

Councilors who were attending virtually were dismissed from Closed Session, and were allowed to rejoin the meeting once Council returned to Open Session.

- 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)**

Council determined to adjourn after discussion as there was not a quorum present to return to open session.

Respectfully Submitted,

Denise Oliphant,
City Clerk

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SUBJECT: Appointments

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES:

EXHIBITS: 1. Offer to Volunteer Huset

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

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

COMPLIANCE WITH ORD. 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: N/A

SUMMARY STATEMENT:

The Mayor respectfully requests the approval of the following appointment:

HISTORIC PRESERVATION COMMISSION

Kristen Huset, Term expires: April 1, 2025

Offer to Volunteer - Committee

OFFER TO VOLUNTEER - COMMITTEE

I would like to be considered a nominee for the following Committee(s):	Historic Preservation
Brief statement of education, work experience, or training	I have a bachelor's degree in art history and I will graduate in May 2022 with my Master's in Library and Information Science degree with a focus on archives from the University of Wisconsin-Madison. I have worked at the University of Wisconsin-Madison School of Pharmacy for the past six years as an administrative assistant and archival assistant.
Biography	I have recently moved to Ashland from Madison, but I am originally from Superior, and I am very happy to be back in the north. I served as the Treasurer of the Douglas County Historical Society for four years and I am very interested in the preservation of history and historic buildings. I frequently attend the Wisconsin Historical Society's Local History and Preservation Conference and am very interested in local history and genealogy. When I have free time, I like to knit, crochet, do needlework, play board and card games, and swim in Lake Superior. I am hoping next winter to start cross-country skiing again.
References	Beth Fisher, Head Curator, American Institute of the History of Pharmacy, 608-513-6715 Michelle Chui, Professor & Chair, Social & Administrative Sciences Division, UW-Madison School of Pharmacy, 612-387-2514
Name	Kristen Huset
Email Address	kmhuset@wisc.edu
Address	701 2nd Ave W
City	Ashland
State	WI
Zip Code	54806

Phone Number

Cell/Work Number

SUBJECT: Approve to Fill Alderperson District 2 Council Seat Vacancy (*Clerk*) Roll

RECOMMENDATION:

DEPARTMENT OF ORIGIN: City Clerk

CLEARANCES: Resolution 17673, Approved March 8, 2022

EXHIBITS:

EXPENDITURES REQUIRED:

AMOUNT BUDGETED:

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51:

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

Redistricting of all of the City of Ashland Wards and Alderperson Districts had been completed in November 2021 and will take effect at the time of the Spring Election on April 5, 2022. The Council seats being contested at this time are the odd-numbered districts 1, 3, 5, and 7. Council agreed to suspend filling any vacancies until the 2022 Spring Election.

Those who occupy the even-numbered seats on Council will be experiencing a shift to their newly designated Districts as follows: Ward 6 Councilor will become District 4 Alderperson, and Ward 8 Councilor will become District 6 Alderperson. Unfortunately, the redistricting resulted in two odd-numbered Councilors to be displaced to even-numbered districts: Wards 3 and 9. An election for even-numbered Districts will not take place until 2023, disallowing these Councilors to remain on Council as they presently stand. Ward 10 Councilor is displaced to District 7 and is currently running for this office. Respectfully, he is allowed to serve his full term through April 2023 if not successful in this contest.

There remains a vacant seat for Alderperson District 2 whose term will expire in April 2023. In the interest of time, the Clerk requested that Council advertise and appoint a qualified and interested resident of the newly drawn District 2. The advertisement was published on March 18 and March 22, 2022, stating a deadline of March 25, 2022 to submit a letter of interest to the Clerk. Any letters received will be passed to Council at the March 29, 2022 meeting.

Pursuant to the approved resolution, Council may interview all candidates for the purpose of determining the candidates' interest in the vacancy. If appointed, the candidate chosen will be sworn in as District 2 Alderperson at the Council's Reorganizational Meeting on April 19, 2022.

**POLICE AND FIRE COMMISSION MEETING
VIA VIDEO CONFERENCE
JANUARY 12, 2022**

1. Call to Order

The meeting was called to order at 5:18 p.m. by Kate Siegler, President of the Police and Fire Commission.

2. Roll Call

Present: Kate Siegler, Ed Monroe, Matt Horning, Daryle Tucker, and Melissa O'Connor

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

3. Approval of Agenda Items

A motion was made by Ed Monroe, seconded by Matt Horning to approve all agenda items as presented. Motion was passed unanimously.

4. Approval of Minutes from November 15, 2021

A motion was made by Matt Horning, seconded by Ed Monroe to approve meeting minutes from November 15, 2021. Motion was passed unanimously.

5. Police Department Business

a. Administrative Report

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

- There were a total of 1209 calls this last reporting period, which included 104 Citations, 2 OWI's, 22 Reportable Accidents, 75 Arrests and 11 Emergency Detentions. Total calls for the whole year of 2021 were 8767, which averaged 24.1 calls per day.
 - On 12/29/2021, officers responded to a house in the City of Ashland for a male wanted for a domestic abuse incident that occurred outside of the city, where he had started a house on fire. Threats were made toward law enforcement by the male. The male ignored repeated commands to surrender and was given warning to comply. Male reached into his jacket pocket, at this time K9 was sent in to apprehend the male. Male was not injured during arrest and it was found that he was reaching into his pocket for a knife.
 - Sgt. Gene Brinker retired on January 2, 2022, leaving another opening in patrol.
 - Six applications were received for job posting, will be bringing four applicants forward for internal interviews. Only one applicant moving forward is certified.
 - New hire, Abbey Johnson started basic recruit school on January 5, 2022 and will be attending for 18 weeks.
 - Moved into the new PD building. Work still needs to be done with unpacking and getting final things brought over from old building. Soft interview room has been in use several times a week since we opened for social workers and the domestic violence liaison, conducting interviews.
 - Being short staffed has allowed to save funds on wages and be able to purchase contract with Lexipol, which is a company that writes policies. Updating our policies will be a great tool for the department and reduce liability.
 - Every sworn member of the PD has completed training modules from Police One Academy for three courses that were made mandatory for the end of 2021. More trainings will be completed in first quarter of 2022.
- Motion was made by Ed Monroe, seconded by Matt Horning to approve Chief Hagstrom's report and place it on file. Motion was passed unanimously.

6. Fire Department Business

a. Administrative Report

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

- Department responded to 454 incidents during the last reporting period. Majority of the incidents were EMS. There were 62 township EMS calls and 46 of the calls were to the Town of Sanborn. Town of Sanborn (Bad River) will be putting up a new station in the future. Neighboring Ambulance services continue to struggle with having only a limited number of volunteers. There were 8 fire calls, 2 of those were structure fires.

- Julie LeBlanc will be retiring in June. MMC has contacted us on continuing the Community Paramedic Program. We will need to get someone certified/trained in to complete Community Paramedic visits.
- Due to several shifts being operated at minimum staffing and limited off-duty staff willing to work overtime, 23 inter-facility transfer requests were denied. Overall requests for transfers declined as hospitals are not accepting transfers very often.
- Firefighters Eli Wilson, John Blakeman and two Cadets have started Haz-Mat Ops classes at NTC. Jolma and Oliver have completed their Paramedic class and will take certification tests in January.
- Paul Oliver, who was an intern at Fire Department has transitioned to full time employee which was effective December 20, 2021.
- 213 E. Main St fire that occurred on December 6th, was reported by someone else who had seen smoke and called it in. All apartments were evacuated when AFD arrived on scene. No smoke detectors were working in the building. AFD fire investigators found fire to be unintentional and possibly started by electrical but was undetermined. Mutual Aid was received by Washburn, Mason, Marengo, Bad River Fire Departments. One firefighter was injured.

Ed Monroe asked about Bad River new station and what we could do to assist them. Chief Matthias is open to and will assist with what he can. Volunteers will be needed to operate new station as well.

Motion was made by Ed Monroe, seconded by Matt Horning to approve Chief Matthias' report and place it on file. Motion was passed unanimously.

7. Discussion Regarding Procedures for Hiring & Promotions for both AFD & APD

Kate Siegler and Ed Monroe have been assisting with interviews for both departments. Daryle Tucker expressed interest in being involved with doing interviews. Interviews will continue to be completed as they have been with having two PFC members included in the interview process, for both departments.

8. Discussion on Policing Task Force Community Forums

There were four forums held, one was virtual and three were in person. There were no bad comments for the APD, all comments were about other areas. Citizen input included the APD should get to know the community better, which includes building trust. Mental health issues and the opioid crisis were also discussed. There were no comments from people who attended forums on how to deal any of the issues discussed. Citizen input should be continued and this should not just be a one-time thing. A lot of people feel Ashland is a safe place to live.

9. Next Regular Meeting Date

The next regular meeting for the Police and Fire Commission will be held virtually on Monday, March 7, 2022, at 5:15 pm.

10. Closed Session as Authorized by Wisconsin State Statute 19.85(1)(c) for:

a. Fire Dept – Personnel Probationary Reports, Personnel Discussion, & Hiring Status

b. Police Dept – Personnel Probationary Reports & Personnel Discussion

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

11. Return to Open Session

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

12. Report action taken in Closed Session

- Approve and accept the Fire Department's Personnel Probationary Report.
- Approve and accept the Police Department's Personnel Probationary Report.

13. Adjournment

A motion was made by Ed Monroe, seconded by Matt Horning to adjourn the meeting at 6:02 p.m. Motion was passed unanimously.

Respectfully Submitted
Kelly Garro
Recording Secretary

SUBJECT: Public Hearing Regarding the City of Ashland Proposed Application for Community Development Block Grant-Coronavirus (CDBG-CV) Funds (*Mayor*) Roll

RECOMMENDATION: Discussion only

DEPARTMENT OF ORIGIN: Mayor

CLEARANCES: Mayor
Northwest Regional Planning Director

EXHIBITS: 1. Northwest Wisconsin Community Services Agency, Inc. - Ashland Community Shelter Update March 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:

SUMMARY STATEMENT:

In 2021, the City of Ashland applied for and was awarded a \$700,000 pass-through Community Development Block Grant-Coronavirus (CDBG-CV) grant through the Wisconsin Department of Administration. The grant was used to fund the purchase of the former Ashland Motel for use as a homeless shelter. An initial Public Hearing was held by the Council on June 29, 2021. One of the requirements of the CDBG-CV grant program is to hold a second public hearing after the grant is awarded to obtain input and feedback and also provide information to the public on the progress of the CDBG-CV project. In addition, housing needs identified in the community will be discussed.

The Clerk's office has confirmed that proper notice has been made. The public hearing notice was published as a Class II notice on both March 15 and March 22, 2022 in the Ashland Daily Press, as well as posted at three public places, including City Hall, the Vaughn Library, and Ashland County, and posted to the City's website and social media pages.

Northwest Wisconsin Community Services Agency, Inc.

SERVING THE COUNTIES OF ASHLAND, BAYFIELD, DOUGLAS, IRON AND PRICE

ADMINISTRATIVE OFFICE
1118 TOWER AVENUE
SUPERIOR, WISCONSIN 54880
Phone: 715-392-5127
Fax: 715-392-5511
www.Northwest-CSA.org



Millie Rounselle, *Chief Executive Officer*

ASHLAND COMMUNITY SHELTER UPDATE March 22, 2022

October – December 2021

- October 14th, 2021 closed on the property
- Completed assessment of grounds and inventory
- Changed all locks to a keyed system for the property
- Installed security camera system and additional lighting to rear of property
- Repaired heating system (not operating upon closing)
- Winterized 2-story building
- Corrected electrical issues noted on inspection (installed GFI's, grounded outlets in rooms, removed extension cords, capped out exterior plugs)
- Installed smoke/co2 detectors and added additional fire extinguishers to meet code
- Hired shelter Manager
- 27 volunteers dedicated over 600 hours getting laundry washed, cleaning and painting interiors getting ready to open
- Brought over food from warehouse and gathered "welcome bags" for guests
- Office, community room and meetings rooms completed

January 2022

- Phone and internet finally installed
- January 13th, opening day! Checked in our first 11 households
- Conversion of guest room into a laundry room for guests completed

February 2022

- Dedicated Case Manager hired
- Major electrical updates done (new panels, additional outlets, fixtures replaced)
- Computer lab completed to serve 4 households at a time (thank you to Essentia)

March through June

- Continue to increase the number of rooms occupied
- Windows that were ordered to be delivered and installed
- ADA conversion of 2 rooms/4beds
- Parking lot replacement
- Wetland clean-up projects being scheduled

Highlights from HMIS Database

30 households served to date

- 3 fleeing domestic violence
- 31 adults and 2 children
- 61% white~26% native~13% reporting multiple races
- 29% male ~ 61% female~10% other
- 48% with a chronic health condition (35% physical disability/29% mental health disorder)
- 45% spent night prior in place not fit for human habitation
- 48% no income
- 88% have health insurance
- 12% chronically homeless
- 12% veterans

SUBJECT: Public Hearing Regarding Sidewalk Special Assessments for the 2022 Watermain Improvements Project (*Public Works*) Roll

RECOMMENDATION: Approve the City Engineer's Report on Special Assessments as presented at the Public Hearing

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
City Attorney
Public Works Director

EXHIBITS: 1. Special Assessment Preliminary Report for 2022 Watermain Improvements Project, March 11, 2022

EXPENDITURES REQUIRED: \$ 53,665.96 Est. Construction Cost of Sidewalk Replacement
\$ 5,366.60 Est. Contingency
\$ 9,945.87 Est. Engineering Services
\$ 68,978.42 **Total Estimated Cost**

\$ 68,978.42 Total Est. Cost
\$ 55,290.29 City Portion
\$ 13,688.14 **Special Assessments**

AMOUNT BUDGETED: \$ 55,290.29 (City Portion of Sidewalk Construction)

APPROPRIATION REQUIRED: As Budgeted for 2021

TREASURER'S CERTIFICATE: N/A

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

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

SUMMARY STATEMENT:

WI State Statute requires that the Governing Body conduct a Public Hearing whenever proposing special assessments for public improvements.

Preliminary assessment letters and a copy of the Public Hearing Notice have been sent to all affected property

owners. The letter included the maximum anticipated special assessment amount to be charged to the property. The City's current policy for sidewalk special assessments was approved by Council in January 2022 and states that special assessments shall be calculated at the rate of 50% of the anticipated construction cost.

A Preliminary Report on Special Assessments associated with the 2022 Watermain Improvements Project has been completed by the Public Works Department, which includes details on the anticipated construction costs. A copy of this report has been made available for public review at City Hall.

The Preliminary Report will be revised to reflect any changes resulting from modifications approved by the City Council at the March 29, 2022 Public Hearing.

The Clerk's office has confirmed that proper notice has been made according to WI Statutes. The public hearing notice was published as a Class I notice on March 18, 2022 in the Ashland Daily Press, as well as posted at three public places, including City Hall, the Vaughn Library, and Ashland County, and posted to the City's website and social media pages.



City of Ashland, Wisconsin ~ Department of Public Works

SPECIAL ASSESSMENT PRELIMINARY REPORT for 2022 WATERMAIN IMPROVEMENTS PROJECT

March 11, 2022



Prepared by the City of Ashland Public Works Department

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City of Ashland, Wisconsin ~ Department of Public Works
2020 6th Street East Ashland ~ WI 54806 ~ www.coawi.org

**PRELIMINARY REPORT
FOR
SIDEWALK SPECIAL ASSESSMENTS
2022 WATERMAIN IMPROVEMENTS PROJECT**

MARCH 11, 2022

This report is submitted in accordance with the requirements of §66.0705 Stat., and the preliminary resolution of the City Council of Ashland, Wisconsin, dated January 25, 2022 determining to levy special assessments on benefited properties for public improvements related to construction of sidewalk in accordance with and at locations as further described in the following schedules:

SCHEDULE A: Project Plans and Specifications

SCHEDULE B: Opinion of Probable Cost for the Public Improvement;

SCHEDULE C: Schedule of Proposed Assessments Against Each Benefitted Parcel

The project includes reconstruction of 4th Avenue W from 6th St W to 11th St W; replacing water main and services, partial replacement of storm sewer; and replacement of existing sidewalks as needed throughout the project area, determined by the Public Works Department and as shown on the plans.

A Public Hearing meeting is scheduled to be held during the City Council meeting on **Tuesday, March 29, 2022 at 5:30 p.m.** At the Public Hearing the Ashland Common Council will hear all interested persons, or their agents or attorneys, concerning the matter contained in the preliminary resolution authorizing the assessments and as contained in this report. All objections will be considered at this hearing and thereafter the amount of the assessments will be fully determined.

After the Public Hearing a Final Report will be produced that reflects any changes or modifications to the proposed special assessments as approved and authorized by the Ashland Common Council.

I hereby certify that the property against which assessments are proposed has been viewed in the field and found to be benefitted by said improvements under the City's police power.

John Butler, P.E.
Director of Public Works

RESOLUTION No. 17665

PRELIMINARY RESOLUTION DECLARING INTENT TO LEVY SPECIAL ASSESSMENTS UNDER MUNICIPAL POLICE POWER PURSUANT TO SEC. 66.0703, WI STATE STATUTE FOR THE 2022 WATERMAIN IMPROVEMENTS PROJECT

RESOLVED, by the Ashland Common Council, City of Ashland, Wisconsin, Ashland County, Wisconsin:

1. The Ashland Common Council hereby declares its intention to exercise its police power under §66.0703, Stats., to levy special assessments upon property in the assessment district hereafter described for benefits conferred upon such property by reason of the following public work and improvements:

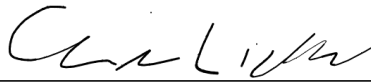
Concrete Sidewalk Installation and Replacement

2. The property to be assessed lies within the following described assessment district:
 - a. All properties adjacent to 4th Avenue West from 6th Street West to 11th Street West, City of Ashland, Ashland County, Wisconsin.
3. The total amount assessed against the properties in the described assessment district shall not exceed 50% of the cost of the improvements.
4. The Ashland Common Council determines that the improvements constitute an exercise of the police power for the health, safety and general welfare of the municipality and its inhabitants.
5. The City Public Works Department shall prepare a report which shall consist of:
 - a. Preliminary plans and specifications for the improvements.
 - b. An estimate of the entire cost of the proposed improvements.
 - c. A statement that the property against which the assessment are proposed will be benefitted.
 - d. Schedule of proposed assessments
6. When the report is completed, the City Public Works Department shall file a copy of the report with the City Clerk for public inspection and, if state property is to be assessed, shall mail a copy of the report to the responsible state agency and, for assessments of \$50,000 or more, to the Wisconsin State Building Commission.
7. Upon receiving the report of the Public Works Department, the City Clerk shall cause notice to be given stating the nature of the proposed improvements, the general boundary lines of the proposed Assessment District, (including a small map thereof,) the time and place at which the report may be inspected, and the time and place of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a class 1 notice under Ch. 985, Stats, and copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.

8. The hearing will be held at the Ashland City Hall, 601 West Main Street, Ashland, Wisconsin, at a time set by the City Clerk in accordance with §66.0703, Stats., which shall be not less than 10 nor more than 40 days after publication. People will be able to attend virtually or in person.

9. The number of installments in which the assessment against any parcel may be paid shall be determined at the hearing provided for in paragraph 7, above.

PASSED: January 25, 2022


Aldersperson

ATTEST:


Denise Oliphant, City Clerk


Debra S. Lewis, Mayor

APPROVED AS TO FORM:


Tyler W. Wickman, City Attorney

CITY OF ASHLAND, WISCONSIN SIDEWALK SPECIAL ASSESSMENT POLICY

(Dated: March 24, 2006)
(Referenced by Ordinance No. 530; Adopted May 9, 2006)

1.0 PURPOSE

The purpose of this Policy is to assure fair and equitable cost recovery for pedestrian infrastructure improvements and to set forth a methodology determining the amount of the assessment for the improvements and circumstances on a reasonable basis. It is the policy of the City of Ashland that all properties specially benefiting from sidewalk improvements pay a portion of their fair share of the cost of such improvements.

The policies contained herein are designed to serve as a general guide for the City Council in allocating benefit to properties. The City Council reserves the right to vary from these policies if the assessments derived by imposition of the policies create obvious inequities, where the assignment of benefit to a particular property is difficult to determine, or because of extreme or unusual circumstances, or for other good reason.

2.0 SPECIAL ASSESSMENT PROCEDURES

The Wisconsin Statutes prescribe the general procedures which cities must follow to specially assess property for local improvements. Typical public improvement projects for which special assessments are levied include sidewalks and related pedestrian infrastructure elements. Pertinent statute sections include §66.0703 and §66.0907. In accordance with §66.0907, municipalities may impose assessments for the costs of laying, removing, replacing, repairing, and maintaining sidewalks. Charges for sidewalk work are levied under police powers and do not require a showing of benefit to properties charged (*Lisbon Ave. v. Town of Lake*, 134 Wis. 470, 475, 113 N.W. 1099 (1908)).

The City of Ashland adopts, makes a part of this policy by reference, and incorporates the procedures for levying special assessments as contained in Wisconsin Statutes §66.0907. Whenever the provisions of this policy are contrary to those contained in §66.0703, §66.0907, or other applicable provisions of the Wisconsin Statutes or administrative regulations, the Wisconsin Statutes or administrative regulations shall control.

All special assessments levied in the City of Ashland shall be grounded in the exercise of police powers for the health, safety and welfare of the public.

It is hereby determined that all properties lying within the incorporated boundaries of the City of Ashland receive similar benefit for similar categories of improvements and therefore the rates established for the levy of special assessment shall be applied on a uniform basis throughout the City, for the benefits received, regardless of the location of the improvements and the method of financing. In no case shall the total special assessments exceed the total cost of all improvements constructed as part of the annual Capital Improvement Program (CIP).

3.0 ASSESSMENT BASIS

Special assessments are to be computed and based on a per linear foot of frontage basis (i.e., *front footage* basis), except in the case of residential corner lots.

The front footage of corner lots shall be determined by the side of the lot bearing the street address and front entrance of the home. All corner lots shall receive a 140 ft. *flankage credit* for sideyard sidewalk. The assessment for corner lots shall be limited to the front footage plus any remaining side footage after deducting flankage credit. All residential corner lots receive this 140 ft. flankage credit.

The following examples help to illustrate how corner lots are assessed:

- a) If a large 140' (front) by 150' (deep) corner lot is to receive all new sidewalks on both sides, then the assessment would be for 150 ft. total (140' of frontage plus 150' side yard minus the flankage credit of 140') = 150 ft. total).
- b) If a smaller 100' (front) by 140' (deep) corner lot is to receive all new sidewalks on both sides, then the assessment would be for 100 ft. total (100' of frontage plus 140' side yard minus the flankage credit of 140') = 100 ft. total). Likewise for a 50' or 75' wide lot.

If a corner lot did not have sidewalk on its frontage OR its frontage sidewalk is all in excellent shape, and the project calls for new sidewalk installation on its flanking side only; then the property would be assessed for only that portion of the flanking side that exceeds the 140 ft. flanking credit. For example,

- c) If a large 100' (front) by 150' (deep) corner lot is to receive a new side yard sidewalk (flanking side) only; then the special assessment would be for 10 feet (150' deep flanking side minus 140' flankage credit).

The flankage credit is determined to be 140 feet based on the fact that the typical Ashland lot is 140 ft. deep. The flanking side of a lot is not intended to be special assessed until the amount of sidewalk installed or replaced on the flank within any 20 year period exceeds 140 lineal feet.

4.0 ASSESSABLE PROJECT ELEMENTS AND COSTS

Recognizing that it is the policy of the City of Ashland to levy special assessments to recover approximately 50% of the cost of constructing sidewalk improvements. The City Council establishes the locations and priorities for sidewalk improvement projects as described in Ordinance 530, *Ordinance to Adopt a Sidewalk Construction, Maintenance, and Use Policy for the City of Ashland*.

The City Council establishes the assessment rates for sidewalk improvements. Annually the Director of Public Works/City Engineer will recommend adjustments in the special assessment rates based on construction costs experienced the previous construction season. This rate will be published in the Comprehensive Fee Schedule, adopted annually by City Council.

All construction shall be in accordance with standards as published in the most recent version of the *City of Ashland Standard Specifications for Sidewalk Construction*, unless otherwise approved in writing from the Director of Public Works/City Engineer.

Assessable project elements and costs to be included in the special assessment computations are described herein:

- a) Sidewalk Removal, Saw Cutting, and other associated demolition costs: Costs for removal, saw cutting, and other associated demolition costs of existing sidewalks is to be included with construction costs.
- b) Grading and Gravel Base: The grading and construction of a gravel base for sidewalk construction will be included with construction costs.
- c) Curb, Gutter, and Pedestrian Handicap Ramps: The construction or replacement of concrete curb and gutter associated with installation of pedestrian ramps and/or adjacent sidewalks will be included in cost computations, and shall be allocated evenly as part of general sidewalk improvement construction costs. This shall include the installation of color-contrasted truncated dome devices for visually impaired pedestrians.
- d) Sidewalk Construction Costs: New sidewalk construction, or complete replacement of existing sidewalk, is to be included in the costs for construction.
- e) Replacement Sidewalk and Repairs to Existing Sidewalk: Spot repairs of existing sidewalk, including grinding, milling, mud-jacking, or individual panel replacement is to be included in the costs for construction.
- f) Tie-in Sidewalks and Driveway Aprons: Sidewalks and driveway aprons that tie-in and connect to the public walkways (carriage and entrance walks) shall be included with construction costs and allocated to the property served by sidewalk and/or driveway apron. General improvements elected by the property owner are not included in the general project costs; and while encouraged by the City, all such improvements and related expenditures shall be independently borne by the property owner.
- g) Boulevard (Terrace) Restoration: For the purpose of this paragraph the word boulevard (terrace) means that area between the back of the curb and the sidewalk, or, in the absence of a sidewalk, the property line.

Boulevard (terrace) restoration, seeding or sodding will be included in the cost calculations. No assessments will be made for replacement of turf located outside the street right-of-way that is required to be replaced to facilitate the matching of the existing yard to the new street construction.

- h) Retaining Walls: When it is determined that the construction of retaining walls, as part of street improvements, has a shared benefit between the property owner and the City, in that the property owner usually has larger useable lot area than would be available in the absence of the wall. The cost of constructing a retaining wall will therefore be split, with 50% of the cost of constructing the first five feet (5') of height of the retaining wall special assessed to the abutting lot. The City will pay for 50% of the cost of the first five feet (5') of height and 100% of the cost above five feet (5') of height of a retaining wall. A retaining wall shall be assessed on a square foot basis for the amount of retaining wall constructed adjacent to the benefited property.

- i) Expected Service Life: Sidewalks and related infrastructure are judged to have a normal useable life expectancy. For the purposes of determining whether or not special assessments apply to properties, the expiration of an expected service life shall be the governing criterion. Sidewalks beyond the expected service life as noted below shall be assessed; those within the service life shall be exempt from assessments. For the purpose of this policy, the life expectancy for sidewalk improvements is as follows:

Pedestrian Handicap Ramps/Truncated Dome Devices – 20 years
Sidewalks – 20 years

5.0 ASSESSMENT AMOUNTS AND REPAYMENT

This section of the policy to sets forth the amounts and repayment terms of special assessments.

- a) Special assessments shall be for approximately 50% of the construction costs as determined by the criteria noted above. The actual assessment rate shall be set annually and adopted by Council as part of the Comprehensive Fee Schedule.
- b) Special assessments may be paid in full following completion of the work (with no interest), or through 10 equal annual installments.
- c) The interest rate shall be 1% above the City's borrowing rate (as determined by loan or bond issuance) to cover overhead expenditures associated with administration of the program.
- d) Assessments shall be due in full upon sale or transfer of the property.
- e) The payment of special assessments through installments may be extended in cases of hardship. Repayment terms may be extended to 20 years of equal installments (per 66.0715) if a resident so chooses.

6.0 MISCELLANEOUS PROVISIONS

It is the intention of this section of the policy to clarify special circumstances, which may arise in establishing the benefit to lots as a result of public improvements completed by the City of Ashland.

- a) The policies set forth in this document do not alter the requirements of the City's subdivision and zoning codes with regard to a developer's responsibility to provide and pay for required improvements at the time that any given property is to be improved.
- b) The City of Ashland shall special assess improvements to railroad property as permitted by the Wisconsin Statutes, except as may otherwise be determined by the City Council.

- c) The City of Ashland shall bear 100% of the costs associated with constructing sidewalks on city-owned properties.
- d) The City of Ashland's utilities shall bear 100% of the costs associated with constructing sidewalks on utility properties (allocated to the appropriate utility).
- e) Projects constructed by Federal or State monies/agencies that include full payment of sidewalk construction costs as part of the respective projects are not subject to special assessments. Those that provide partial or no payment of sidewalk construction costs will be special assessed, subject to the specific requirements of pertinent federal and state funding sources.
- f) Property owners undertaking their own work, or arranging for pre-approved contractors to do so, shall not be special assessed. However, they are responsible for completing all work as described herein and in accordance with Ordinance 530.

SECTION 32 16 23
CONCRETE SIDEWALKS AND DRIVEWAYS

PART 1 - GENERAL

1.01 SUMMARY

- A. Section Includes
 - 1. Excavating
 - 2. Aggregate Base Course
 - 3. Sidewalks and Steps Construction
 - 4. Curb Ramp Construction
 - 5. Curb Ramp Detectable Warning Fields
 - 6. Driveway Construction

1.02 REFERENCES

- A. American Society for Testing and Materials (ASTM)
 - ASTM A185 Specification for Welded Steel Wire Fabric for Concrete Reinforcement.
 - ASTM C31 Making and Curing Concrete Test Specimens in the Field.
 - ASTM C33 Specification for Concrete Aggregate.
 - ASTM C39 Test for Compressive Strength of Cylindrical Concrete Specimens.
 - ASTM C94 Specification for Ready-Mixed Concrete.
 - ASTM C143 Test for Slump of Portland Cement Concrete.
 - ASTM C150 Specification for Portland Cement.
 - ASTM C172 Sampling Fresh Concrete.
 - ASTM C231 Test for Air Content of Freshly Mixed Concrete by the Pressure Method.
 - ASTM C1116 Standard specification for Fiber-Reinforced Concrete
 - ASTM C1315 Specification for Liquid Membrane-Forming Compounds Having Special Properties for Curing and Sealing Concrete.
 - ASTM D1557 Test Methods for Moisture-Density Relations of Soils and Soils-Aggregate Mixtures Using 10-Lb. (4.54 Kg) Rammer and 18-In. (457 mm) Drop.
 - ASTM D1751 Specification for Preformed Expansion Joint Fillers for Concrete Paving and Structural Construction (Nonextruding and Resilient Bituminous Types)

- ASTM E329 Recommended Practice for Inspection and Testing Agencies for Concrete, Steel, and Bituminous Materials as Used in Construction.
- ASTM C618-15 Standard Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use in Concrete

- B. American Concrete Institute (ACI)
 - ACI 304 Measuring, Mixing, Transporting and Placing Concrete.
 - ACI 305 Recommended Practice for Hot Weather Concreting
 - ACI 306 Recommended Practice for Cold Weather Concreting
 - ACI 347 Guide to Formwork for Concrete

- C. American Association of State Highway and Transportation Officials (AASHTO)
 - AASHTO M105 Standard Specification for Gray Iron Castings
 - AASHTO M148 Curing Compounds

- D. Americans with Disabilities Act (ADA)
 - Accommodations Guidelines

- E. State of Wisconsin Department of Transportation (WisDOT)
 - 1. Standard Specifications, WisDOT Section 501, Concrete

1.03 ALLOWANCES

- A. If so stated in the specification “Allowances”, installation testing will be paid as an allowance. All other testing will be incidental to the Work.
- B. If there is no reference in the specification section to “Allowances”, then testing costs will be incidental to other Work items.

1.04 SUBMITTALS

- A. Action Submittals
 - 1. Current concrete design mix of composition and strength testing results for design mix for each type of concrete.

- B. Informational Submittals
 - 1. Results of all Quality Control testing.
 - 2. Daily load tickets of concrete placed.

1.05 QUALITY CONTROL

- A. Employ an independent testing laboratory approved by the Owner to provide testing services as follows:
 - 1. Material Acceptance Testing:
 - a. Design mix.
 - 2. Installation Testing:
 - a. Slump.
 - b. Air-entrainment.
 - c. Compressive strength test.
 - 3. Additional Testing:
 - a. Perform under following circumstances:
 - (1) Material failure.
 - (2) Change in ready-mix source.
 - (3) Design mix changes requested by Contractor.
- B. The following shall be in accordance with the stated references:
 - 1. Inspection and Testing: ASTM E329.
 - 2. Sampling: ASTM C172.
 - 3. Slump: ASTM C143.
 - 4. Air-Entrainment: ASTM C231.
 - 5. Compressive Strength Test: ASTM C31 and C39.
- C. Perform tests required by this section with the following frequency:
 - 1. Two tests daily or one per 100 cubic yards placed, whichever number is greater.
- D. Compressive strength test shall consist of four standard test cylinders made from a single batch of concrete:
 - 1. Test one cylinder at 7 days.

2. Test two cylinders at 28 days.
3. Test remaining cylinder in the event prior tests fail.
4. Compressive strength tests shall be considered satisfactory when 28-day tests meet the following:
 - a. Test results equal or exceed specified compressive strength.
 - b. No individual test falls more than 500 psi below specified compressive strength.
5. Failure of compressive strength tests shall result in following additional testing:
 - a. Provide two core samples of each portion of work affected and perform compressive strength tests.
 - b. Replace work if core samples do not equal or exceed specified compressive strength.

PART 2 - PRODUCTS

2.01 CONCRETE

- A. Conform to ASTM C94 and the following:
 1. Concrete shall be Grade A, air-entrained, in conformance with WisDOT Section 501.
 2. High early strength concrete shall be Grade C in conformance with WisDOT Section 501, Concrete.
 3. Seven-Day Compressive Strength: 3000 psi Minimum.
 4. Twenty-eight Day Compressive Strength: 4000 psi Minimum.
 5. Maximum Aggregate Size: 1½ inches.
 6. Air Content: 6 percent ± 1.5 percent.
 7. Maximum Water-Cement Ratio: 0.44.
 8. Slump:
 - a. Slip-Formed Concrete Pavement: 2.5 inches or less.
 - b. Not Slip-Formed with Surface Vibration Concrete Pavement: 1.5 to 3 inches.

c. Not Slip Formed with Internal Vibration: 1 to 3 inches

B. Admixtures to lower freezing point of concrete are not permitted.

2.02 AGGREGATES

A. Conform to ASTM C33.

2.03 EXPANSION JOINT

A. Conform with ASTM D1751.

B. Thickness: 1/2 inch.

2.04 CURING MATERIALS

A. Linseed Oil

1. Furnish liquid membrane-forming curing compounds composed of a blend of boiled linseed oil and high viscosity, heavy bodied linseed oil emulsified in a water solution conforming to AASHTO M 148, Type 2 Class B. Test material at an application rate of 1 gallon per 200 square feet.
2. Waive drying time requirements. The chemical requirements (volumes are exclusive of added pigments) are as follows:

<u>Oil Phase (50+/-4% by volume)</u>	<u>(Percent By Mass)</u>
Boiled Linseed Oil	80
Z-8 Viscosity Linseed Oil	20
Water Phase (50 +/-4% by volume)	100

2.05 CRUSHED AGGREGATE BASE MATERIAL

A. Construct sidewalks and driveways on a layer of compacted base aggregate dense base course, placed to the thickness of:

1. 4 inches for sidewalks, curb ramps and steps (excluding thickened sidewalk sections through driveways)
2. 6 inches for residential driveways and 8 inches for alleys, commercial, and industrial driveways.

B. Provide base material conforming:

1. Use 3/4" crushed aggregate base course (Gradation No. 3).

2. Aggregates shall consist of hard, durable particles of crushed stone or crushed gravel and a filler of natural sand, stone sand or other finely divided mineral matter.
3. Remove oversize material by screening or by crushing to required sizes.
4. Composite material shall be free from organic matter, shale, and lumps or balls of clay and shall conform to the gradation requirements below.

2.06 DETECTABLE WARNING FIELDS

- A. Furnish warning field as listed within the WisDOT approved products list. Furnish warning fields with truncated domes and conforming to AASHTO M 105, Grade 30. Fields are to be provided in the lengths and widths shown on the drawings. Required field size may be achieved by use of segmented plate fields with all segments fastened to one another.
- B. Furnish warning field from the following manufacturer(s):
 1. Neenah Foundry Company
- C. Color: Provide warning field material in the following color:
 1. Natural Finish

PART 3 - EXECUTION

3.01 PREPARING THE FOUNDATION

- A. Prepare the foundation by excavating or filling to the required elevation of the subgrade. Tamp or compact the foundation to ensure stability. In cuts, make the foundation wide enough to allow placing forms and performing concrete placement and finishing. On embankments, construct the foundation at least 2 feet wider than the proposed concrete section and extend it at least one foot beyond each end of the concrete section.
- B. Unless specified otherwise, fill holes, ruts, and other depressions in the foundation with materials similar to those in the existing foundation. The contractor may use granular or aggregate base.

3.02 PLACING AND GRADING BASE COURSE

- A. Provide base material to the thickness specified within this Section.
- B. The subgrade shall be prepared by fine grading to the lines, grades, and cross-sections shown on the drawings.
- C. Compact to minimum 100 percent of maximum dry density as determined by AASHTO Method T99 (Standard Proctor) will be required.

- D. Excess material shall be disposed of at a site provided by Contractor.

3.03 FORMS

- A. Conform to ACI 347.
- B. Forms shall be of the size, shape, and depth to construct the sidewalk and driveway as required.
- C. Brace and tie together forms to maintain position and shape.
- D. Clean and coat forms with clear, non-staining mineral or paraffin base form oil prior to placement of concrete against forms.
- E. Surfaces in contact with concrete shall be free from frost, debris, and other deleterious material.
- F. Moisten the base prior to placement of concrete.
- G. Remove laitance and other unsound material before freshly placed concrete is placed against previously placed concrete.
- H. Protect concrete from damage until it has hardened sufficiently to resist damage.

3.04 CONCRETE THICKNESS

- A. Unless noted otherwise, furnish the following minimum thicknesses:
 - 1. Standard Sidewalks, Steps: 4 inches.
 - 2. Curb Ramps: 4 inches.
 - 3. Residential Driveway: 6 inches.
 - 4. Alley, Commercial, and Industrial Driveway: 8 inches.
 - 5. Heavy Industrial Driveway: 9 inches.

3.05 TIE BARS

- A. Where sidewalk construction is not continuous, such that adjacent sections of sidewalk are constructed at different times, then the abutting sidewalk sections are to be joined together with tie bars.
- B. Place two #4 rebar 2.0 feet long by 2 feet apart centered in the walk (width and thickness). Install equal length (half of full length) into existing/abutting walk and new walk.

3.06 SLIPFORM CONSTRUCTION – SIDEWALK

- A. The use of slip form equipment will be acceptable.
- B. Coordinate the operations of mixing, delivering, and placing of the concrete to provide uniform progress with minimum stopping and starting of the sidewalk slip form machine.
- C. Slip form machine shall be capable of placing the specified sidewalk section with an adequate amount of vibration to preclude the possibility of honeycomb formation.

3.07 ENVIRONMENTAL REQUIREMENTS

- A. Hot Weather Concreting
 - 1. Follow ACI 305 whenever mean surrounding air temperature equals or exceeds 80°F (27°C).
 - 2. Do not place concrete whenever air temperature equals or exceeds 90°F (32°C).
- B. Cold Weather Concreting
 - 1. Follow ACI 306 whenever mean surrounding air temperature is below 40°F (4.5°C).
- C. Do not place concrete during rain, sleet, or snow unless protection is provided.

3.08 PLACING CONCRETE

- A. Conveying Concrete
 - 1. Convey concrete from mixer to place of final deposit by methods that will prevent separation or loss of materials.
 - 2. Equipment for chuting, pumping, or pneumatically conveying concrete shall be capable of providing a supply of concrete at site of work without separation of ingredients and without interruptions sufficient to permit loss of plasticity between successive placements.
- B. Depositing Concrete
 - 1. Place concrete on prepared and moistened foundation in a single lift.
 - 2. Deposit concrete as nearly as practicable to its final position to avoid segregation due to rehandling or flowing.

3. Carry on concreting at such a rate that concrete is at all times plastic, and flows readily into spaces between reinforcing.
4. Do not deposit concrete that has partially hardened or that has been contaminated by foreign materials.
5. Do not use retempered or remixed concrete.
6. After concreting is started, it shall be carried on as a continuous operation until placing a section is completed.
7. Thoroughly consolidate concrete by suitable means during placement, and thoroughly work concrete around reinforcement and embedded fixtures, and into corners of forms.

3.09 CONTRACTION JOINTS

- A. Locate in accordance with details and following criteria:
 1. Through sidewalks at uniform intervals at a 5 foot typical spacing. Contraction joint spacing should typically match adjacent sidewalk sections.
 2. Driveways: Place contraction joints parallel to curb line at 6 foot maximum spacing. Place contraction joints at right angles to the curb line at an 8 foot maximum spacing. Center joints to create symmetrical sections.
 3. Joints shall not deviate more than five degrees from a right angle measured at intersecting joints or flatwork edge, and more than ½ inch from a straight line.
- B. Joint Dimensions
 1. Depth:
 - a. Minimum 1 inch or one-fifth of slab depth whichever is greater.
 2. Width:
 - a. Minimum ⅛ inch for sawed joints, ¼ inch for other types.
 - b. Maximum ¼ inch for sawed joints, ⅜ inch for other types.

3.10 EXPANSION JOINTS

- A. Install location and geometry of expansion joints as shown on the Drawings or according to the following criteria:

1. At right angle or tee intersections.
 2. At sidewalk and stoop intersections.
 3. Where sidewalk and driveway adjoin vertical surfaces.
 4. Where sidewalk and driveway adjoin existing pavements.
 5. Maximum spacing 50 feet.
 6. Where miscellaneous structures impede sidewalk.
- B. Extend filler full width and depth of concrete, with top slightly below finished surface of concrete.

3.11 FINISHING

- A. Strike off concrete to a true and even surface.
- B. Finish float and trowel surface smooth.
- C. Brush or lightly broom surface at right angles to traffic.

3.12 CURING

- A. Start curing activities as soon as free water has disappeared from the surface of concrete after placing and finishing.
- B. Apply curing compound to all exposed surfaces by spraying a uniform coating in such a manner as to provide a continuous water impermeable surface. Apply in accordance with manufacturer's recommendations to limit loss of water to not more than 0.40 kg/m² in 72 hours.
- C. Maintain all exposed concrete surfaces moist for the first 7 days after placement
- D. Under hot weather conditions, conform to ACI 305.
- E. Under cold weather conditions, conform to ACI 306.
- F. During curing period, protect concrete from damaging mechanical disturbances, water flow, loading, shock, and vibration.

3.13 EXISTING CONCRETE FLATWORK

- A. When abutting to existing flatwork, provide the following:
 1. Saw cut existing concrete at construction limits.
 2. Install expansion joints between existing and new construction.

3.14 CURB RAMPS

- A. Install curb ramps in the locations shown on the Drawings.
- B. Provide ramp type, widths, cross slopes, running slopes and lengths as shown on the Drawings.
- C. Install detectible warning fields to the orientation shown on the Drawings for each ramp location. Install warning field plate in manner that all edges of the plate are flush with pavement.
- D. Ramps shall be constructed in accordance with current ADA requirements.

3.15 PROTECTION OF WORK

- A. Place and maintain suitable barricades and, if necessary, provide personnel to keep traffic off the newly constructed pavement until pavement is opened for service. Protect the pavement against both public traffic and construction activities. Repair or replace pavement damaged by traffic or otherwise damaged before acceptance as the Engineer directs. Arrange to have available materials for protecting the unhardened concrete against rain damage.
- B. If rain is pending, cover unhardened concrete immediately with plastic or other approved material secured along pavement edges. Provide drainage as required to protect the work.

3.16 OPENING TO TRAFFIC

- A. No pedestrian traffic allowed for a period of at least 3 days after placing concrete. No vehicular traffic allowed for a period of at least 7 days or until concrete has attained a compressive strength of at least 3,000 pounds per square inch.

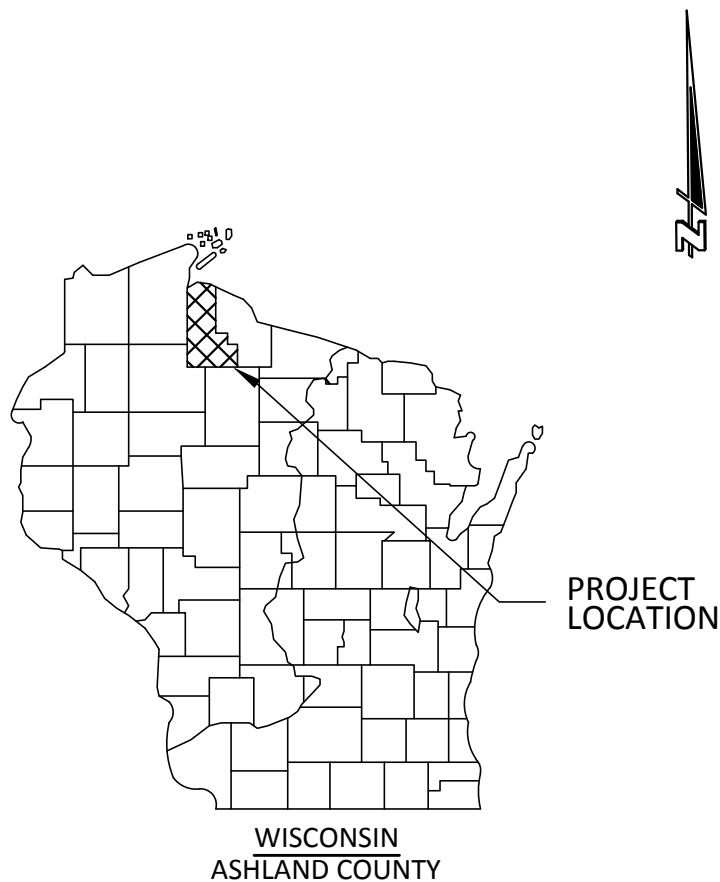
END OF SECTION

CITY OF ASHLAND

4TH AVENUE W RECONSTRUCTION PROJECT

6TH ST W TO 11TH ST W

ASHLAND COUNTY, WISCONSIN



ASHLAND, WI

SHEET INDEX

SHEET	
1	TITLE SHEET
2	GENERAL NOTES
3	PROJECT OVERVIEW
4	TYPICAL SECTIONS
5-6	INTERSECTION DETAILS
7	EROSION CONTROL PLAN
8	TRAFFIC CONTROL PLAN
9-12	PLAN & PROFILES
13-20	CROSS SECTIONS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME
OR UNDER MY PERSONAL DIRECTION AND CONTROL AND
THAT I AM A DULY REGISTERED PROFESSIONAL UNDER THE
LAWS OF THE STATE OF WISCONSIN.

JOB NO. A 2920-019
DRAWN BY BJW
CHECKED BY BDC
DATE JAN 2022
REVISIONS
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CITY OF ASHLAND
4TH AVENUE W RECONSTRUCTION
ASHLAND COUNTY, WISCONSIN
TITLE SHEET

SHEET NO.
1 OF XX

STANDARD SYMBOLS


EXISTING WATER VALVE


PROPOSED WATER VALVE


EXISTING CURBSTOP


PROPOSED CURBSTOP


PROPOSED MANHOLE


EX. SAN. MANHOLE


EX. STORM MANHOLE


EXISTING CATCH BASIN OR INLET


PROPOSED CATCH BASIN OR INLET


EXISTING HYDRANT


PROPOSED HYDRANT


CLEANOUT


TELEPHONE PED


UTILITY POLE


GUY WIRE ANCHOR


ELECTRIC PEDESTAL


LIGHT POLE


CABLE TV PEDESTAL


CONIFEROUS TREE


DECIDUOUS TREE


ANY STUMP


SHRUB


PROPOSED CULVERT


1-POST SIGN


2-POST SIGN


TRAFFIC SIGNAL


IRON ROD

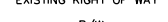

BENCHMARK OR SECTION CORNER LOCATION


SECTION CORNER


IRON PIPE


CONTROL POINT


R/W


EXISTING RIGHT OF WAY

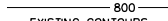

R/W

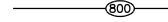

PROPOSED RIGHT OF WAY


SOIL BORING

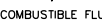

PIEZOMETER


MONITORING/WATER WELL


EXISTING CONTOURS


PROPOSED CONTOURS


CAUTION


COMBUSTIBLE FLUID


TREE LINE


TRAFFIC FLOW


CENTERLINE


HANDICAP

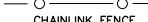

MAILBOX


MARSH/WETLAND


RAILROAD TRACKS


SILT FENCE (SLOPE TOE)


BARBED WIRE FENCE

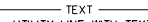

CHAINLINK FENCE

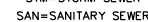

WOODEN FENCE

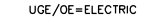

SHORELINE

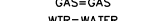

STONEWALL

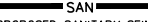

GUARDRAIL

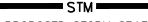

TEXT


UTILITY LINE WITH TEXT

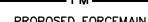

STM=STORM SEWER


SAN=SANITARY SEWER


TV=CABLE TELEVISION

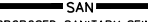

UGE/OE=ELECTRIC


TEL=TELEPHONE

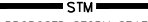

GAS=GAS

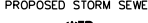

WTR=WATER


SAN


PROPOSED SANITARY SEWER

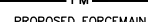

STM


PROPOSED STORM SEWER

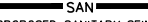

WTR


PROPOSED WATERMAIN

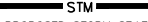

FM

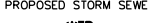

PROPOSED FORCEMAIN


SAN


PROPOSED SANITARY SEWER

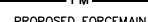

STM


PROPOSED STORM SEWER

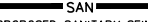

WTR


PROPOSED WATERMAIN

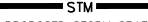

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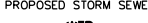

PROPOSED FORCEMAIN


SAN


PROPOSED SANITARY SEWER

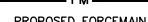

STM


PROPOSED STORM SEWER


WTR


PROPOSED WATERMAIN


FM


PROPOSED FORCEMAIN

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BENJAMIN BAKER
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ben.baker@centurylink.com

ABBREVIATIONS

AD	SLOPE CHANGE
ADJ	ADJUST
APPROX	APPROXIMATE
BC-BC	BACK OF CURB TO BACK OF CURB
BC	BACK OF CURB
BEG	BEGIN
BM	BENCH MARK
BR	BEGIN RADIUS
C&G	CURB AND GUTTER
CL	CENTERLINE
CONC	CONCRETE
CP	CONTROL POINT
CY	CUBIC YARD
DIA	DIAMETER
DWY	DRIVEWAY
EA	EACH
EL / ELEV	ELEVATION
ER	END RADIUS
EX	EXISTING
FL	FLOW LINE
FT	FEET
GRND	GROUND
HP	HIGH POINT
HYD	HYDRANT
INL	INLET
INV	INVERT
K	RATE OF VERTICAL CURVATURE
L	LENGTH
LAT	LATERAL
LF	LINEAR FEET
LP	LOW POINT
LT	LEFT
MAX	MAXIMUM
MH	MANHOLE
MIN	MINIMUM
MR	MID RADIUS
N.T.S.	NOT TO SCALE
OE	OVERHEAD ELECTRIC
O/S	OFFSET
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVATURE
PI	POINT OF INTERSECTION
PR	PROPOSED
PT	POINT OF TANGENCY
PVC	POINT OF VERTICAL CURVATURE
PVC	POLY-VINYL CHLORIDE
PVI	POINT OF VERTICAL INTERSECTION
PVT	POINT OF VERTICAL TANGENCY
QTY	QUANTITY
RAD	RADIUS
RCP	RE-INFORCED CONCRETE PIPE
PL	PROPERTY LINE
RW	RIGHT-OF-WAY
RP	RADIUS POINT
RT	RIGHT
SAN	SANITARY
SDWK	SIDEWALK
SF	SQUARE FEET
STA	STATION
STH	STATE TRUNK HIGHWAY
STM	STORM
SY	SQUARE YARDS
TC	TOP OF CURB
TEL	TELEPHONE
TYP	TYPICAL
UGE	UNDERGROUND ELECTRIC
VAR	VARIES OR VARIABLE
VC	VERTICAL CURVE
WTR	WATERMAIN

TYPE	APPLICATION
R-1642	ROUND, SOLID
R-2502-B	ROUND, SLOTTED STORM
R-3067-L	VANE GRATE
R-3067-R	LOW POINT
R-3290-A-C	DRIVEWAY GRATE

COVER & GRATE TYPES

Alignment: 4th Ave W

Description:

Description	PT Station	Tangent Data	
		Northing	Easting
Start:	10+00.000	321188.382	501206.184
End:	29+00.000	319581.660	502220.306
Parameter	Value	Tangent Data	
		Parameter	Value
Length:	1900.000	Course:	S 32° 15' 32.6516" E

INLET TYPE	COVER OPENING	
	A	B
INL I	2'	2'
INL II	2'	2'-6"
INL III	2'	3'
MH IV	48" DIA.	48" DIA.
MH V	60" DIA.	60" DIA.

NOTE: STEPS REQUIRED WHEN D > 4'

STORM INLET / STORM MANHOLE
NO SCALE

TYPE	DIAMETER (A)	T
I	48"	5"
II	60"	6"
III	72"	8"
IV *	84"	(PER MFG)
V *	96"	(PER MFG)
VI *	120"	(PER MFG)
T	60"x48" **	(PER MFG)

STEPS NEEDED WHEN D > 4 FT

* MAY USE REDUCTION COVER WHERE DEPTH PERMITS

** CHANGE TO ACCOMMODATE SPECIFIC PIPE DIAMETER BEING USED

SANITARY MANHOLE
NO SCALE

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CITY OF ASHLAND
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ASHLAND COUNTY, WISCONSIN
GENERAL NOTES

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22

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CONTROL POINTS				
PNT	NORTHING	EASTING	ELEV	DESC
50	320735.19	501503.43	681.25	MAG NAIL
51	320559.04	501590.56	683.47	MAG NAIL
52	320269.68	501772.21	686.07	MAG NAIL
53	319941.29	501971.27	689.56	MAG NAIL
54	319749.18	502125.71	692.49	MAG NAIL

BENCHMARKS				
PNT	NORTHING	EASTING	ELEV	DESC
1	319606.98	502232.08	697.48	TNH
2	319976.57	501996.02	695.01	TNH
3	320286.33	501803.01	690.35	TNH
4	320250.77	501769.97	688.05	BRASS MON
5	320595.53	501605.18	687.48	TNH
6	320560.61	501574.16	684.70	BRASS MON
7	320902.26	501428.26	684.02	TNH

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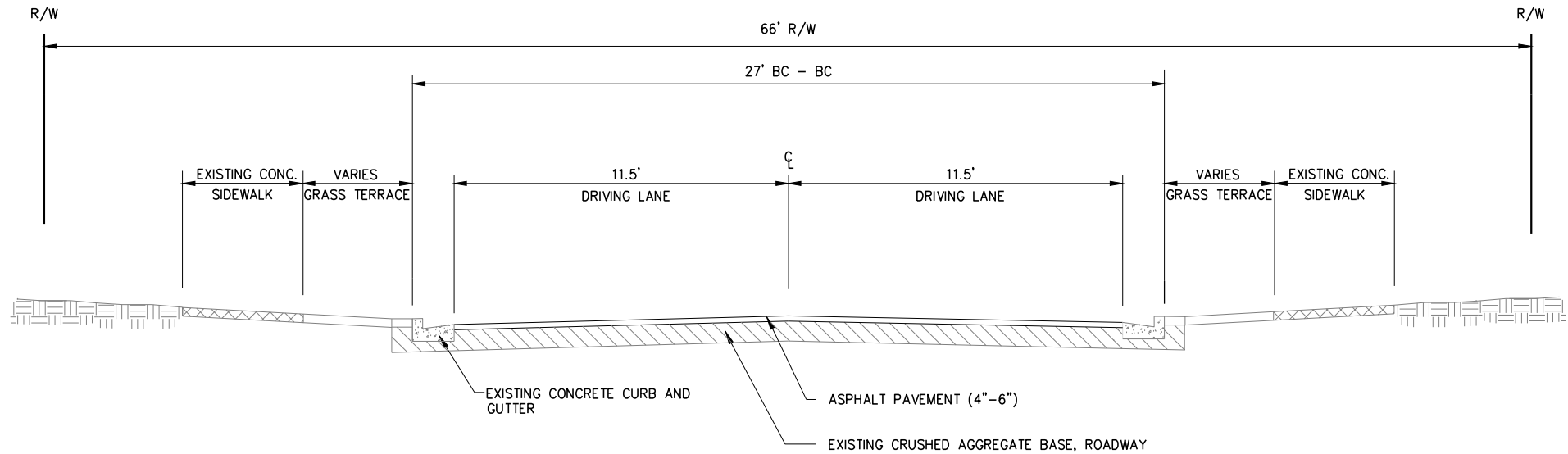
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FAX 262-375-6688

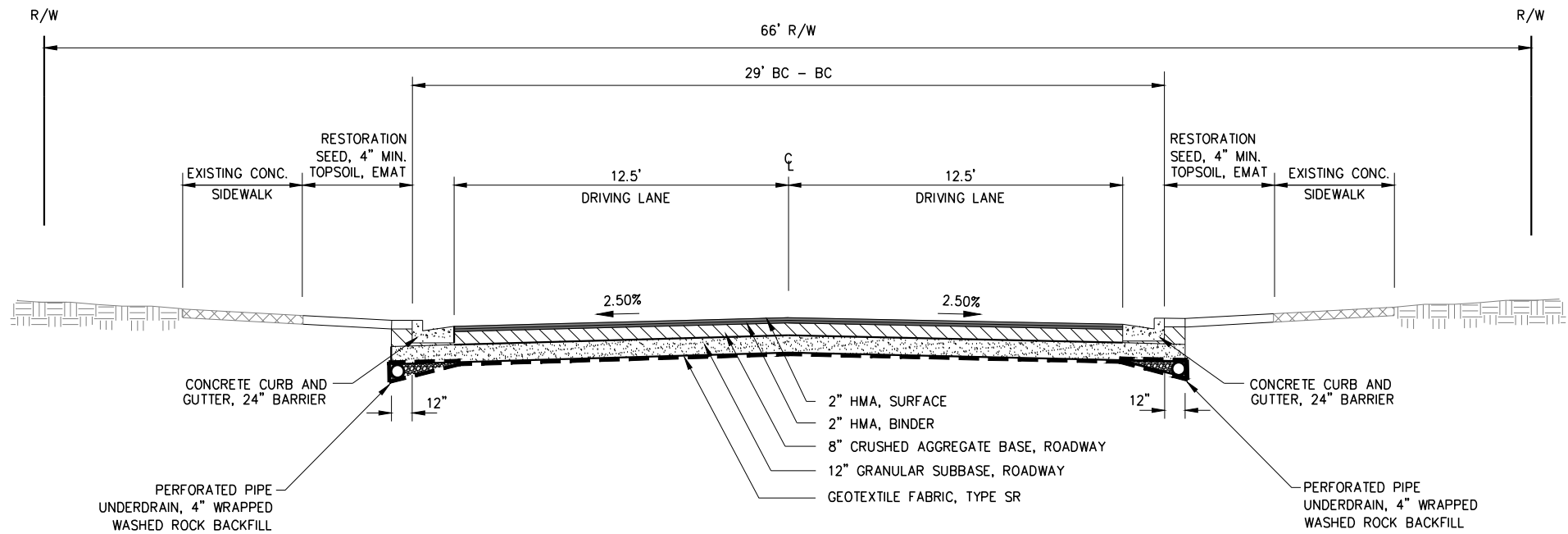
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4TH AVENUE W RECONSTRUCTION
ASHLAND COUNTY, WISCONSIN
PROJECT OVERVIEW

SHEET NO.
3 OF XX

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4TH AVENUE W - EXISTING CONDITIONS
NO SCALE



4TH AVENUE W - 6TH ST W TO 11TH ST W
NO SCALE

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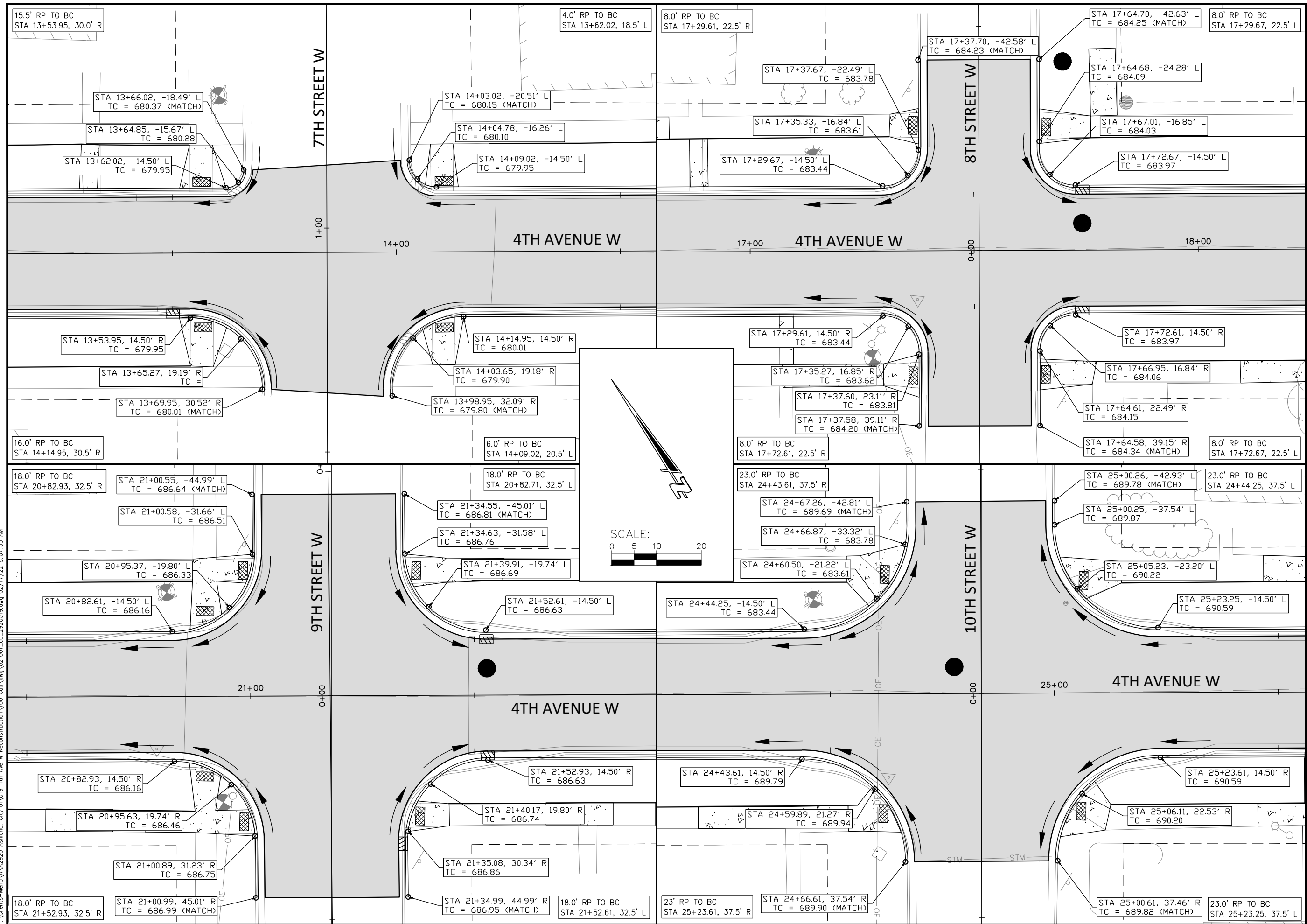
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ASHLAND COUNTY, WISCONSIN
TYPICAL SECTIONS

SHEET NO.
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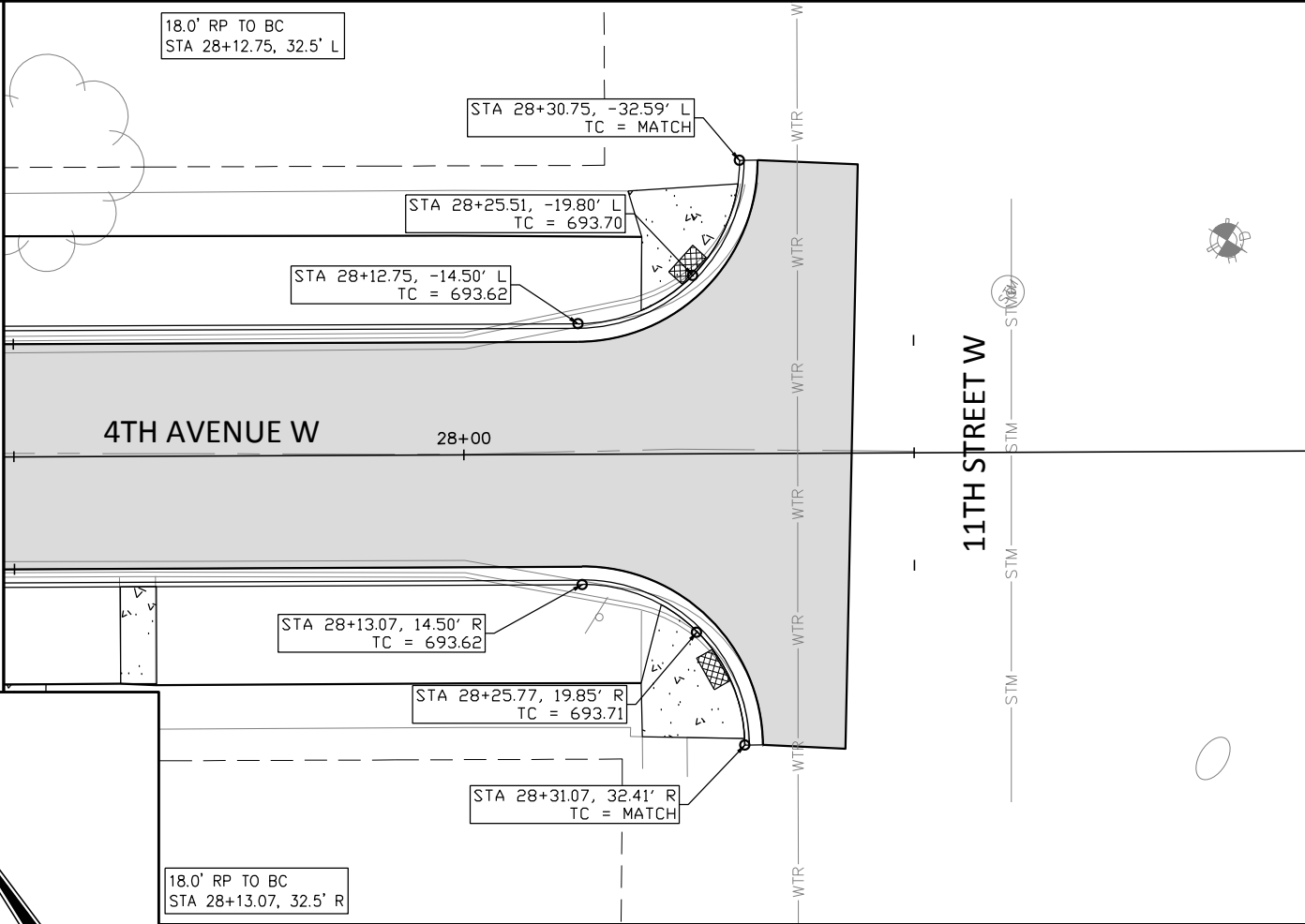
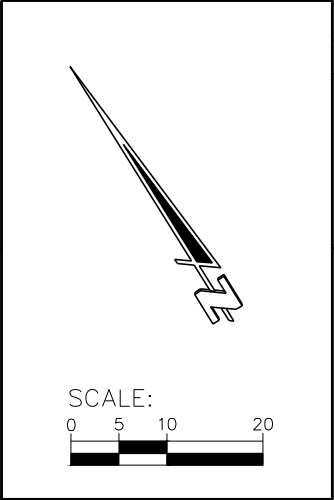
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FAX 715-235-9081

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INTERSECTION DETAILS

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LEGEND

- SILT FENCE
- INLET PROTECTION
- ▨ AGGREGATE TRACKING PAD
- ▩ EROSION MAT CLASS I, TYPE B

NOTE

THE EXACT NUMBER, LOCATION AND SPACING OF ALL EROSION CONTROL DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER. ADDITIONAL EROSION CONTROL DEVICES MAY BE NECESSARY.

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EROSION CONTROL

SHEET NO.
7 OF XX

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LEGEND

- WORK AREA (LOCAL TRAFFIC ONLY)
- POST MOUNTED SIGN
- TYPE III BARRICADE W/ SIGN
- TYPE III BARRICADE
- DRUM

NOTES

THE EXACT NUMBER, LOCATION, AND SPACING OF ALL SIGNS AND DEVICES SHALL BE ADJUSTED TO FIT FIELD CONDITIONS AS APPROVED BY THE ENGINEER. ADDITIONAL TRAFFIC CONTROL DEVICES MAY BE REQUIRED DEPENDING ON CONTRACTOR METHODS AND SEQUENCE OF OPERATION.

CONTRACTOR MUST PROVIDE ACCESS TO BUSINESSES AND RESIDENCES AT ALL TIMES DAILY.

ROAD MACHINERY, TRUCK ENTRANCE, FLAG MEN AHEAD, ETC. SIGNS SHALL BE USED AS NEEDED AND SHALL BE REMOVED OR COVERED AT NIGHT, WEEKENDS, OR WHEN ACTIVITY DOES NOT OCCUR.

CONTRACTOR TO SUPPLY AND INSTALL TRAFFIC CONTROL PRIOR TO CITY TREE REMOVALS.

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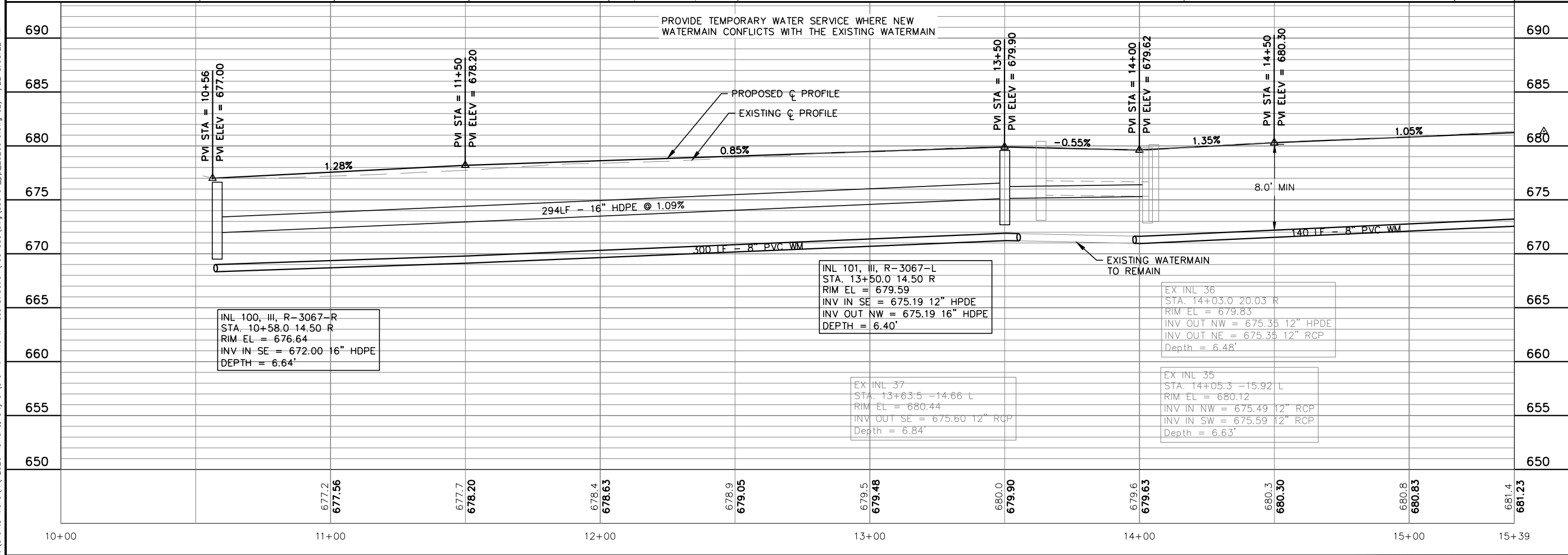
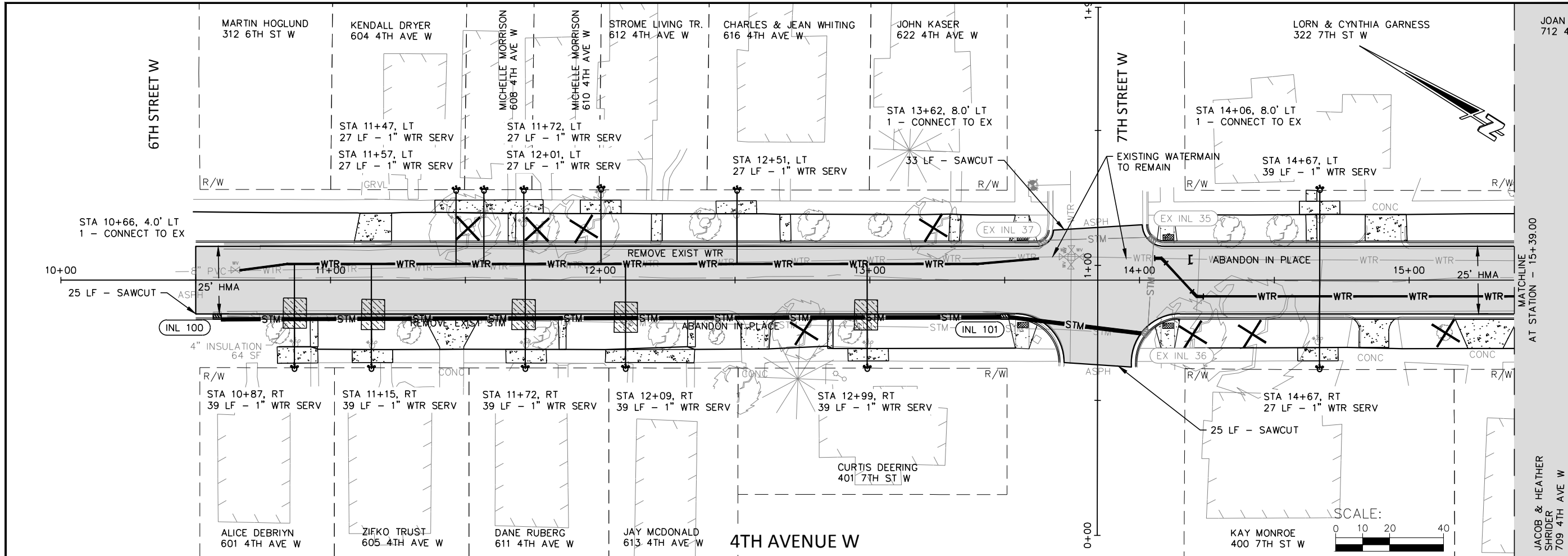
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TRAFFIC CONTROL

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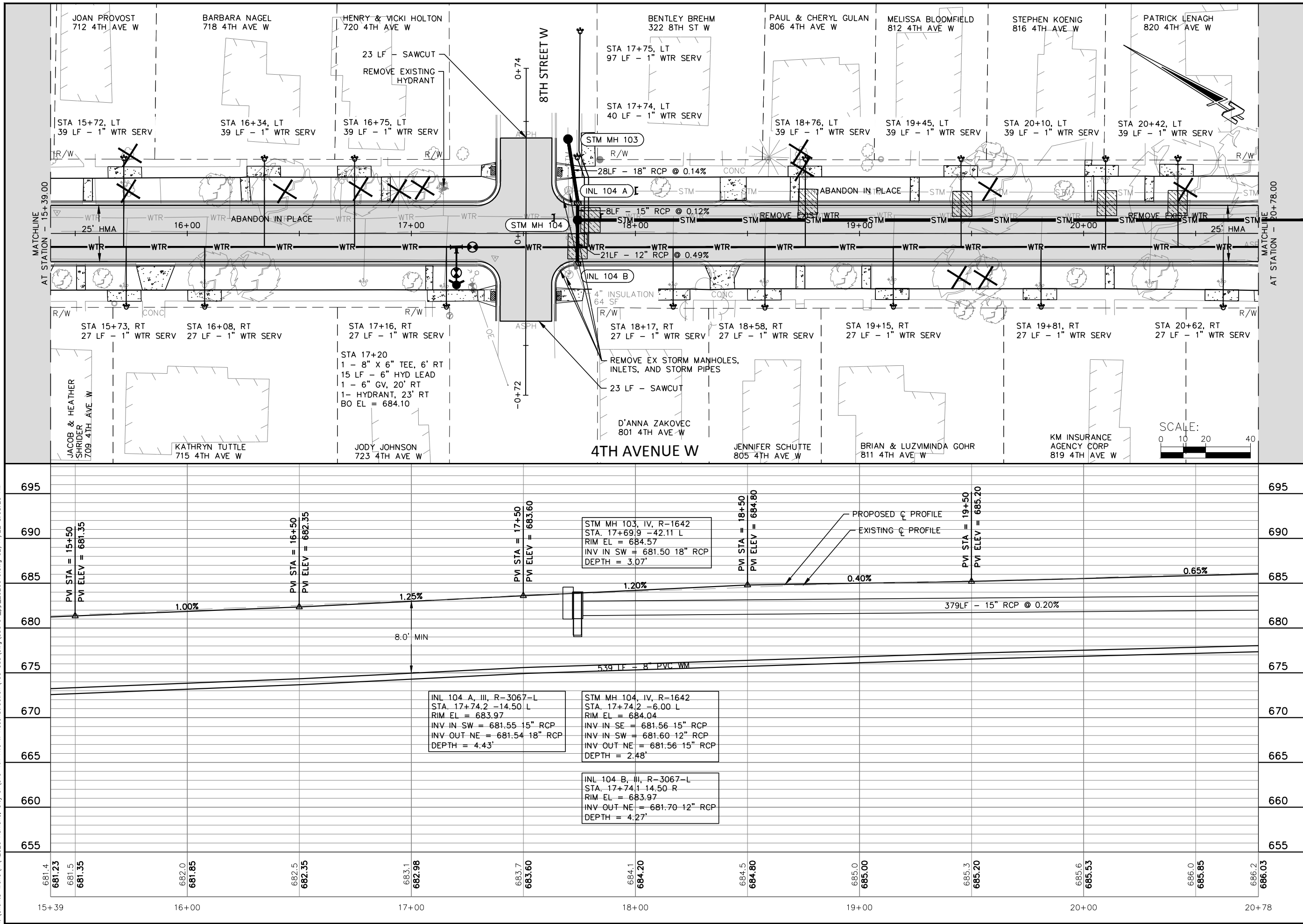
2820 Wagon Commons W.
5000 Wagon Commons W.
Cedarburg, WI 53012
608-354-0037
FAX: 608-249-3824

1498 Bellevue Street
Green Bay, WI 54311
715-235-3081
FAX: 715-235-2127

CITY OF ASHLAND
4TH AVENUE W RECONSTRUCTION
ASHLAND COUNTY, WISCONSIN
PLAN AND PROFILES

SHEET NO.	9 OF XX
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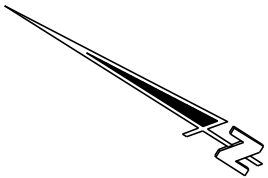
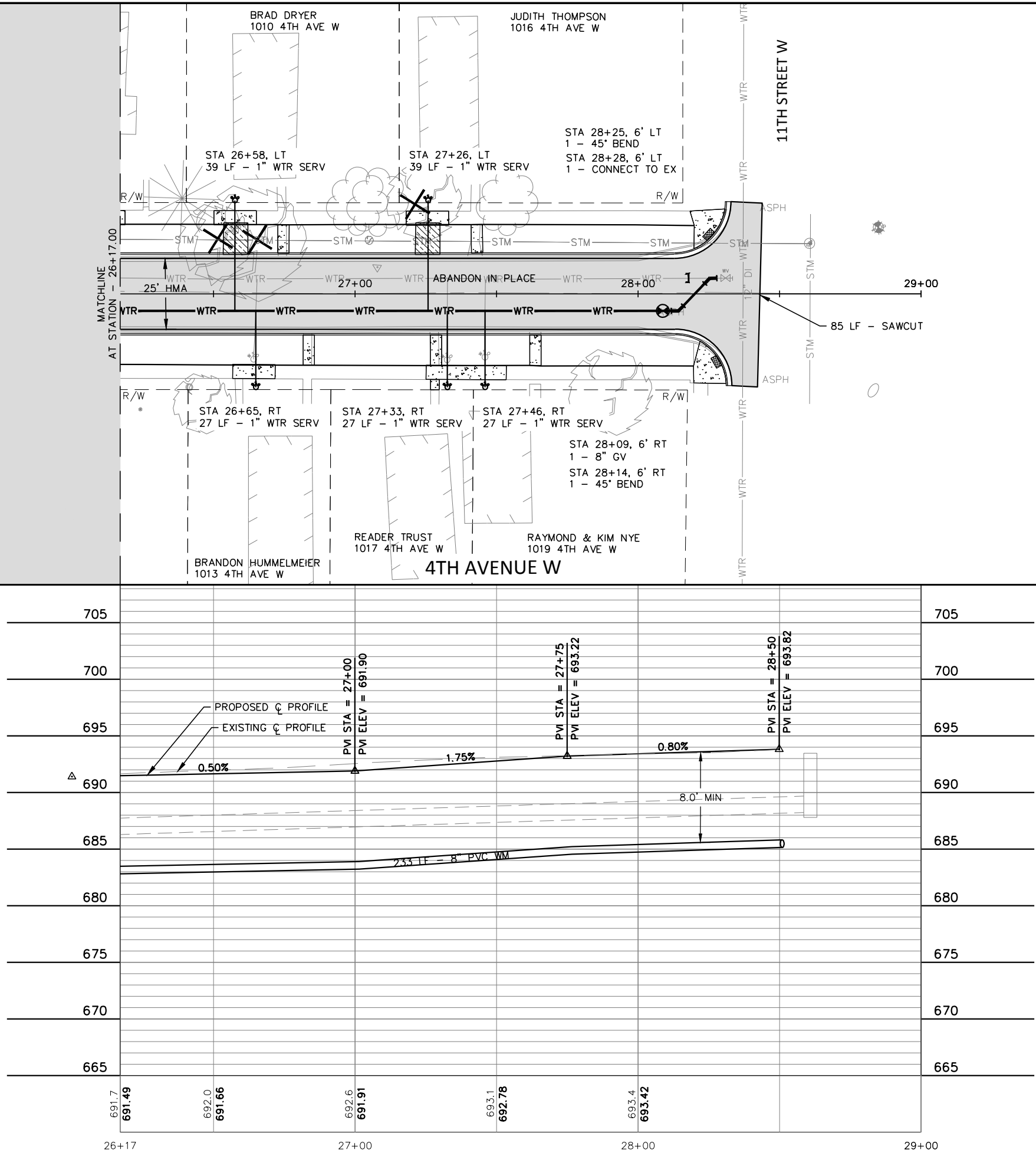
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Cedarburg, WI 53012
262-204-2360
FAX 262-375-1688

CITY OF ASHLAND
4TH AVENUE W RECONSTRUCTION
ASHLAND COUNTY, WISCONSIN
PLAN AND PROFILES

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10 OF XX

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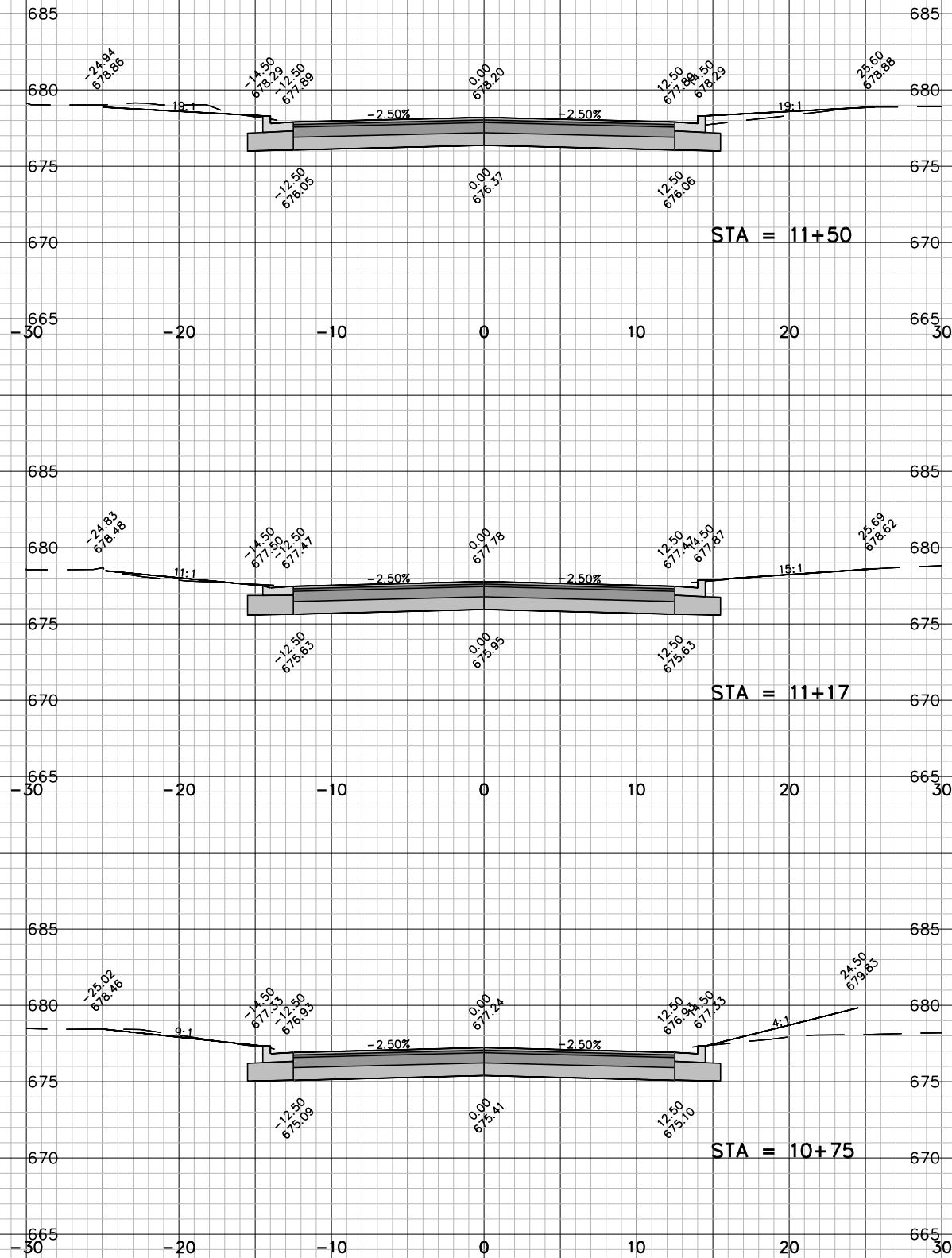
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CITY OF ASHLAND
4TH AVENUE W RECONSTRUCTION
ASHLAND COUNTY, WISCONSIN
PLAN AND PROFILES

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12 OF XX

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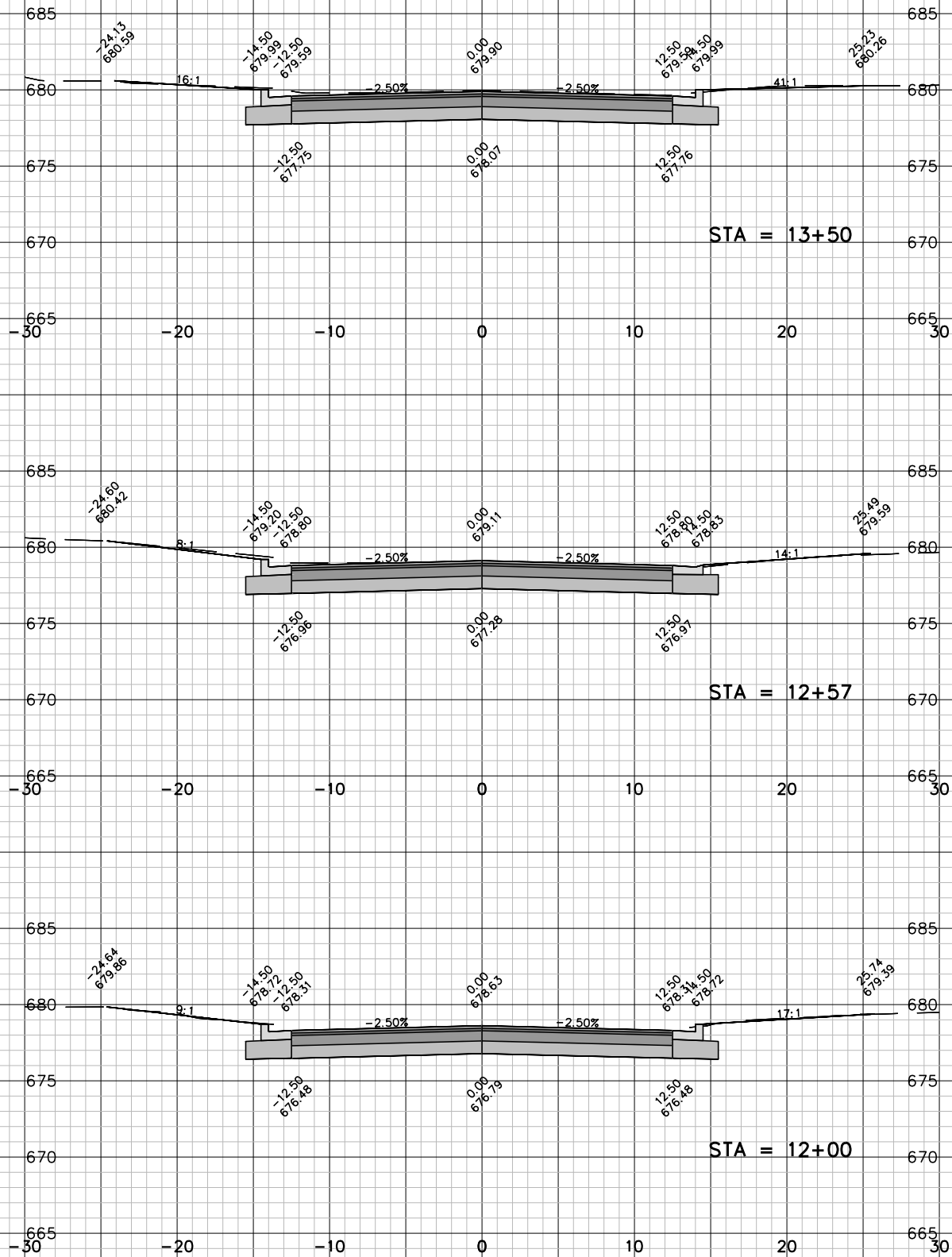
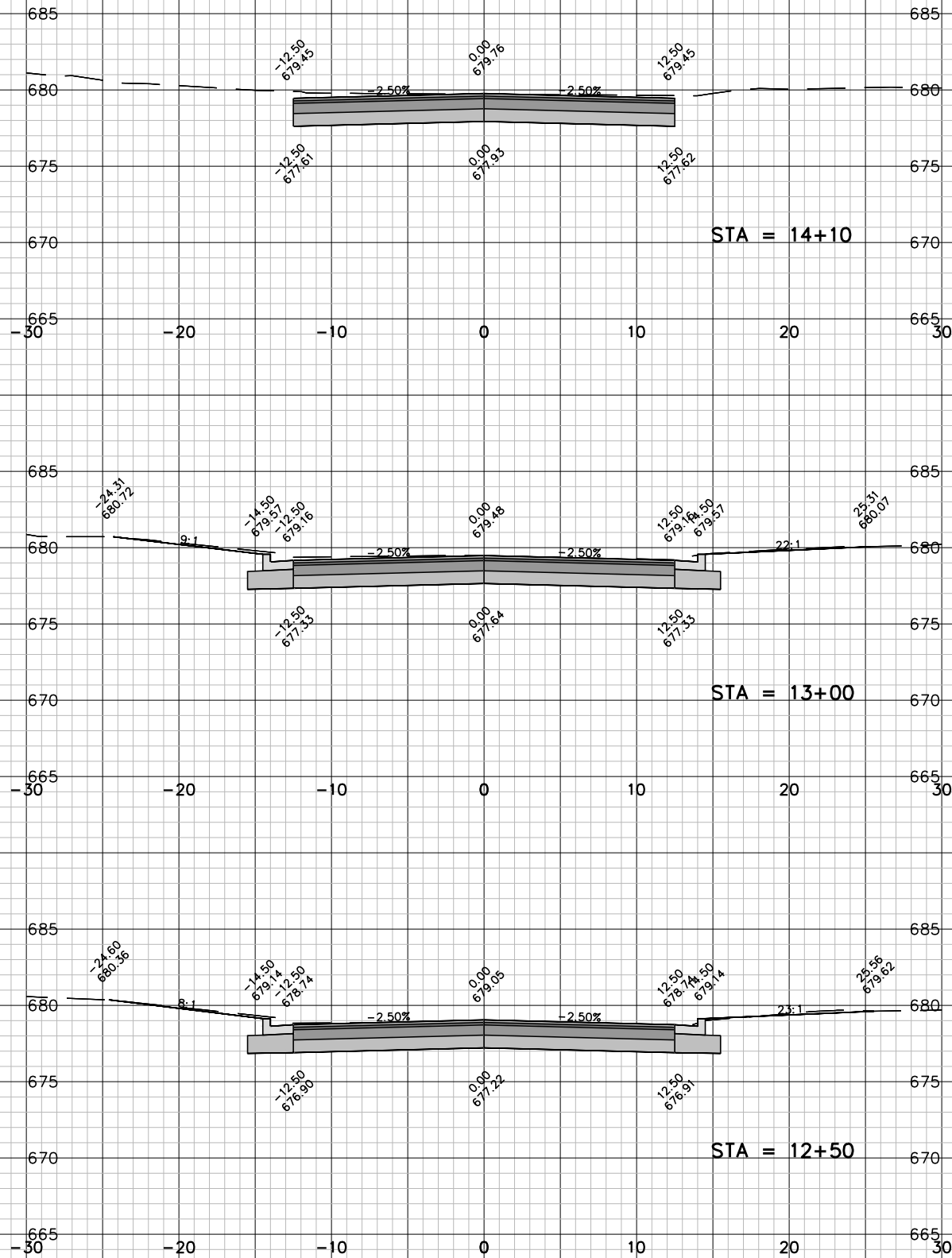
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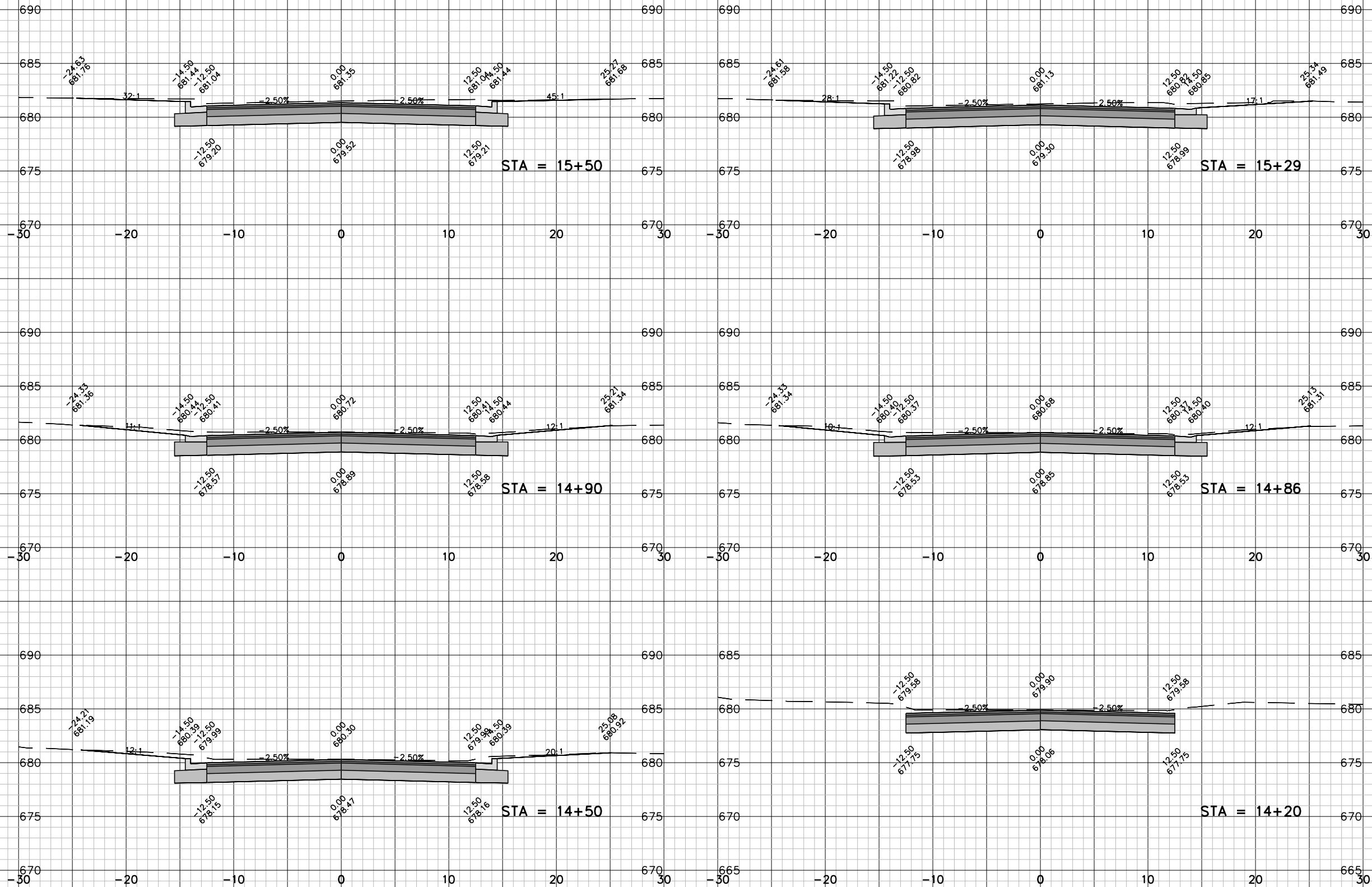
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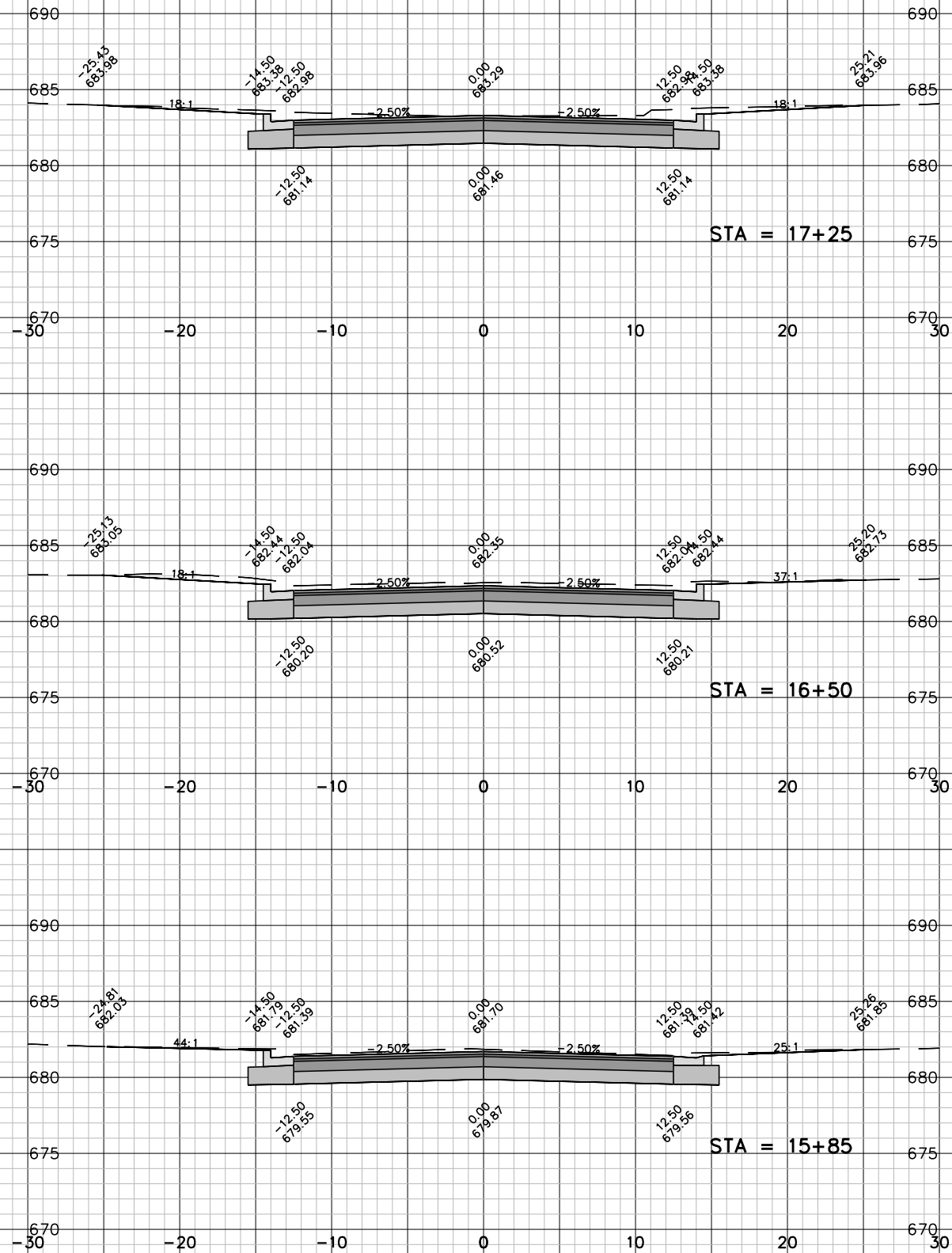
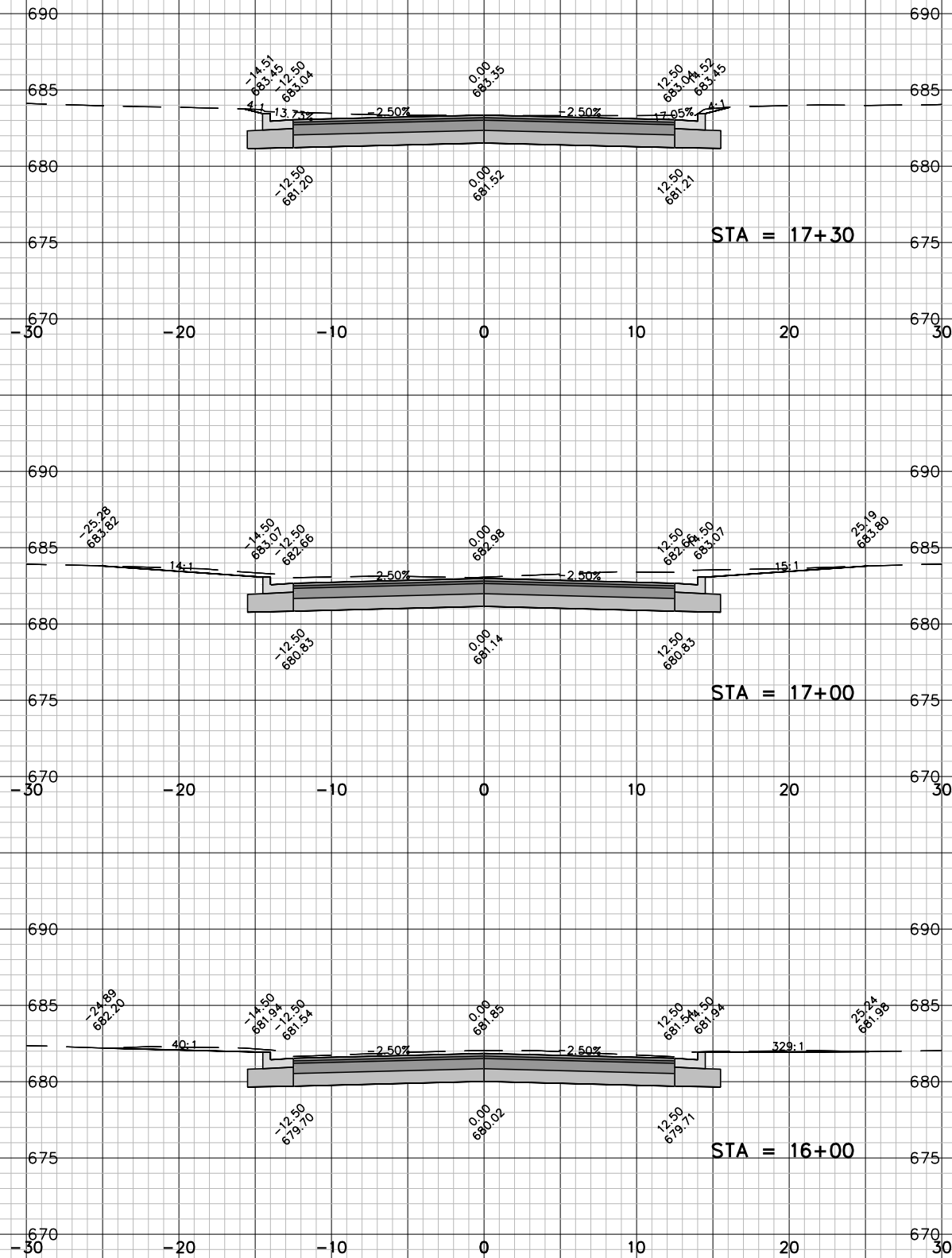
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4TH AVENUE W RECONSTRUCTION
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CROSS SECTIONS

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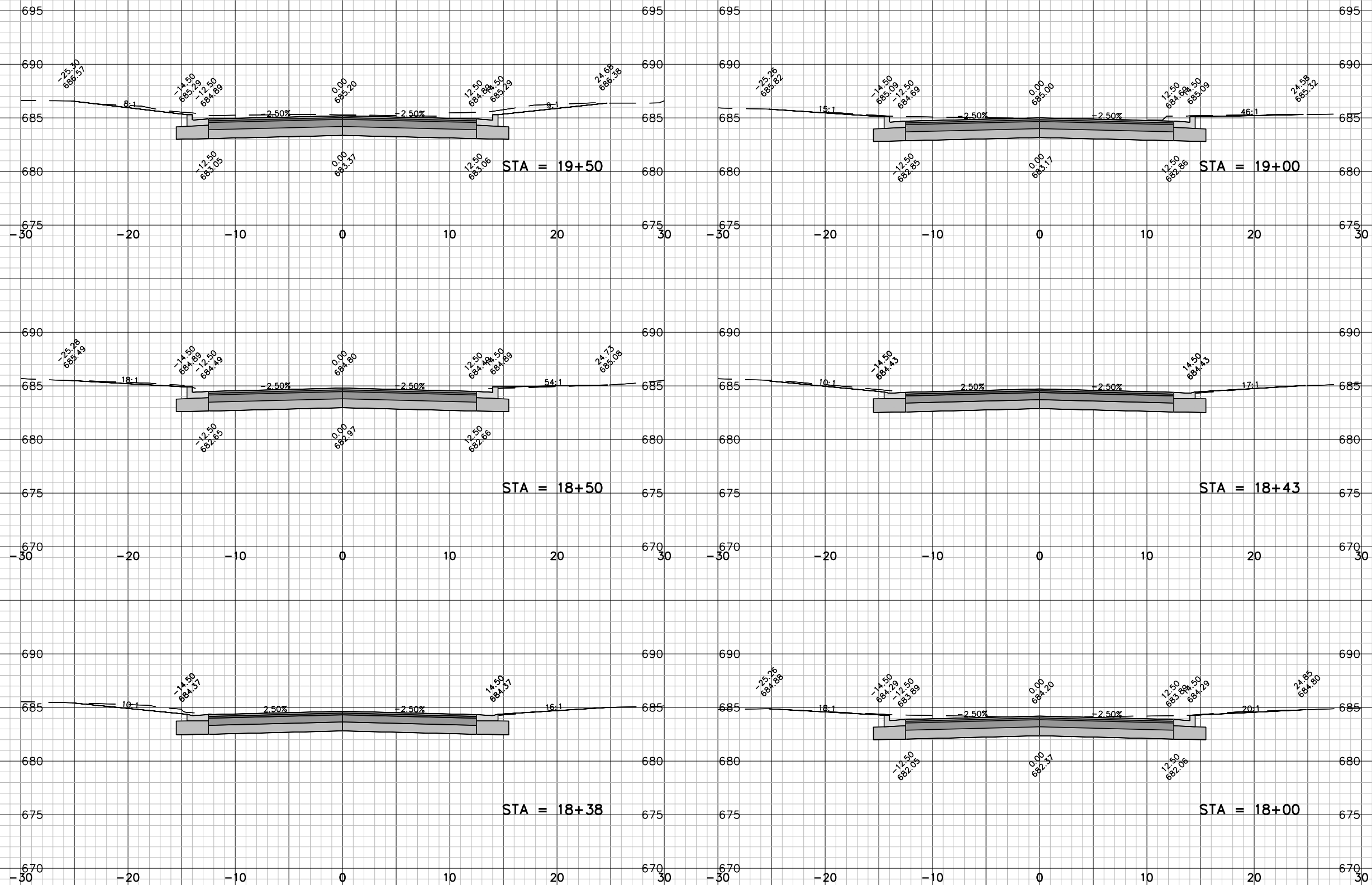
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ASHLAND COUNTY, WISCONSIN
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16 OF XX
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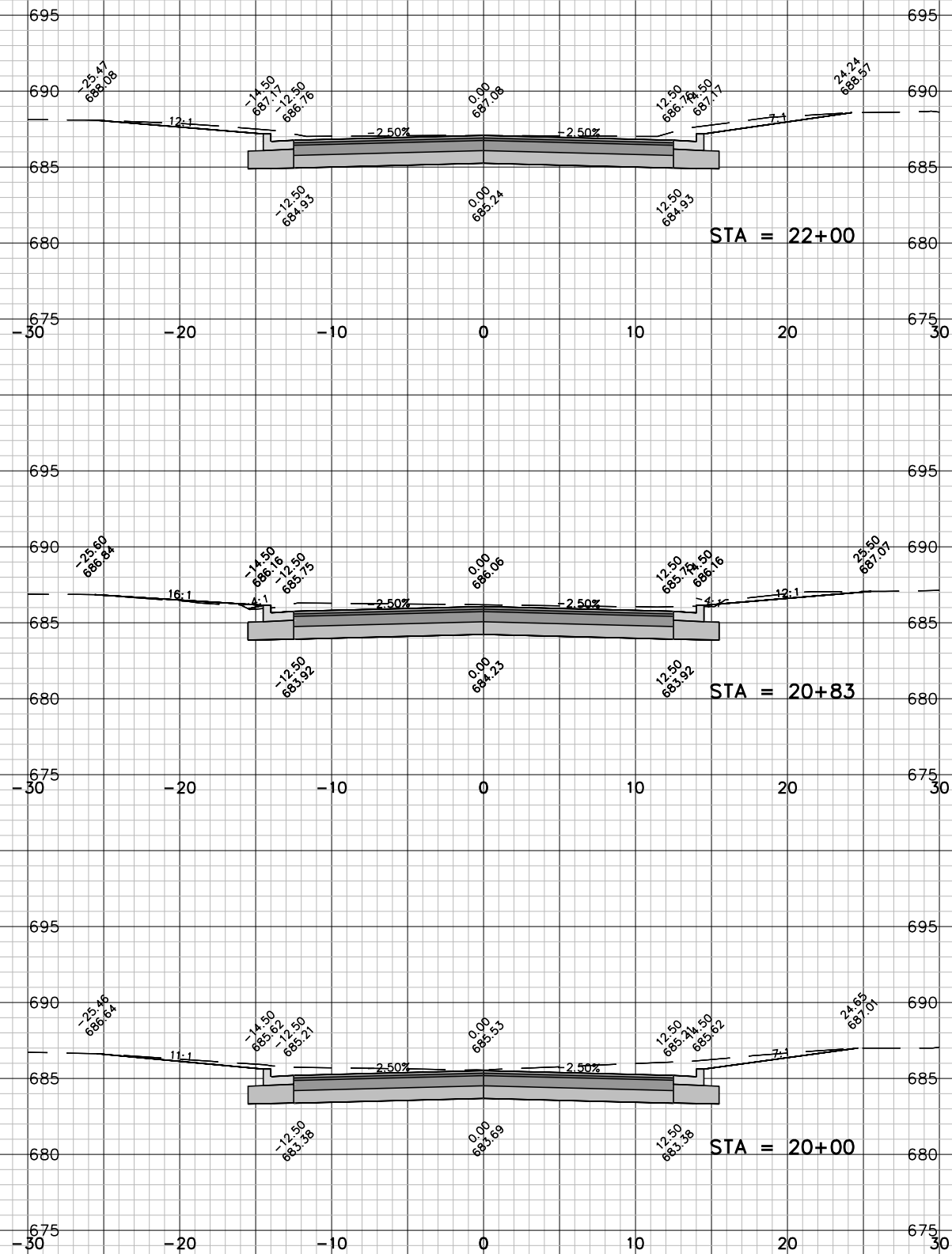
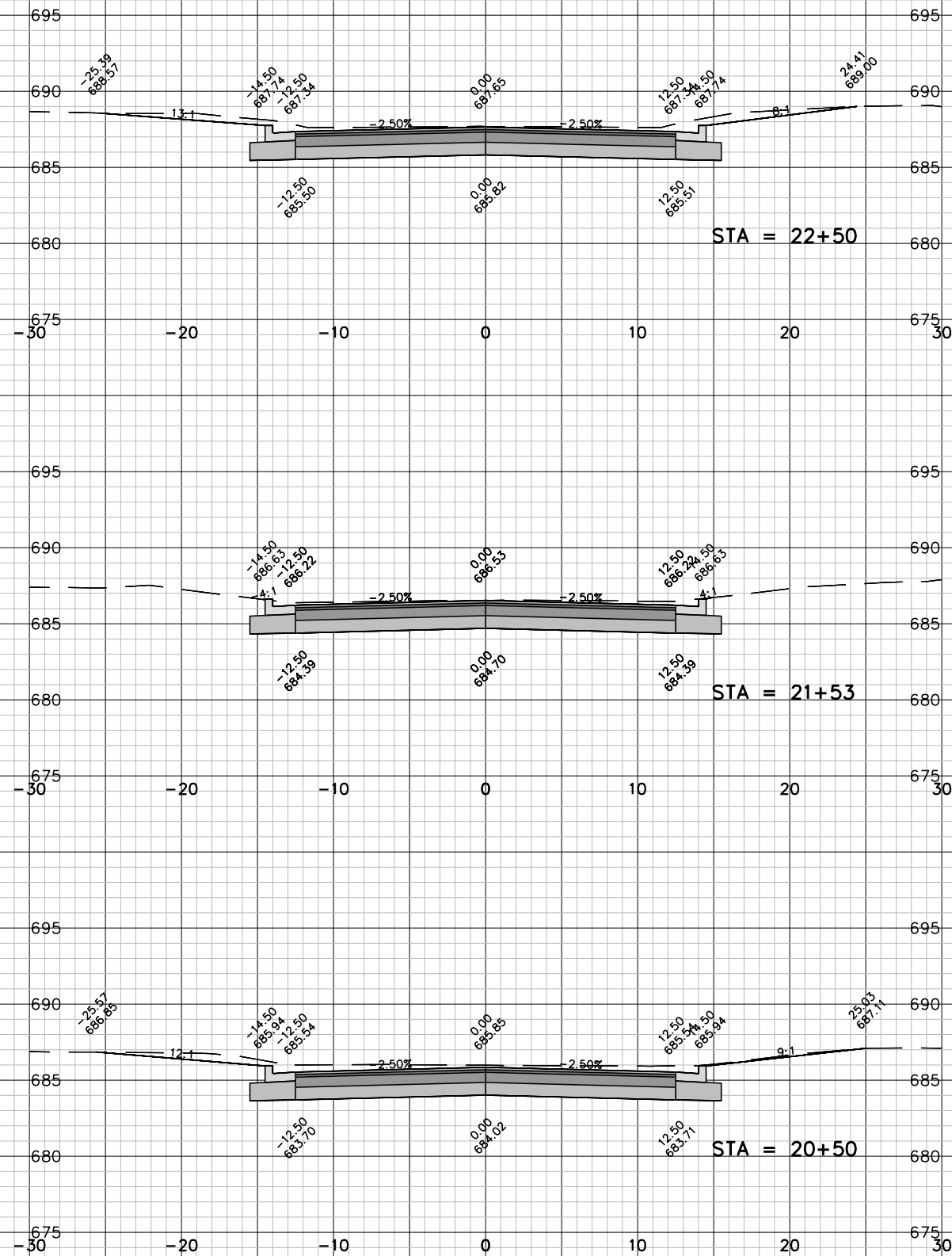


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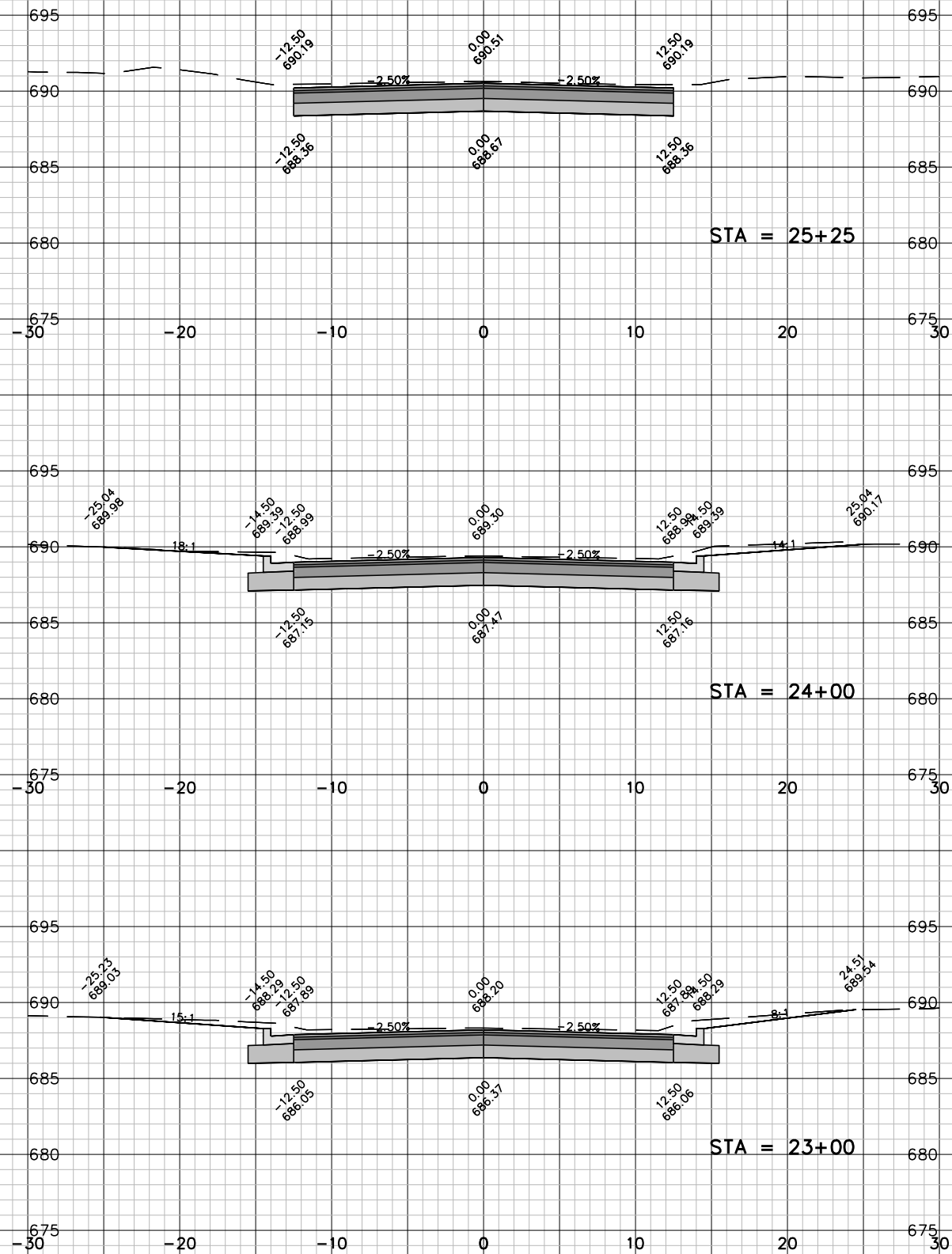
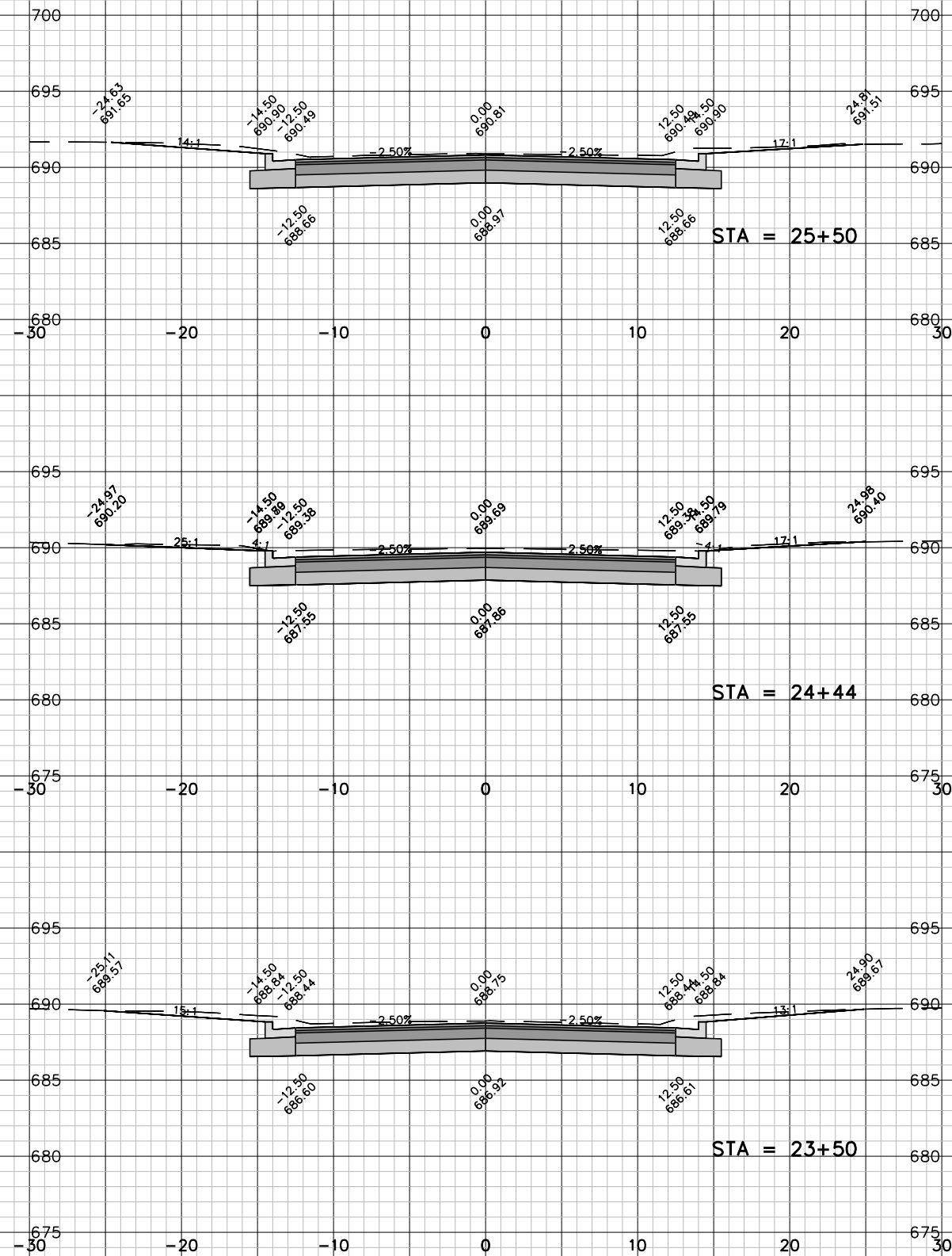
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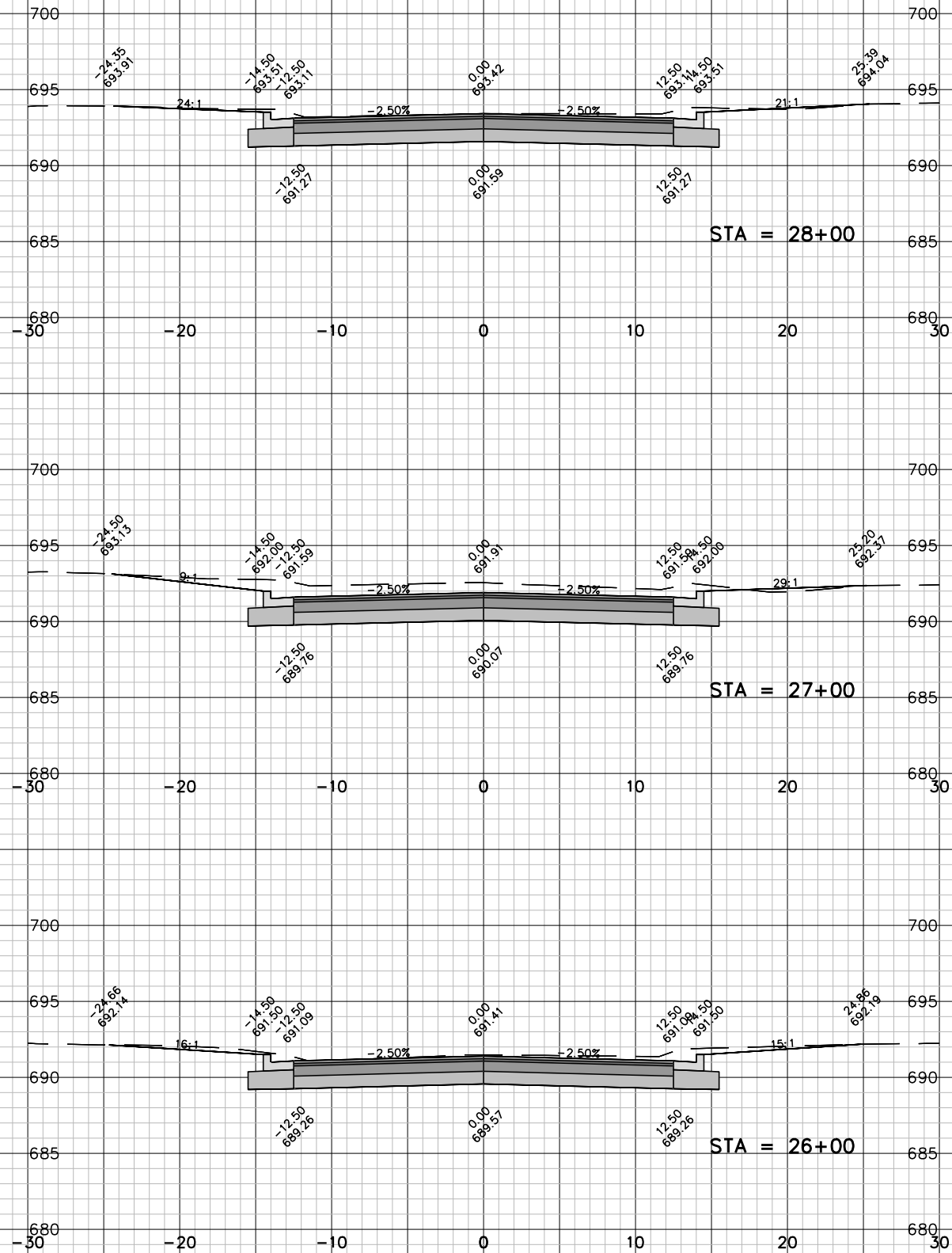
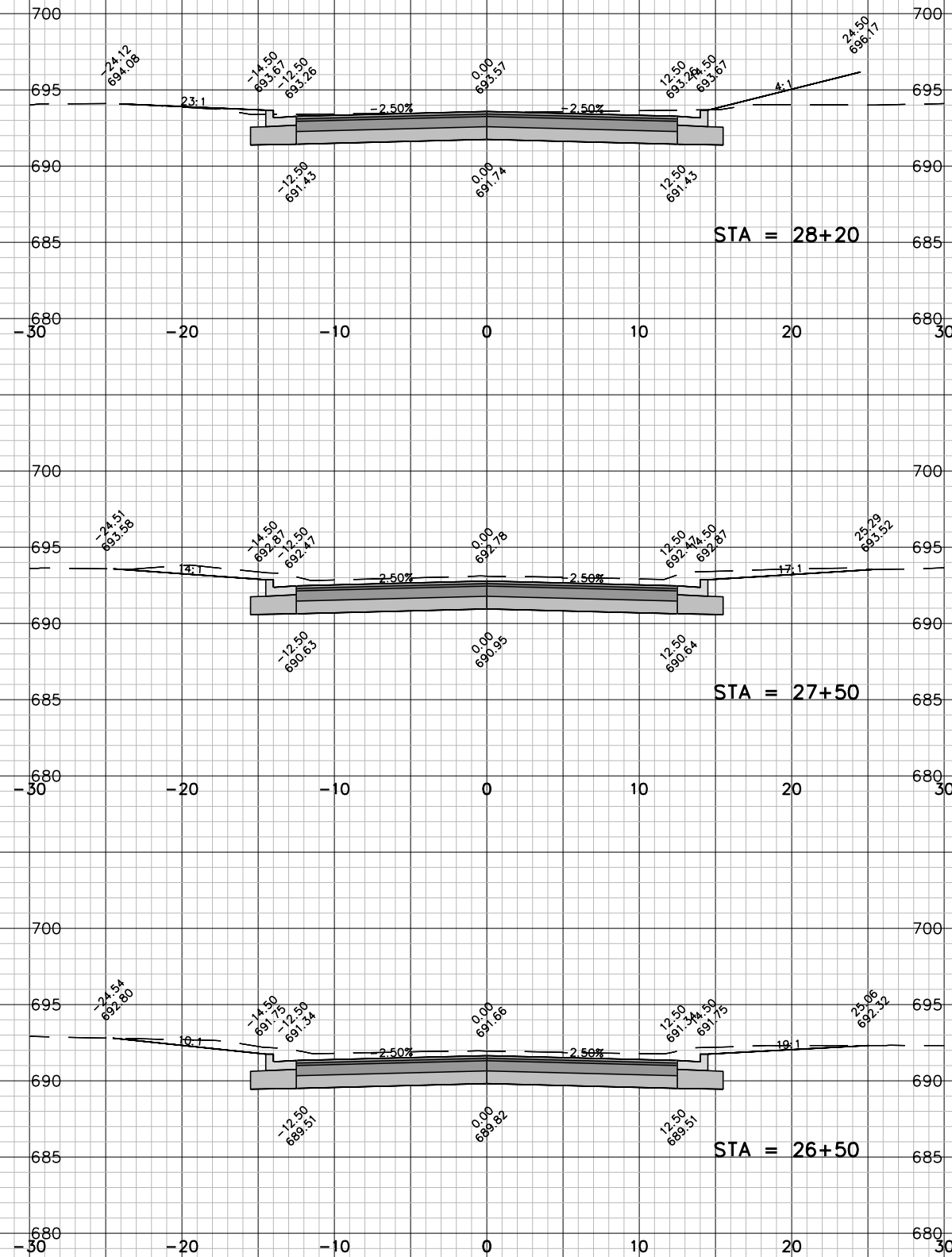
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2022 WATERMAIN IMPROVEMENTS SPECIAL ASSESSMENT
OPINION OF PROBABLE COSTS - 3/9/22

Total SF From Schedule C Qtys
7303

ITEM NO.	ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Detectable Warning Field	20	EA	\$100.00	\$2,000.00
2	Restoration	596	SY	\$2.50	\$1,490.00
3	Remove Sidewalk	820	SY	\$2.00	\$1,640.00
4	Saw Cutting	477	LF	\$3.00	\$1,430.40
A. SIDEWALK CONSTRUCTION ASSOCIATED COSTS					\$ 6,560.40
5	4-IN Concrete Sidewalk	6147	SF	\$5.50	\$33,808.50
6.	6-IN Concrete Sidewalk	1156	SF	\$6.00	\$6,936.00
B. SIDEWALK INSTALLATION COST					\$ 40,744.50
8.	Engineering & Construction Admin. (15%)				\$7,095.74
C. ENGINEERING & ADMIS. COSTS					\$ 7,095.74
TOTAL ESTIMATED COST A+B+C					\$ 54,400.64
TOTAL ESTIMATED COST PER SF 4" SW					\$ 7.34
TOTAL ESTIMATED COST PER SF 6" SW					\$ 8.01

From cost estimate, to be completed by PW Dept (not contracted)

Estimated, to be completed by PW Dept (not contracted)

From cost estimate, to be completed by PW Dept (not contracted)

From cost estimate

\$ 0.90

From cost estimate, to be completed by PW Dept (not contracted)

From cost estimate, to be comp

Per Ordinance 612 (prev. 5%)

\$ 0.97

Round to \$7.30

Round to \$8.00

2022 WATERMAIN IMPROVEMENTS SIDEWALK SPECIAL
ASSESSMENT
PRELIMINARY COST PER SQUARE FOOT CALCULATION

	4" Concrete (SF)	6" Concrete (SF)
Projected Unit Bid Cost	\$5.50	\$6.00
Associated Construction	\$0.89	\$0.97
Administration & Engineering (5%)	\$0.96	\$1.04
Price Per SF*	\$7.30	\$8.00
50% Assessment	\$3.65	\$4.00

*Rounded down to nearest whole number

PROPERTY OWNERSHIP DATA					SPECIAL ASSESSMENT CALCULATIONS							
PIN	OWNER	OWNER ADDRESS	CITY, STATE, ZIP	PROPERTY ADDRESS	PREV ASSESSMENT COST	4 INCH COST PER SQ FT	EST. 4 INCH COST	6 INCH COST PER SQ FT	EST. 6 INCH COST	EST TOTAL COST	PROPERTY OWNER COST (50%)	CITY COST (50%)
NORTH END OF 4TH AVE EAST SIDE												
201-02223-0000	MARTIN HOGLUND	112 VAUGHN AVE	ASHLAND, WI 54806	312 6TH ST W		\$ 7.30	\$ 401.50	\$ 8.00	\$ -	\$ 401.50	\$ 200.75	\$ 200.75
201-02222-0000	KENDALL DRYER	41559 STATE HWY 13	MARENGO, WI 54855	604 4TH AVE W	\$ 738.90	\$ 7.30	\$ 511.00	\$ 8.00	\$ -	\$ 511.00	\$ -	\$ 511.00
201-02221-0000	MICHELLE MORRISON	608 4TH AVE W	ASHLAND, WI 54806	608 4TH AVE W	\$ 375.00	\$ 7.30	\$ 773.80	\$ 8.00	\$ -	\$ 773.80	\$ 199.40	\$ 574.40
201-02220-0000	MICHELLE MORRISON	610 4TH AVE W	ASHLAND, WI 54806	610 4TH AVE W	\$ 180.00	\$ 7.30	\$ 547.50	\$ 8.00	\$ -	\$ 547.50	\$ 183.75	\$ 363.75
201-02219-0000	STROME LIVING TRUST	1413 BIG COVE RD SE	HUNSTVILLE, AL 35801	612 4TH AVE W	\$ 432.00	\$ 7.30	\$ 766.50	\$ 8.00	\$ -	\$ 766.50	\$ 167.25	\$ 599.25
201-02218-0000	CHARLES & JEAN WHITING	110 N29TH AVE E	ASHLAND, WI 54806	616 4TH AVE W	\$ 600.00	\$ 7.30	\$ 766.50	\$ 8.00	\$ -	\$ 766.50	\$ 83.25	\$ 683.25
201-02217-0000	ROBIAN LEMMONS	PO BOX 205	ASHLAND, WI 54806	622 4TH AVE W	\$ 390.00	\$ 7.30	\$ 219.00	\$ 8.00	\$ -	\$ 219.00	\$ -	\$ 219.00
201-02295-0000	LORN & CYNTHIA GARNESS	322 7TH ST W	ASHLAND, WI 54806	322 7TH ST W		\$ 7.30	\$ 985.50	\$ 8.00	\$ 1,224.00	\$ 2,209.50	\$ 1,104.75	\$ 1,104.75
201-02292-0000	JOAN M PROVOST	1004 CHAPPLE AVE	ASHLAND, WI 54806	712 4TH AVE W	\$ 675.00	\$ 7.30	\$ 803.00	\$ 8.00	\$ -	\$ 803.00	\$ 64.00	\$ 739.00
201-02291-0000	BARBARA NAGEL	21552 COUNTY HWY 2	RICHLAND CENTER, WI 53581	718 4TH AVE W	\$ 1,200.00	\$ 7.30	\$ 803.00	\$ 8.00	\$ -	\$ 803.00	\$ -	\$ 803.00
201-02290-0000	HENRY & VICKI HOLTON	720 4TH AVE W	ASHLAND, WI 54806	720 4TH AVE W	\$ 750.00	\$ 7.30	\$ 803.00	\$ 8.00	\$ -	\$ 803.00	\$ 26.50	\$ 776.50
201-02543-0000	BENTLEY BREHM	1714 5TH ST E	ASHLAND, WI 54806	322 8TH ST W		\$ 7.30	\$ 547.50	\$ 8.00	\$ 1,008.00	\$ 1,555.50	\$ 777.75	\$ 777.75
201-02541-0000	PAUL & CHERYL GULAN	806 4TH AVE W	ASHLAND, WI 54806	806 4TH AVE W	\$ 375.00	\$ 7.30	\$ 985.50	\$ 8.00	\$ -	\$ 985.50	\$ 305.25	\$ 680.25
201-02540-0000	MELISSA BLOOMFIELD	812 4TH AVE W	ASHLAND, WI 54806	812 4TH AVE W	\$ 750.00	\$ 7.30	\$ 876.00	\$ 8.00	\$ -	\$ 876.00	\$ 63.00	\$ 813.00
201-02539-0000	STEPHEN KOENIG	816 4TH AVE W	ASHLAND, WI 54806	816 4TH AVE W		\$ 7.30	\$ 868.70	\$ 8.00	\$ -	\$ 868.70	\$ 434.35	\$ 434.35
201-02538-0000	PATRICK LENAGH	820 4TH AVE W	ASHLAND, WI 54806	820 4TH AVE W	\$ 1,263.72	\$ 7.30	\$ 890.60	\$ 8.00	\$ -	\$ 890.60	\$ -	\$ 890.60
201-02623-1000	FIRST ASSEMBLY OF GOD	315 10TH ST W	ASHLAND, WI 54806	315 10TH ST W		\$ 7.30	\$ 1,233.70	\$ 8.00	\$ -	\$ 1,233.70	\$ 616.85	\$ 616.85
201-02779-0000	ERIC MACKEY	PO BOX 9574	NAPLES, FL 34101	1002 4TH AVE W	\$ 490.83	\$ 7.30	\$ 781.10	\$ 8.00	\$ -	\$ 781.10	\$ 145.14	\$ 635.97
201-02778-0000	PURE WISCO, LLC	1315 LAKE SHORE DR E	ASHLAND, WI 54806	1006 4TH AVE W	\$ 1,125.00	\$ 7.30	\$ 547.50	\$ 8.00	\$ -	\$ 547.50	\$ -	\$ 547.50
201-02777-1000	BRAD DRYER	1100 EBAYFIELD ST	WASHBURN, WI 54891	1010 4TH AVE W	\$ 1,125.00	\$ 7.30	\$ 788.40	\$ 8.00	\$ -	\$ 788.40	\$ -	\$ 788.40
201-02777-0000	JUDITH THOMPSON	30810 HWY 137	ASHLAND, WI 54806	1016 4TH AVE W	\$ 720.00	\$ 7.30	\$ 839.50	\$ 8.00	\$ -	\$ 839.50	\$ 59.75	\$ 779.75
NORTH END OF 4TH AVE WEST SIDE												
201-02247-0000	ALICE DEBRIYN	601 4TH AVE W	ASHLAND, WI 54806	601 4TH AVE W	\$ 240.00	\$ 7.30	\$ 781.10	\$ 8.00	\$ -	\$ 781.10	\$ 270.55	\$ 510.55
201-02246-0000	ZIFKO TRUST	605 4TH AVE W	ASHLAND, WI 54806	605 4TH AVE W	\$ 60.00	\$ 7.30	\$ 547.50	\$ 8.00	\$ 1,408.00	\$ 1,955.50	\$ 947.75	\$ 1,007.75
201-02245-0000	DANE RUBERG	611 4TH AVE W	ASHLAND, WI 54806	611 4TH AVE W	\$ 630.00	\$ 7.30	\$ 832.20	\$ 8.00	\$ -	\$ 832.20	\$ 101.10	\$ 731.10
201-02244-0000	JAY MCDONALD	613 4TH AVE W	ASHLAND, WI 54806	613 4TH AVE W	\$ 198.00	\$ 7.30	\$ 1,438.10	\$ 8.00	\$ -	\$ 1,438.10	\$ 620.05	\$ 818.05
201-02243-0000	CURTIS DEERING	330 E5TH ST	OWEN, WI 54460	401 7TH ST W		\$ 7.30	\$ 693.50	\$ 8.00	\$ 976.00	\$ 1,669.50	\$ 834.75	\$ 834.75
201-02287-0000	KAY MONROE	400 7TH ST W	ASHLAND, WI 54806	400 7TH ST W		\$ 7.30	\$ 547.50	\$ 8.00	\$ 960.00	\$ 1,507.50	\$ 753.75	\$ 753.75
201-02286-0000	JACOB & HEATHER SHRIDER	709 4TH AVE W	ASHLAND, WI 54806	709 4TH AVE W		\$ 7.30	\$ 890.60	\$ 8.00	\$ 1,560.00	\$ 2,450.60	\$ 1,225.30	\$ 1,225.30
201-02285-0000	KATHRYN TUTTLE	715 4TH AVE W	ASHLAND, WI 54806	715 4TH AVE W	\$ 414.00	\$ 7.30	\$ 547.50	\$ 8.00	\$ 1,168.00	\$ 1,715.50	\$ 650.75	\$ 1,064.75
201-02284-0000	JODY JOHNSON	723 4TH AVE W	ASHLAND, WI 54806	723 4TH AVE W	\$ 750.00	\$ 7.30	\$ 817.60	\$ 8.00	\$ -	\$ 817.60	\$ 33.80	\$ 783.80
201-02561-0000	D'ANNA ZAKOVEC	39630 STATE HWY 13	HIGHBRIDGE, WI 54846	801 4TH AVE W	\$ 180.00	\$ 7.30	\$ 547.50	\$ 8.00	\$ -	\$ 547.50	\$ 183.75	\$ 363.75
201-02560-0000	JENNIFER SCHUTTE	805 4TH AVE W	ASHLAND, WI 54806	805 4TH AVE W	\$ 765.00	\$ 7.30	\$ 832.20	\$ 8.00	\$ 944.00	\$ 1,776.20	\$ 505.60	\$ 1,270.60
201-02559-0000	BRIAN & LUZVIMINDA GOHR	811 4TH AVE W	ASHLAND, WI 54806	811 4TH AVE W	\$ 1,215.00	\$ 7.30	\$ 912.50	\$ 8.00	\$ -	\$ 912.50	\$ -	\$ 912.50
201-02558-0000	KM INSURANCE AGENCY CORP	18793 SUTTER ST	HEAPERIN, CA 92345	819 4TH AVE W		\$ 7.30	\$ 854.10	\$ 8.00	\$ -	\$ 854.10	\$ 427.05	\$ 427.05
201-02557-0000	DANIEL & SANDRA DUGGER	65410 LAKE AHMEEK RD	IRON RIVER, WI 54847	411 9TH ST W		\$ 7.30	\$ 547.50	\$ 8.00	\$ -	\$ 547.50	\$ 273.75	\$ 273.75
201-02622-0000	BARBARA LUND	901 4TH AVE W	ASHLAND, WI 54806	901 4TH AVE W		\$ 7.30	\$ 547.50	\$ 8.00	\$ -	\$ 547.50	\$ 273.75	\$ 273.75
201-02621-0000	KELLY BRZEZINSKI	905 4TH AVE W	ASHLAND, WI 54806	905 4TH AVE W		\$ 7.30	\$ 854.10	\$ 8.00	\$ -	\$ 854.10	\$ 427.05	\$ 427.05
201-02620-0000	LOREN & ELEANOR MUNSON	112 15TH AVE EAST	ASHLAND, WI 54806	909 4TH AVE W		\$ 7.30	\$ 788.40	\$ 8.00	\$ -	\$ 788.40	\$ 394.20	\$ 394.20
201-02619-0000	CHRISTOPHER BEIRL	919 4TH AVE W	ASHLAND, WI 54806	919 4TH AVE W		\$ 7.30	\$ 795.70	\$ 8.00	\$ -	\$ 795.70	\$ 397.85	\$ 397.85
201-02618-0000	ROGER HANSEN	401 10TH ST W	ASHLAND, WI 54806	401 10TH ST W		\$ 7.30	\$ 547.50	\$ 8.00	\$ -	\$ 547.50	\$ 273.75	\$ 273.75
201-02793-0000	JEREMY KRAMOLIS	1001 4TH AVE W	ASHLAND, WI 54806	1001 4TH AVE W	\$ 525.00	\$ 7.30	\$ 919.80	\$ 8.00	\$ -	\$ 919.80	\$ 197.40	\$ 722.40
201-02792-0000	RYAN ROERIG	1007 4TH AVE W	ASHLAND, WI 54806	1007 4TH AVE W	\$ 1,125.00	\$ 7.30	\$ 824.90	\$ 8.00	\$ -	\$ 824.90	\$ -	\$ 824.90
201-02791-0000	BRANDON HUMMELMEIER	1013 4TH AVE W	ASHLAND, WI 54806	1013 4TH AVE W	\$ 225.00	\$ 7.30	\$ 795.70	\$ 8.00	\$ -	\$ 795.70	\$ 285.35	\$ 510.35
201-02790-0000	READER TRUST	70459 GILGEN RD	MELLEN, WI 54546	1017 4TH AVE W	\$ 750.00	\$ 7.30	\$ 919.80	\$ 8.00	\$ -	\$ 919.80	\$ 84.90	\$ 834.90
201-02789-0000	RAYMOND & KYM NYE	PO BOX 242	ASHLAND, WI 54806	1019 4TH AVE W	\$ 600.00	\$ 7.30	\$ 788.40	\$ 8.00	\$ -	\$ 788.40	\$ 94.20	\$ 694.20
TOTALS										\$ 43,558.00	\$ 13,688.14	\$ 29,869.87

SUBJECT: Approve a Final Resolution Authorizing Public Improvement and Levying Sidewalk Special Assessments Against Benefited Property in the City of Ashland, Ashland County, Wisconsin for the 2022 Watermain Improvements Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Finance Director
City Attorney
Public Works Director

EXHIBITS: 1. Proposed Resolution

EXPENDITURES REQUIRED: \$ 53,665.96 Est. Construction Cost of Sidewalk Replacement
\$ 5,366.60 Est. Contingency
\$ 9,945.87 Est. Engineering Services
\$ 68,978.42 **Total Estimated Cost**

\$ 68,978.42 Total Est. Cost
\$ 55,290.29 City Portion
\$ 13,688.14 **Special Assessments**

AMOUNT BUDGETED: \$ 55,290.29 (City Portion City Portion of Sidewalk Construction)

APPROPRIATION REQUIRED: As Budgeted for 2021

TREASURER'S CERTIFICATE: N/A

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

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

SUMMARY STATEMENT:

After Council has heard from citizens during the Public Hearing, Council shall direct staff to make any appropriate changes to the Preliminary Special Assessment Report and pass the final resolution authorizing public improvement and levying sidewalk special assessments against benefited property in the City of Ashland, Ashland County, Wisconsin.

As proposed by City staff, the special assessments would total \$13,688.14. There are 45 properties in the assessment district described in the preliminary resolution declaring the intent to levy special assessments. Of these 45 properties, special assessments for sidewalk replacement are proposed for 37 properties. The eight remaining properties are not included in the special assessments because the cost of the sidewalk replacement in the areas abutting their property is less than the cost of previous special assessments levied in 2008.

For the 33 affected properties, the assessments range from a low of \$26.50 to a high of \$1,225.30, and the average assessment is \$304.18.

Per Chapter 612 Street and Utility Construction Standards and Special Assessment Policies, the following schedule of payment shall apply:

- (A) Assessments less than \$299.99 shall be paid within three (3) years.
- (B) Assessments from \$300.00 to \$499.99 shall be paid within four (4) years.
- (C) Assessments from \$500.00 to \$799.99 shall be paid within seven (7) years.
- (D) Assessments over \$800.00 shall be paid within ten (10) years.

Per Wisconsin Statute 66.0715, the repayment terms may be deferred on the terms and in the manner prescribed by the governing body. On July 27, 2009, City Council approved a Special Assessment Hardship Policy which, in short, allows qualifying property owners to apply for deferral of the special assessment if the property owner meets prescribed income requirements. For the duration of time that property owners meet these income requirements, the property would be eligible to have the annual special assessment payment deferred until the sale or transfer of the property. City funds would then be used to make the annual payments during the period of deferral. Property owners are required to annually certify their income via a copy of their federal tax return.

The Public Works Director is requesting Council review of the Special Assessment Hardship Policy which updates the income qualification requirements for clarity in public outreach and implementation.

Staff is recommending approval of the final resolution authorizing public improvement and levying sidewalk special assessments against benefited property in the City of Ashland, Ashland County, Wisconsin for the 2022 Watermain Improvements Project.

RESOLUTION No. 17674

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND LEVYING SIDEWALK SPECIAL ASSESSMENTS AGAINST BENEFITED PROPERTY IN THE CITY OF ASHLAND, ASHLAND COUNTY, WISCONSIN FOR THE 2022 WATERMAIN IMPROVEMENTS PROJECT

WHEREAS, the Common Council for the City of Ashland, Ashland County, Wisconsin, held a public hearing at the Ashland City Hall, 601 Main Street West, Ashland, Wisconsin, at 5:30 p.m. on March 29, 2022 for the purpose of hearing all interested persons concerning the preliminary resolution and report of the Ashland Department of Public Works, including preliminary assessments against benefited property, and heard all persons who desired to speak at the hearing.

NOW, THEREFORE, BE IT RESOLVED, the Common Council for the City of Ashland determines as follows:

1. The sidewalk special assessment report of the Ashland Department of Public Works, a copy of which is attached hereto and incorporated herein as if fully set forth herein, including the plans and specifications and assessments set forth therein, is adopted and approved.

2. The project engineer shall advertise for bids and supervise construction of the improvements in accordance with the report hereby adopted.

3. The estimated cost of the sidewalk improvements is \$68,978.42, the total assessable costs are \$43,558.00, and 50% shall be paid by special assessment against the property benefited as indicated in the report.

4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

5. The final assessment shall be due within 45 days of the initial billing date. If the owner elects to pay in installments, the annual installment period will be based on the following schedule:

- a) Assessments less than \$299.99 shall be paid within three (3) years
- b) Assessments from \$300.00 to \$499.99 shall be paid within four (4) years
- c) Assessments from \$500.00 to \$799.99 shall be paid within seven (7) years
- d) Assessments over \$800.00 shall be paid within ten (10) years

Annual installment shall be placed on the tax roll and bear the rate of 2.91% (the true interest cost of the 2020C general obligation promissory note (1.91%) issue plus 1% admin fee) per annum on the unpaid balance from January 1 of the year following the installment. All assessments are due in full upon sale or transfer of property.

6. The City Clerk shall publish this resolution as a class 1 notice under ch. 985, Stats., and mail a copy of this resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Ashland approve the final resolution authorizing public improvement and levying sidewalk special assessments against benefitted properties in the City of Ashland, Ashland County, Wisconsin for the 2022 Watermain Improvements Project.

PASSED: March 29, 2022

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Approve Recommended Amendments to the City of Ashland Special Assessment Hardship Policy (*Public Works*) Voice

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Public Works Director

EXHIBITS:

1. Special Assessment Hardship Policy
2. Sidewalk Special Assessment Deferment Application
3. FY 2021 Income Limits Documentation System - Summary for Ashland County, Wisconsin

EXPENDITURES REQUIRED: N/A

AMOUNT BUDGETED: N/A

**APPROPRIATION
REQUIRED:** N/A

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

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

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

SUMMARY STATEMENT:

At the August 13, 2009 City Council meeting, the Council approved a Special Assessment Hardship Policy, with the following stated purpose:

"The City Council acknowledges that the levy of special assessments can result in extreme financial hardship in some instances. It therefore enacts this provision in order to provide necessary relief to persons affected by such a levy...in cases where the loss of the homesteads is a reasonable probability while preserving the right for the ultimate collection of special assessments involved."

Due to constraints on funds available for infrastructure replacement and limitations on the City's ability to raise additional revenue, the Public Works Department has proposed the levy of assessments to the Council on multiple projects. Authority to levy assessments for sidewalk replacement is found in Wis. stat 66.0907 and in

the City's policy for sidewalk special assessment which was implemented in May 2006. In addition, in 2021, the Public Works Director developed, proposed and implemented (with Council approval) a policy to allow for the levy of assessments for partial replacement of privately owned sewer laterals in coordination with City projects. The authority to levy assessments for privately owned sewer laterals is found in Wis. stat. 66.0911.

An important distinction between the two references to Wisconsin State Statutes is that Wis. Stat. 66.0911 allows for municipalities to levy assessments by resolution, without following the policies described in Wis. Stat 66.0907 for special assessment. Therefore, the City Attorney has confirmed that the levy of assessments for partial replacement of privately owned sewer laterals is not formally considered to be a special assessment even though the City offers the same options for repayment for each.

After discussions with the Planning Department and the City Administrator, the Public Works Department is recommending the following changes to the Special Assessment Policy:

The title of the policy shall be changed to “Hardship Policy for the Levy of Assessments”. This will allow for the clear understanding that the hardship policy can be applied to the levy of assessments for sidewalk construction, privately owned sewer lateral replacement or any other type of work eligible for assessment under Wisconsin statutes.

In general (throughout policy), all references to the term “special assessments” shall be changed to “assessments”. See above.

Section B (Definitions) shall be changed to read “Assessment shall include assessments levied under Wisconsin Statutes 66.0907 or 66.0911”. See above, also corrects the reference to outdated sections of the Wisconsin statutes.

Also in Section B (Definitions), wording shall be changed to read “Hardship is defined as a level of income that falls below the Ashland County Housing and Urban Development (HUD) Very Low (50%) Income Limits.” A table of various HUD income limits is attached. For FY2021, the “Very Low” income limit for a family size of 1 was \$25,150. The policy currently uses the HUD “Extremely Low Income” and for FY2021 the limit for this metric for a family size of 1 was \$15,100. Staff is proposing a change to allow property owners with higher income levels to qualify for the hardship policy in recognition of the rising cost of living that has been experienced since the policy was first implemented in 2009.

Section E shall be changed to read “Qualified very low income families as defined in the most recent HUD data for Ashland County may have the principal portion of their assessment plus accrued interest deferred...” See above.

Section H shall be changed to read “Deferment shall expire if a property owner fails to provide the City with a copy of a federal tax return by May 1st of each year demonstrating program eligibility unless additional time is granted by the City Treasurer.” This will allow staff more flexibility in allowing time for property owners to apply for benefits afforded by the hardship policy.

Council approval of the amended Special Assessment Hardship Policy is requested in order to provide clarity on the intent and use of the policy for implementation by staff, as the City continues to pursue access to reliable and reasonably priced infrastructure as a strategic goal.

TO: Brian Knapp
Barb Clement
Alison Gillespie
Bill Giuliani
Rae Buckwheat
Bob Miller

FROM: Patti Ekstrom

DATE: August 13, 2009

Attached is the Special Assessment Hardship Policy which was approved by Council on July 27, 2009. Keep for future use.

SPECIAL ASSESSMENT HARDSHIP POLICY

A. Purpose: The city council acknowledges that the levy of special assessments can result in extreme financial hardship in some instances. It therefore enacts this provision in order to provide necessary relief to persons affected by such a levy. It is the intent and purpose of the city council to alleviate the burden of such levies in cases where the loss of the homestead is a reasonable probability, while preserving the right for the ultimate collection of special assessments involved.

B. Definitions. Wherever in this section the following words or terms appear they have the meaning indicated, unless the context clearly requires otherwise:

1. "Qualifying family" means a single person or family owning and occupying a homestead against which special assessments are levied and who meets the qualifying income standards as outlined within this policy.
2. "Homestead" means the dwelling and so much of the land surrounding it as is reasonably necessary for use as a home, except so much of such land as is vacant and of sufficient size so that it could be divided and sold for development as permitted under appropriate zoning and other regulations.
3. "Special assessment" shall include assessments levied under s. 66.60, Wisconsin Statutes, and special charges imposed under s. 66.60(16), Wisconsin Statutes.
4. "Hardship" is defined as a level of income that falls below the Ashland County HUD USER extremely low (30%) income level in the most current fiscal year that data is available

C. The qualifying family shall make application for deferred payment of Special Assessments as herein provided on forms prescribed by the City Clerk. Applicants for deferment of assessments must own and reside in the property subject to the assessment and demonstrate to the City Treasurer qualification for the deferment by presentation of a copy of the their most recent federal tax return prior to the levying of the assessment, and annually thereafter. Included in family income is the combined income from all family members, age 18 and older that reside in the household for more than 6 months per year.

All information provided on the application shall be considered and treated, to the fullest extent provided by law, as confidential, privileged information, and shall be divulged only by:

1. Persons using the information in the discharge of their duties imposed by law or of the duties of their office; or
2. Order of a court.

D. Where a property is owned by two or more persons, only the income from the family members residing in the homestead and who are responsible for expenses related to maintaining the property shall be considered. For example: A parent who has deeded the homestead to a child where the parent is living in and maintaining the homestead under a life estate provision and where the child is living elsewhere. Property owned by any corporation, partnership, or trust is ineligible for assessment deferment.

E. Qualified **extremely low income (30% CMI) families as defined in the most recent HUD** data for Ashland County may have the principal portion of their assessment plus accrued interest deferred until the family no longer meets the annual income eligibility requirements, and/or the sale or transfer of the property, whichever occurs first.

F. Interest shall be payable on assessments levied against a property during the period of deferment. The interest rate shall be 1% above the City's borrowing rate (as determined by loan or bond issuance) to cover overhead expenditures associated with administration of the program.

G. Deferment shall cease at the time a property owner(s) no longer meets the income criteria for the program, upon the death of the qualifying owner(s), or upon the date which the ownership of the property is transferred to any other person, persons, partnership, corporation, trust, or other entity by any means whatsoever, which ever occurs first.

H. Deferment shall expire if a property owner fails to provide the City with a copy of a federal tax return by May 1st of each year demonstrating program eligibility.

I. Tax roll; notice; lien retained. The granting of an application shall authorize the city treasurer to make payment, from city funds, of the amount of the special assessment deferred. The city clerk shall record a document with the office of register of deeds containing a description of the property affected, the amount of special assessment deferred, and any other appropriate information. Such amount, and interest thereon, shall not be placed on the tax roll until the conditions contained in subsection H. occur. Nothing provided in this section shall be deemed to extinguish or otherwise affect any lien established by law for the collection of any deferred special assessment, and any such lien is expressly retained.

J. Placement on roll. When a determination is made by the City that a grantee no longer qualifies for the dererral, the amount of special assessments deferred, and accrued interest, shall be placed upon the next available tax roll to be collected in the same manner as delinquent special assessments.

K. Payment when no longer eligible: Upon transfer of title of such property by any means, the amount of special assessments deferred, and accrued interest, shall become due and payable in full. Upon payment in full, an appropriate satisfaction of payment shall be issued by the city treasurer and recorded in the office of the Register of Deeds.

L. Appeals and special exception requests. Families that do not meet the income eligibility guidelines for the deferral but that are experiencing unusual financial difficulties may apply to the Housing Committee for a special exception to the eligibility requirements outlined in this policy. The Housing Committee may grant this special exception and approve a deferral of the special assessment on a year to year basis in cases where the family is experiencing unusual financial difficulties. Examples of unusual financial difficulties would include such things as: A recent loss of employment or other significant decline in income from the prior year, unusual health expenses, inability to pay due to other prior fixed debts and/or financial obligations.

Agenda Item 7D: Approval of Draft Special Assessment Hardship Policy

The City Housing Committee was asked to review the draft of the special assessment hardship policy. As written, the policy includes definitions, application procedures, income qualifications and guidelines, appeals and special exception requests. The first draft, including modifications, was sent to the Committee of the Whole who in turn sent it back to the Housing Committee for further review of interest and deferred assessments for sidewalk work.

The Housing Committee suggested changes that would reduce the eligibility requirements to the extremely low income level (30% CMI) vs. the very low income level (50% CMI) since about one-third of the City homeowners could potentially qualify under the very low income category. They also suggested that income level should be based on "family" income vs. individual income levels. A number of suggested text amendments were made to clarify this. An appeals and special exception policy was added to the end to allow the Housing Committee to consider special circumstances in granting a deferral.

Upon their second review of the policy, the Housing Committee felt that interest rates should not be reduced or forgiven during the deferral period since any interest that is forgiven would have to be indirectly made up through the general tax levy. In an effort to keep interest rates consistent, the Housing Committee has suggested that the Council consider the following compromises:

1. Allow no exceptions to the interest rates being charged regardless of the term of the deferral.
(Recommended).
2. Reduce the interest rate to 1% to cover administrative processing expenses after the original 10 year bond is paid back by the City.
3. Forgive 100% of the interest (but not principal) for each year that the applicant qualifies for the deferral.

The Mayor clarified that the policy presented is not for special assessments; it is for approving a hardship policy.

Bewley, who serves on the Housing Committee, explained that every year the person with the deferment has to be recertified. The intent of the policy is to make the payment as easy as possible for people who are very low income, but it is not a tool to postpone it forever.

Knapp felt there would be very few requests to use the hardship policy since five sidewalk projects have already been completed, and nobody has said they couldn't pay it.

Teague called the question to end debate. Kabasa seconded. The motion carried unanimously.



City of Ashland, Finance Department, 601 W Main Street, Ashland, WI 54806

SIDEWALK SPECIAL ASSESSMENT DEFERMENT APPLICATION

Property Owner:

Property Address:

Mailing Address:

Parcel Number:

Sidewalk Special Assessment Amount:

\$ _____ Preliminary Assessment Estimate
\$ _____ Final Billing - Actual Amount Assessed
____ / ____ / ____ Date the Levy was Special Assessed

Items to be Submitted with the Application Form

- Most recent federal tax return (prior to the levying of the assessment) and annually thereafter
- Income shall include combined income from all family member (age 18 and older that reside in the household for more than 6 months per year)

Note - Recertification is needed annually. Deferment shall expire if property owners fails to provide the City with a copy of a federal tax return by May 1st of each year demonstrating program eligibility.

I hereby request a deferrment of my sidewalk special assessment:

Signature of Applicant:

Date:

Please submit completed application form to City of Ashland Treasurer.

Office Use Only:

Date Submitted:

Application Reviewed by:

☐ Approved

☐ Denied



FY 2021 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

FY 2021 Income Limits Summary

Selecting any of the buttons labeled "Click for More Detail" will display detailed calculation steps for each of the various parameters.

FY 2021 Income Limit Area	Median Family Income Click for More Detail	FY 2021 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Ashland County, WI	\$61,000	Very Low (50%) Income Limits (\$) Click for More Detail	25,150	28,750	32,350	35,900	38,800	41,650	44,550	47,400
		Extremely Low Income Limits (\$)* Click for More Detail	15,100	17,420	21,960	26,500	31,040	35,580	40,120	44,660
		Low (80%) Income Limits (\$) Click for More Detail	40,250	46,000	51,750	57,450	62,050	66,650	71,250	75,850

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2021 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2021 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

[FY2020 Median Family Income and Income Limits for Ashland County, WI](#)

Select a different county or county equivalent in Wisconsin:

Adams County
Ashland County
Barron County
Bayfield County
Brown County
Buffalo County

[Select county or county equivalent](#)

Select any FY2021 HUD Metropolitan FMR Area's Income Limits:

Abilene, TX MSA

[Select HMFA Income Limits Area](#)

Or press below to start over and select a different state:

[Select a new state](#)

[Update URL For bookmarking or E-Mailing](#)

Prepared by the [Program Parameters and Research Division](#), HUD.

SUBJECT: Approve to Accept a Professional Construction Engineering Services Proposal from Cedar Corporation for the 2022 Watermain Improvement Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director
Finance Director

EXHIBITS: 1. Professional Construction Engineering Services Proposal - Cedar Corporation

EXPENDITURES REQUIRED: \$ 34,666.67 - Fund 470 Street Improvements
\$ 69,333.33 - Fund 680 Water Utility
\$104,000.00 Total

AMOUNT BUDGETED: -\$0-

APPROPRIATION REQUIRED: \$ 34,667.67 - Fund 470 Street Improvements- Fund Balance
\$ 69,333.33 - Fund 680 Water Utility

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on March 21, 2022, that Cedar Corporation is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORD. 51: The Mayor and/or Clerk have 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 project conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan.

SUMMARY STATEMENT:

The 2022 Watermain Improvements Project consists of the reconstruction of 4th Avenue West (roadway, portions of sidewalk, portions of stormwater, and watermain) from 6th Street West to 11th Street West. Per the approved 2022 Budget for the Water Utility, the project will be funded primarily by the Water Utility 2022 borrowing which will be brought to Council at a later date due to staff reviewing the options of revenue bonds or a general obligation note. Per the approved 2022 Budget for Capital Project Funds, a combination of funds from the 2021 levy, proposed wheel tax, sidewalk special assessment and fund balance will be used to fund the Fund 470 Street Improvements portion of construction costs. Therefore, the project will be supported entirely by City funds.

The need for the project is directly related to the condition of the existing, pre-1900 cast iron water main, which has experienced five breaks in the past twenty years, and also connections to roughly 36 existing lead service

laterals (LSLs). Because these LSLs contain lead on the public side of the water service lateral, these 36 properties will only be eligible for replacement via Wisconsin Department of Natural Resources (DNR) funding if the watermain is replaced.

The total cost of the project is expected to be \$1,025,000.00, including construction, contingency, engineering services and testing. The Public Works Department will complete the removal of the existing street, sidewalk restoration, and boulevard restoration.

In April 2018, Council approved a three-year agreement with Cedar Corporation for engineering services. The agreement established master terms and conditions, with specific engineering services and costs identified on a project by project basis. Approval of the agreement for professional services is being requested under the 2018 agreement and will allow Cedar Corporation to schedule staff availability for summer 2022 construction.

Due to their familiarity with the project design, staff experience who will be assigned to the project, and the need for dedicated oversight of the contractor completing the work, the Public Works Department is seeking Council's approval to accept the proposal from Cedar Corporation for construction engineering services for the project.

The scope of the construction engineering services provided by Cedar Corporation will include surveying for construction layout/staking, contract administration, as-built record drawings and the provision of a full time (12 hours per day, 5 days per week for 10 weeks) representative responsible for construction observation and oversight throughout project construction.

The City accepted similar proposals from Cedar Corporation for the engineering services for the 2021 Waterfront Access Road project. The project is essentially complete and cost savings associated with Cedar Corporation services have resulted in an additional fund balance in Fund 470-Street Improvements that the Public Works Department is requesting that Council appropriate toward the cost of the construction engineering proposal for the 2022 Watermain Improvements Project.

The Public Works Department recommends accepting the proposal from Cedar Corporation for construction engineering services at a cost of \$104,000. Funding for the engineering services is supported by pro rated shares, based on the amount of Cedar Corporation's staff time spent on constructing facilities funded by the general fund versus utility facilities, from Fund 470-Street Improvements and Fund 680-Water Utility.

November 18, 2021

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

RE: Professional Construction Engineering Services Proposal
2022 Watermain Improvements – 4th Ave. W (6th St. to 11th St.)
City of Ashland, WI

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

Cedar Corporation is pleased to submit this proposal to provide professional construction engineering services related to 2022 Watermain Improvements – 4th Avenue W. from 6th Street to 11th Street Project for construction in year 2022, City of Ashland, Wisconsin.

SCOPE OF PROJECT: The City of Ashland is requesting professional construction engineering services including staff/committee/council meetings, pre-construction meeting, construction staking and layout, construction observation, construction coordination and administration, and construction record drawings for 2022 Watermain Improvements – 4th Avenue W. from 6th Street to 11th Street, approximately 1,800 lineal feet of removals, street, curb and gutter, sidewalk, storm sewer, water main, service laterals, construction erosion and restoration improvements for construction in year 2022.

SCOPE OF SERVICES: Cedar Corporation (hereinafter called “Engineer”) proposes to render professional construction engineering services for City of Ashland (hereinafter called “Client”) with respect to the above Scope of Project related to the 2022 Watermain Improvements Project, City of Ashland, Wisconsin (hereinafter called “Project”). The Engineer will provide required professional services during the Project as follows:

Construction Engineering:

- Conduct a pre-construction meeting with Client, contractor, sub-contractors, utility companies, etc.
- Provide one-time horizontal and vertical control staking and layout for construction, as needed. Engineer is not responsible for preservation of construction staking for the contractor, and any required re-staking due to contractor negligence will be performed at the expense of the contractor. Any required re-staking due to vandalism or severe weather will be discussed and negotiated with the Client.
- Provide full-time (12 Hours per Day) resident Project representative construction observation services during underground utility construction and periodic part-time hours as needed during other construction related work to observe contractor’s work in conformance with plans, specifications and contract documents. The Engineer cannot guarantee the performance of, and shall have no responsibility for, the actions or omissions of any contractor, sub-contractor, supplier, vendor, or any other entity furnishing materials or performing any construction work on the Project. Provide Client copies of construction observation report documents.
- Provide construction coordination and administration services for the Project during construction. Oversee and coordinate construction activities, including private utility relocations, review and document construction quantities, review and process change orders and payment requests, meet with property

owners and city staff when required. Attend and lead weekly on-site progress meeting with contractor and Client.

- The Client shall review and approve all contractor requested Work Directives or Change Orders for the Project as presented by the Engineer prior to the work being commenced by the contractor.
- Field data collection and topographic survey of completed street and utility construction, prepare and provide as-built construction record drawings to the Client in AutoCADD electronic and hard copy format upon completion.
- Attend required city staff, committee, council, and other governing agency meetings.

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

Opinion of Probable Construction Cost & 10% Contingency	\$973,000
Construction Engineering Fee:	
Construction Staking and Layout	\$12,000
Construction Observation (10 weeks, 5 days/week, 12 hours/day)	\$74,000
Construction Coordination and Administration	\$6,000
Construction Record Drawings	\$3,500
City Staff, Council & Committee Meetings	\$0
Expenses (10 Weeks, 5 days/week)	\$8,500
Total Construction Engineering Hourly Time & Materials “Not to Exceed” Fee	\$104,000

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

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

TASK	COMPLETION DATE
City Council Bid Award	April 2022
Notice of Award & Contract Documents	April 2022
Notice to Proceed & Pre-Construction Conference	May 2022
Commence Construction	May 2022
Substantial Complete Construction	July 2022
Final Complete Construction (Restoration)	August 2022

SERVICES NOT PROVIDED AS PART OF THIS PROPOSAL: Archaeological studies and investigations, environmental studies and assessments, environmental investigations, boundary and property surveys, survey, certified survey map, subdivision plat map, easement documents, title search, land acquisition, street and highway right-of-way map, field locating and marking of existing underground utility systems, governing agency permit

fees, ecological studies and investigations, flood plain studies and determination, traffic impact analysis and report, soils related compaction and construction testing, construction materials install construction testing, re-staking and layout due to weather related damages/contractor negligence/vandalism, and historical site studies and investigations are not included as part of this proposal.

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

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

Sincerely,

CEDAR CORPORATION

Russ Kiviniemi

Russ Kiviniemi, P.E.
Principal

Brian Chapman

Brian Chapman
Project Manager

Accepted this _____ day of _____, 2021

By: _____
Deb Lewis, Mayor
City of Ashland

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

Denise Oliphant, Clerk
City of Ashland

Barbara Clement, Comptroller
City of Ashland

CITY OF ASHLAND
2022 WATERMAIN IMPROVEMENTS
4TH AVE W (6TH ST to 11TH ST)

Prepared By: BDC
Date: 11/09/2021

	WIDTH LENGTH	27 FOOT (BACK TO BACK) 1800 LINEAL FEET		
<u>STREET CONSTRUCTION</u>				
REMOVE CURB & GUTTER	L.F.	3600	\$2.00	\$7,200.00
REMOVE ASPHALT	S.Y.	4830	\$4.00	\$19,320.00
REMOVE CONCRETE	S.Y.	900	\$8.00	\$7,200.00
SAWCUT	L.F.	500	\$4.00	\$2,000.00
EXCAVATION	C.Y.	3675	\$15.00	\$55,125.00
GEOTEXTILE FABRIC, TYPE SR	S.Y.	5800	\$2.00	\$11,600.00
GRANULAR SUBBASE, ROADWAY, 10"	C.Y.	1600	\$20.00	\$32,000.00
CRUSHED AGGREGATE BASE, ROADWAY, 8"	C.Y.	1300	\$30.00	\$39,000.00
CRUSHED AGGREGATE BASE, DRIVEWAY, 6"	C.Y.	100	\$30.00	\$3,000.00
TEMPORARY STONE TRACKING PAD	EA.	1	\$1,500.00	\$1,500.00
HOT MIX ASPHALT PAVEMENT, BINDER, 2.5"	S.Y.	4830	\$17.00	\$82,110.00
HOT MIX ASPHALT PAVEMENT, SURFACE, 1.5"	S.Y.	4830	\$10.00	\$48,300.00
CONCRETE CURB AND GUTTER, 24" BARRIER	L.F.	3600	\$15.00	\$54,000.00
CONCRETE SIDEWALK, 4"	S.F.	5000	\$6.00	\$30,000.00
CONCRETE DRIVEWAY, 6"	S.F.	3000	\$8.00	\$24,000.00
TRAFFIC CONTROL	L.S.	1	\$5,000.00	\$5,000.00
TOPSOIL, TURF, GRASSES, AND EROSION MAT	S.Y.	6000	\$5.00	\$30,000.00
CONTINGENCY (10%)				\$45,135.50
SUBTOTAL				\$496,490.50
<u>STORM SEWER</u>				
REMOVE STORM STRUCTURE	EA.	10	\$250.00	\$2,500.00
REMOVE AND ABANDON STORM PIPE	L.S.	1	\$5,000.00	\$5,000.00
STORM SEWER, HDPE, 12"	L.F.	350	\$45.00	\$15,750.00
STORM SEWER, HDPE, 15"	L.F.	700	\$50.00	\$35,000.00
STORM SEWER, HDPE, 18"	L.F.	700	\$55.00	\$38,500.00
STORM MANHOLE, TYPE I	V.F.	25	\$500.00	\$12,500.00
STORM INLET, TYPE III	EA.	10	\$1,200.00	\$12,000.00
STORM MANHOLE CASTING	EA.	5	\$650.00	\$3,250.00
STORM INLET CASTING	EA.	10	\$650.00	\$6,500.00
PERFORATED PIPE UNDERDRAIN, WRAPPED 4"	L.F.	3600	\$8.00	\$28,800.00
CONNECT TO STORM PIPE	EA.	6	\$500.00	\$3,000.00
TEMPORARY STORM DRAIN INLET PROTECTION AND EROSION CONTROL	EA.	10	\$100.00	\$1,000.00
TELEVISION	L.F.	1750	\$2.00	\$3,500.00
CONTINGENCY (10%)				\$16,730.00
SUBTOTAL				\$184,030.00
<u>WATERMAIN</u>				
WATERMAIN, PVC, 6"	L.F.	100	\$55.00	\$5,500.00
WATERMAIN, PVC, 8"	L.F.	1850	\$60.00	\$111,000.00
WATER SERVICE PIPE AND TUBING, HDPE, 1.0"	L.F.	1650	\$35.00	\$57,750.00
WATER SERVICE CORPORATION AND CURB VALVES, 1.0"	EA.	50	\$700.00	\$35,000.00
FIRE HYDRANT	EA.	4	\$4,500.00	\$18,000.00
VALVES, 6"	EA.	4	\$2,000.00	\$8,000.00
VALVES, 8"	EA.	7	\$2,500.00	\$17,500.00
CONNECT TO EXISTING WATERMAINS	EA.	4	\$2,000.00	\$8,000.00
MAINTAIN WATER SERVICE	L.S.	1	\$5,000.00	\$5,000.00
CONTINGENCY (10%)				\$26,575.00
SUBTOTAL				\$292,325.00
TOTAL ESTIMATED 4TH AVE W CONSTRUCTION COST				\$972,845.50

SUBJECT: Approve to Accept Bid from Jake's Excavating & Landscaping, LLC, and Award a Contract for the 2022 Watermain Improvements Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Finance Director
Public Works Director

EXHIBITS:

1. Bid Recommendation Correspondence, Cedar Corporation - March 24, 2022
2. City of Ashland 4th Avenue W Reconstruction Project Map
3. Bid Tabulation - 4th Avenue W. Reconstruction (6th Street W to 11th Street W)

EXPENDITURES REQUIRED:

	Construction Total	Construction Contingency (10%)	Construction Total
Street Improvements (CP Fund 470)	\$361,594.99	\$36,159.50	\$397,754.49
Water Utility (Fund 680)	\$383,679.76	\$38,367.98	\$422,047.74
TOTAL PROJECT	\$745,274.75	\$74,527.48	\$819,802.23

AMOUNT BUDGETED: \$375,000 - Fund 470 Street Improvements

APPROPRIATION REQUIRED: \$ 23,000.00 - General Fund- Fund Balance
\$422,047.74 - Fund 680 Water Utility

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on March 24, 2023, that Jake's Excavating & Landscaping, LLC is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

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

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

SUMMARY STATEMENT:

Cedar Corporation, on behalf of the City of Ashland Public Works Department, received and opened six bids on March 23, 2022 for the 2022 Watermain Improvements project.

The project consists of the reconstruction of 4th Avenue West (roadway, portions of sidewalk, portions of stormwater, and watermain) from 6th Street West to 11th Street West. See attached project location map.

The need for the project is directly related to the condition of the existing, pre-1900 cast iron water main, which has experienced five breaks in the past twenty years, and also connections to roughly 36 existing lead service laterals (LSLs). Because these LSLs contain lead on the public side of the water service lateral, these 36 properties will only be eligible for replacement via Wisconsin Department of Natural Resources (DNR) funding if the watermain is replaced.

Per the approved 2022 Budget for the Water Utility, the project will be funded primarily by the Water Utility 2022 borrowing which will be brought to Council at a later date due to staff reviewing the options of revenue bonds or a general obligation note. Per the approved 2022 Budget for Capital Project Funds, a combination of funds from the 2021 levy, the approved wheel tax, sidewalk special assessment and fund balance will be used to fund the Fund 470-Street Improvements portion of construction costs.

Due to the rising cost of construction, the total project cost is slightly higher than anticipated. The Public Works Department is requesting use of fund balance in the general fund to allow the project to move forward. The Finance Director has verified that these funds will be available as a carryover from the 2021 City operating budget.

The Public Works Department will complete the removal of the existing street, sidewalk restoration, and boulevard restoration. The cost of this work will be covered by a transfer of the cost of the materials from Fund 471 to Fund 470. The cost of materials associated with these activities is estimated to be \$39,000.

The project was bid with an alternate bid amount to place the final asphalt lift in 2023. The department has selected the alternative at an increase to the project of \$6,380, as waiting one year after utility construction allows the roadway to settle and will provide for a smoother roadway surface.

The lowest responsible bidder was Jake's Excavating & Landscaping, LLC. The Public Works Department, along with Cedar Corporation, recommends awarding the contract to Jake's Excavating & Landscaping, LLC.

March 24, 2022

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

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

On Wednesday, March 23, 2022, 11:00 AM, Cedar Corporation accepted bids through Quest vBid electronic bid services on behalf of the City of Ashland for the 4th Ave W. Reconstruction Project. Six (6) bids were received. The Base Bids ranged from \$738,894.75 to \$975,485.00. The Base Bids + Alternate Bid Items (HMA Surface 2023) ranged from \$809,074.75 to \$1,051,985.00. The low bid submitted is from Jake's Excavating & Landscaping LLC, Ironwood, MI. We have attached bid tabulation depicting the bids received. For comparison purposes, our engineer's opinion of probable project construction cost was \$863,300.00. It is our opinion that the City received competitive bids.

Cedar Corporation considers Jake's Excavating & Landscaping LLC to be a reputable company and responsible bidder.

Accordingly, we recommend that the City of Ashland award the 4th Ave W. Reconstruction Project construction contract in amount of \$809,074.75, which includes Base Bid + Alternate Bid Item, to Jake's Excavating & Landscaping LLC, contingent upon receipt of bonds and insurance certificates.

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

Respectfully Submitted,

CEDAR CORPORATION



Brian Chapman
Project Manager



Russ Kiviniemi, P.E.
Principle

CITY OF ASHLAND

4TH AVENUE W RECONSTRUCTION PROJECT

6TH ST W TO 11TH ST W

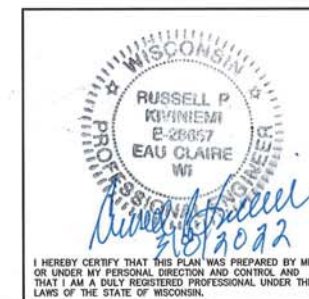
ASHLAND COUNTY, WISCONSIN



ASHLAND, WI

SHEET INDEX

SHEET	
1	TITLE SHEET
2	GENERAL NOTES
3	PROJECT OVERVIEW
4	TYPICAL SECTIONS
5-6	INTERSECTION DETAILS
7	EROSION CONTROL PLAN
8	TRAFFIC CONTROL PLAN
9-12	PLAN & PROFILES
13-20	CROSS SECTIONS



JOB NO. A 2020-019
DRAWN BY BJW
CHECKED BY BDC
DATE JAN 2022
REVISIONS
REFERENCE FILE 00b0ae_*.dwg
DRAWING FILE *.dwg

Cedar
CORPORATION

1800 Nelson Commons N.
Suite 100 W. 547th
Ashland, WI 54806
P 705-255-2200 F 705-255-2272

CITY OF ASHLAND
4TH AVENUE W RECONSTRUCTION
ASHLAND COUNTY, WISCONSIN
TITLE SHEET

SHEET NO.
1 OF 20



BID TABULATION

4th Avenue W. Reconstruction (6th Street W/ to 11th Street W.)
City of Ashland, Ashland County, WI
March 23, 2022

				Jake's Excavating & Lndsc. Ironwood, MI		Ritola Inc Mason, WI		Ashland Construction, Inc. Ashland, WI	
Line	Item Description	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
Water Main Construction									
1	Abandon in Place	L.F.	670	\$9.00	\$6,030.00	\$2.45	\$1,641.50	\$5.05	\$3,383.50
2	Remove Existing Watermain Pipe	L.F.	1000	\$5.00	\$5,000.00	\$12.50	\$12,500.00	\$10.10	\$10,100.00
3	Remove Hydrant	EA	3	\$500.00	\$1,500.00	\$412.50	\$1,237.50	\$455.00	\$1,365.00
4	Watermain, PVC C900, 6"	L.F.	55	\$48.00	\$2,640.00	\$54.75	\$3,011.25	\$69.70	\$3,833.50
5	Watermain, PVC C900, 8"	L.F.	1750	\$52.00	\$91,000.00	\$62.80	\$109,900.00	\$64.65	\$113,137.50
6	Water Service Lateral, HDPE, 1.0"	L.F.	1540	\$30.00	\$46,200.00	\$33.25	\$51,205.00	\$39.50	\$60,830.00
7	Corporation Stop, 1.0"	E.A.	45	\$500.00	\$22,500.00	\$298.80	\$13,446.00	\$303.00	\$13,635.00
8	Curbstop and Box, 1.0"	E.A.	45	\$475.00	\$21,375.00	\$409.15	\$18,411.75	\$404.00	\$18,180.00
9	Hydrant	E.A.	3	\$5,600.00	\$16,800.00	\$5,616.05	\$16,848.15	\$5,660.00	\$16,980.00
10	Gate Valve, 6"	E.A.	3	\$2,400.00	\$7,200.00	\$2,222.65	\$6,667.95	\$2,121.00	\$6,363.00
11	Gate Valve, 8"	E.A.	4	\$3,050.00	\$12,200.00	\$2,969.20	\$11,876.80	\$2,730.00	\$10,920.00
12	Adjust Valve Box	E.A.	4	\$250.00	\$1,000.00	\$209.00	\$836.00	\$177.00	\$708.00
13	Connect to Existing Watermain	E.A.	4	\$1,500.00	\$6,000.00	\$2,250.00	\$9,000.00	\$2,530.00	\$10,120.00
14	Insulation, 4"	S.F.	310	\$2.10	\$651.00	\$5.80	\$1,798.00	\$5.60	\$1,736.00
15	Tracer Wire	L.F.	1820	\$0.50	\$910.00	\$3.75	\$6,825.00	\$0.25	\$455.00
	Subtotal Water Main Construction				\$241,006.00		\$265,204.90		\$271,746.50
Storm Sewer Construction									
16	Remove Pipe	L.F.	425	\$8.00	\$3,400.00	\$10.10	\$4,292.50	\$15.15	\$6,438.75
17	Abandon in Place	L.F.	725	\$9.00	\$6,525.00	\$3.90	\$2,827.50	\$6.10	\$4,422.50
18	Remove Structure	E.A.	8	\$275.00	\$2,200.00	\$508.05	\$4,064.40	\$354.00	\$2,832.00
19	Storm Sewer, HDPE, 12"	L.F.	120	\$33.00	\$3,960.00	\$45.60	\$5,472.00	\$43.50	\$5,220.00
20	Storm Sewer, RCP, 12"	L.F.	25	\$55.00	\$1,375.00	\$69.25	\$1,731.25	\$57.60	\$1,440.00
21	Storm Sewer, HDPE, 15"	L.F.	650	\$33.25	\$21,612.50	\$51.00	\$33,150.00	\$39.50	\$25,675.00
22	Storm Sewer, RCP, 15"	L.F.	390	\$48.25	\$18,817.50	\$67.40	\$26,286.00	\$55.55	\$21,664.50
23	Storm Sewer, RCP, 18"	L.F.	30	\$56.00	\$1,680.00	\$73.90	\$2,217.00	\$61.60	\$1,848.00
24	Storm Inlet, Type III	V.F.	40	\$340.00	\$13,600.00	\$343.25	\$13,730.00	\$348.50	\$13,940.00
25	Storm Manhole, Type IV	V.F.	15	\$700.00	\$10,500.00	\$813.95	\$12,209.25	\$470.00	\$7,050.00
26	Storm Casting, R-1642	E.A.	5	\$775.00	\$3,875.00	\$775.35	\$3,876.75	\$783.00	\$3,915.00
27	Storm Casting, R-3067-R	E.A.	4	\$800.00	\$3,200.00	\$951.75	\$3,807.00	\$808.00	\$3,232.00
28	Storm Casting, R-3067-L	EA	3	\$750.00	\$2,250.00	\$951.75	\$2,855.25	\$808.00	\$2,424.00
29	Connect to Existing Storm Structure	E.A.	5	\$965.00	\$4,825.00	\$926.20	\$4,631.00	\$606.00	\$3,030.00
30	Perforated Underdrain, Wrapped, 4"	L.F.	3600	\$7.25	\$26,100.00	\$7.45	\$26,820.00	\$6.50	\$23,400.00
31	Inlet Protection	E.A.	15	\$65.00	\$975.00	\$187.00	\$2,805.00	\$60.00	\$900.00
32	Televising	L.F.	1215	\$4.15	\$5,042.25	\$4.15	\$5,042.25	\$2.00	\$2,430.00
	Subtotal Storm Sewer Construction				\$129,937.25		\$155,817.15		\$129,861.75
Street Construction									
33	Excavation	C.Y.	4750	\$11.50	\$54,625.00	\$15.80	\$75,050.00	\$15.00	\$71,250.00
34	Geotextile Fabric, Type SR	S.Y.	7130	\$1.30	\$9,269.00	\$2.30	\$16,399.00	\$2.05	\$14,616.50
35	Granular Subbase, 12"	C.Y.	2400	\$18.50	\$44,400.00	\$17.05	\$40,920.00	\$20.20	\$48,480.00
36	Crushed Aggregate Base, Roadway, 8"	C.Y.	1600	\$25.00	\$40,000.00	\$34.30	\$54,880.00	\$37.00	\$59,200.00
37	Crushed Aggregate Base, Driveway, 6"	C.Y.	30	\$40.00	\$1,200.00	\$40.10	\$1,203.00	\$40.00	\$1,200.00
38	Aggregate Tracking Pad	E.A.	2	\$100.00	\$200.00	\$1,223.75	\$2,447.50	\$1,215.00	\$2,430.00
39	HMA, Binder, 2.0"	S.Y.	5800	\$12.50	\$72,500.00	\$12.40	\$71,920.00	\$12.20	\$70,760.00
40	HMA, Surface, 2.0"	S.Y.	5800	\$11.90	\$69,020.00	\$12.25	\$71,050.00	\$12.00	\$69,600.00
41	Concrete Curb & Gutter, 24" Barrier	L.F.	3700	\$18.00	\$66,600.00	\$14.60	\$54,020.00	\$14.35	\$53,095.00
42	Sawcut	L.F.	325	\$3.50	\$1,137.50	\$3.95	\$1,283.75	\$2.45	\$796.25
43	Traffic Control	L.S.	1	\$9,000.00	\$9,000.00	\$7,722.00	\$7,722.00	\$25,000.00	\$25,000.00
	Subtotal Street Construction				\$367,951.50		\$396,895.25		\$416,427.75
	PROJECT TOTAL				\$738,894.75		\$817,917.30		\$818,036.00
Alternate Bid Item									
44	HMA Surface, 2.0" (2023)	S.Y.	5800	\$12.10	\$70,180.00	\$12.40	\$71,920.00	\$12.90	\$74,820.00

Line				Northern Interstate Const.		Ruotsala Construction LLC		A-1 Excavating Inc.	
				South Range, WI		Ironwood, MI		Bloomer, WI	
Item	Item Description	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
Water Main Construction									
1	Abandon in Place	L.F.	670	\$10.00	\$6,700.00	\$10.00	\$6,700.00	\$5.00	\$3,350.00
2	Remove Existing Watermain Pipe	L.F.	1000	\$10.00	\$10,000.00	\$10.00	\$10,000.00	\$5.00	\$5,000.00
3	Remove Hydrant	EA	3	\$1,500.00	\$4,500.00	\$500.00	\$1,500.00	\$300.00	\$900.00
4	Watermain, PVC C900, 6"	L.F.	55	\$100.00	\$5,500.00	\$60.00	\$3,300.00	\$66.00	\$3,630.00
5	Watermain, PVC C900, 8"	L.F.	1750	\$57.00	\$99,750.00	\$75.00	\$131,250.00	\$81.00	\$141,750.00
6	Water Service Lateral, HDPE, 1.0"	L.F.	1540	\$35.00	\$53,900.00	\$25.00	\$38,500.00	\$51.00	\$78,540.00
7	Corporation Stop, 1.0"	E.A.	45	\$500.00	\$22,500.00	\$350.00	\$15,750.00	\$690.00	\$31,050.00
8	Curbsstop and Box, 1.0"	E.A.	45	\$700.00	\$31,500.00	\$500.00	\$22,500.00	\$485.00	\$21,825.00
9	Hydrant	E.A.	3	\$6,900.00	\$20,700.00	\$7,000.00	\$21,000.00	\$5,750.00	\$17,250.00
10	Gate Valve, 6"	E.A.	3	\$3,250.00	\$9,750.00	\$1,800.00	\$5,400.00	\$2,125.00	\$6,375.00
11	Gate Valve, 8"	E.A.	4	\$4,500.00	\$18,000.00	\$2,100.00	\$8,400.00	\$2,840.00	\$11,360.00
12	Adjust Valve Box	E.A.	4	\$250.00	\$1,000.00	\$500.00	\$2,000.00	\$180.00	\$720.00
13	Connect to Existing Watermain	E.A.	4	\$2,500.00	\$10,000.00	\$2,000.00	\$8,000.00	\$3,000.00	\$12,000.00
14	Insulation, 4"	S.F.	310	\$8.00	\$2,480.00	\$5.00	\$1,550.00	\$5.00	\$1,550.00
15	Tracer Wire	L.F.	1820	\$1.50	\$2,730.00	\$1.00	\$1,820.00	\$1.00	\$1,820.00
	Subtotal Water Main Construction				\$299,010.00		\$277,670.00		\$337,120.00
Storm Sewer Construction									
16	Remove Pipe	L.F.	425	\$10.00	\$4,250.00	\$3.00	\$1,275.00	\$16.00	\$6,800.00
17	Abandon in Place	L.F.	725	\$10.00	\$7,250.00	\$5.00	\$3,625.00	\$16.00	\$11,600.00
18	Remove Structure	E.A.	8	\$1,500.00	\$12,000.00	\$500.00	\$4,000.00	\$550.00	\$4,400.00
19	Storm Sewer, HDPE, 12"	L.F.	120	\$43.00	\$5,160.00	\$35.00	\$4,200.00	\$62.00	\$7,440.00
20	Storm Sewer, RCP, 12"	L.F.	25	\$48.00	\$1,200.00	\$75.00	\$1,875.00	\$98.00	\$2,450.00
21	Storm Sewer, HDPE, 15"	L.F.	650	\$46.00	\$29,900.00	\$35.00	\$22,750.00	\$58.00	\$37,700.00
22	Storm Sewer, RCP, 15"	L.F.	390	\$50.00	\$19,500.00	\$70.00	\$27,300.00	\$78.00	\$30,420.00
23	Storm Sewer, RCP, 18"	L.F.	30	\$60.00	\$1,800.00	\$75.00	\$2,250.00	\$109.00	\$3,270.00
24	Storm Inlet, Type III	V.F.	40	\$650.00	\$26,000.00	\$650.00	\$26,000.00	\$440.00	\$17,600.00
25	Storm Manhole, Type IV	V.F.	15	\$900.00	\$13,500.00	\$850.00	\$12,750.00	\$850.00	\$12,750.00
26	Storm Casting, R-1642	E.A.	5	\$650.00	\$3,250.00	\$650.00	\$3,250.00	\$690.00	\$3,450.00
27	Storm Casting, R-3067-R	E.A.	4	\$800.00	\$3,200.00	\$800.00	\$3,200.00	\$885.00	\$3,540.00
28	Storm Casting, R-3067-L	EA	3	\$800.00	\$2,400.00	\$800.00	\$2,400.00	\$885.00	\$2,655.00
29	Connect to Existing Storm Structure	E.A.	5	\$1,200.00	\$6,000.00	\$2,500.00	\$12,500.00	\$1,050.00	\$5,250.00
30	Perforated Underdrain, Wrapped, 4"	L.F.	3600	\$9.50	\$34,200.00	\$10.00	\$36,000.00	\$12.00	\$43,200.00
31	Inlet Protection	E.A.	15	\$200.00	\$3,000.00	\$75.00	\$1,125.00	\$10.00	\$150.00
32	Televising	L.F.	1215	\$5.00	\$6,075.00	\$7.00	\$8,505.00	\$2.00	\$2,430.00
	Subtotal Storm Sewer Construction				\$178,685.00		\$173,005.00		\$195,105.00
Street Construction									
33	Excavation	C.Y.	4750	\$12.50	\$59,375.00	\$20.00	\$95,000.00	\$22.00	\$104,500.00
34	Geotextile Fabric, Type SR	S.Y.	7130	\$3.00	\$21,390.00	\$3.00	\$21,390.00	\$2.00	\$14,260.00
35	Granular Subbase, 12"	C.Y.	2400	\$18.00	\$43,200.00	\$30.00	\$72,000.00	\$20.00	\$48,000.00
36	Crushed Aggregate Base, Roadway, 8"	C.Y.	1600	\$28.50	\$45,600.00	\$35.00	\$56,000.00	\$36.00	\$57,600.00
37	Crushed Aggregate Base, Driveway, 6"	C.Y.	30	\$50.00	\$1,500.00	\$35.00	\$1,050.00	\$42.00	\$1,260.00
38	Aggregate Tracking Pad	E.A.	2	\$2,500.00	\$5,000.00	\$300.00	\$600.00	\$100.00	\$200.00
39	HMA, Binder, 2.0"	S.Y.	5800	\$13.00	\$75,400.00	\$17.00	\$98,600.00	\$13.00	\$75,400.00
40	HMA, Surface, 2.0"	S.Y.	5800	\$12.50	\$72,500.00	\$15.00	\$87,000.00	\$12.00	\$69,600.00
41	Concrete Curb & Gutter, 24" Barrier	L.F.	3700	\$16.25	\$60,125.00	\$20.00	\$74,000.00	\$15.70	\$58,090.00
42	Sawcut	L.F.	325	\$10.00	\$3,250.00	\$5.00	\$1,625.00	\$4.00	\$1,300.00
43	Traffic Control	L.S.	1	\$7,965.00	\$7,965.00	\$5,000.00	\$5,000.00	\$13,050.00	\$13,050.00
	Subtotal Street Construction				\$395,305.00		\$512,265.00		\$443,260.00
	PROJECT TOTAL				\$873,000.00		\$962,940.00		\$975,485.00
Alternate Bid Item									
44	HMA Surface, 2.0" (2023)	S.Y.	5800	\$13.00	\$75,400.00	\$15.50	\$89,900.00	\$13.20	\$76,560.00

SUBJECT: Approve an Ordinance to Amend Chapter 705 (1415) Water Utility Rules, Rates, and Regulations, Ashland City Ordinances (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
City Attorney
Public Works Director
Public Works Committee

EXHIBITS: 1. Proposed Ordinance

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

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

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

Public Works staff developed proposed modifications to City Ordinance Chapter 705 (1415) Water Utility Rules, Rates, and Regulations following the direction received from the Wisconsin Department of Natural Resources (WI DNR) as a result of a July 2021 sanitary survey of the drinking water system. A sanitary survey evaluates the water system's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the WI DNR's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality, with notices of noncompliance with specific deficiencies. One of the deficiencies the City received notice of was the regulation of private wells on properties served by the municipal (public) water system, copied from the sanitary survey report below:

The Utility has a private well ordinance but is out of date with current code requirements. As stated in ch. NR

*810.16, Wisconsin Administrative Code, water suppliers for municipal water systems and communities served by a municipal water system, shall implement a program for the regulation of wells which are not part of the municipal water system and are located on premises served by the municipal water system. Regulation is required to prevent unused, unsafe and noncomplying wells from acting as vertical conduits for aquifer contamination or as sources of unsafe water that could enter the public water system through cross connections. Implementation shall be by local ordinance or utility rule. **The Utility shall update their private well ordinance with all required code language.***

City staff worked to update Chapter 705 (1415) to include reference to appropriate Wisconsin Administrative Code governing standards for wells and pumps, prohibit cross connection of a private well to the public water system, prohibit the discharge of a private well to public sewer unless metered, and require any active well within the City limits to be equipped with a functional pumping system or be abandoned.

Chapter 705 (1415) currently allows for a delay in compliance, requiring properties with public water supply available to connect to the public system. This allows properties in the City to continue to use private wells for domestic water supply rather than connection to public supply. These properties are required to connect to public water supply upon (1) failure of the private well, (2) sale, transfer or change in title, (3) subdivision of the property, or (4) construction of a new dwelling on the property. No change is proposed to this portion of the Chapter.

Approximately 41 properties within the City have public water supply available but are served by a private well and roughly another 200 are served by a private well but do not have access to the public water supply.

The WI DNR is requiring the City to implement a formal permitting system for the 41 private wells operating in the City limits with public water supply available in order to "prevent unused, unsafe...wells from acting as...conduits for... contamination or as sources of unsafe water that could enter the public water system." The remaining approximately 200 private wells are permitted by the Ashland County Health Department.

Private well owners would be required to submit data regarding inspection of their well and pump and water quality data to the Public Works Department every six years in order to be issued a permit. The Public Works Director is proposing a \$50 well operation permit fee to cover staff time in administering the permit system, due every six years.

The changes to Chapter 705 (1415) and current language for delayed compliance were discussed with the Public Works Committee (PWC) at the March 10th, 2022 meeting.

Sequential Ordinance No. 2022-1958
Chapter No. 705 (1415)

ORDINANCE TO AMEND CHAPTER 705 (1415) WATER UTILITY RULES, RATES, AND REGULATIONS, ASHLAND CITY ORDINANCES,

An ordinance adopted by the Common Council for the City of Ashland at a regular meeting of March 29, 2022, for the purpose of amending Chapter 705 (1415) Water Utility Rules, Rates, and Regulations, Ashland City Ordinances.

Section I:

705.01. Definitions *shall be repealed in its entity and replaced to read as follows:*

(a) Available Utilities. Municipal utilities shall be deemed available when a water or wastewater main exists within a Right-of-Way abutting a property line.

(b) DNR or WDNR. Wisconsin Department of Natural Resources

(c) Municipal water system. A community water system owned by a city, village, county, town, town sanitary district, utility district, public inland lake and rehabilitation district, municipal water district or a federal, state, county, or municipal owned institution for congregate care or correction, or a privately owned water utility serving the foregoing;

(d) Well. A drillhole or other excavation or opening deeper than it is wide that extends more than 10 feet below the ground surface constructed for the purpose of obtaining groundwater.

(e) Well abandonment. The proper filling-and-sealing or decommissioning of a well according to the provisions of s. NR 812.26, Wisconsin Administrative Code.

(f) Well Failure. Private or non-community water system producing water which is bacteriologically contaminated or contaminated with other substances exceeding the drinking water standards of chs. NR 140 or 809, Wisconsin Administrative Code, or for which a Health Advisory has been issued by the DNR.

Section II:

705.19(c). *shall be renumbered as 705.19(e) and be amended to read as follows:*

(e) Failure to comply with the above requirements. The City may opt to impose a penalty for the period the violation continues, after ten (10) days written notice to any owner failing to

make a connection to the water system in an amount equal to the average residential user cost (per residential unit equivalent) per month plus 12% for administrative cost, for each residential unit equivalent for the period in which the failure to connect continues, and upon failure to make such payment said charge shall be assessed as a special tax lien against the property, all pursuant to Section 281.45 Wisconsin Statutes.

Section III

705.19(d). *shall be renumbered as 705.19(f) to read as follows:*

(f) Newly installed mains. Properties served by newly installed water main adjacent to the property and which have been granted a delay in compliance per subsection 705.19 (b), need not hook up to the City of Ashland water system until the occurrence of the earliest of the following events:

- (1) Well failure or the inability to use the private well for human consumption;
- (2) Sale, transfer, change in title, or subdivision of the subject property or any part thereof
- (3) Construction of a new dwelling on the property.

Section IV

705.19(c). Delay in Compliance *shall be added to read as follows:*

(c) Delay in Compliance Delayed compliance shall be granted by the Public Works Director only if the applicant establishes to the satisfaction of the Public Works Director that the applicants' existing water system functions properly and meets all current health and safety requirements. To demonstrate the well meets health and safety standards, the applicant shall:

- (1) Submit laboratory test results from a state certified laboratory indicating the well is free from Coliform Bacteria and the nitrate levels are below 5 mg/l. In areas where the Department of Natural Resources (DNR) has determined that groundwater aquifers are contaminated with substances other than bacteria, additional chemical tests may be required to document the safety of the water.
- (2) The well and pump installation shall comply with the Standards for Existing Installations described in s. NR 812.42, Wisconsin Administrative Code, or repaired to comply with current standards. Compliance shall be verified by inspection by a Wisconsin

licensed well driller or pump installer and documented on inspection report form DNR #3300-221, to be submitted to the Public Works Director.

(3) There shall be no cross-connections or interconnection between the well's pump installation or distribution piping and the City water system unless approved by the Public Works Director and DNR.

(4) The water from the private well shall not discharge into a drain leading directly to a public sewer utility unless properly metered and authorized by the sewer utility.

(5) The private well shall have a functional pumping system or other complying means of withdrawing water.

Any delay granted pursuant to this section shall be for a period of 6 (six) years, with the City granting a permit to operate the well, as defined below. At the end of this period, the applicant may request from the Public Works Director additional 6 (six) year extensions. Each additional delay shall be granted so long as the applicant again establishes to the satisfaction of the Public Works Director that applicant's existing water system functions properly and meets all current health and safety requirements as defined above. Any delay granted pursuant to this section shall be automatically terminated if said property meets any of the provisions listed in subsection (f) below.

Section V

705.19(d). *shall be added as follows:*

(d) Well Operation Permit. Any applicant requesting a delay in compliance shall make application for a well operation permit for each well no later than one hundred eighty (180) days after connection to the municipal water system or date of discovery or construction of a well. The City shall grant a permit to a well owner to operate a well for a period of 6 (six) years providing all conditions of subsection (c) above are met. A well operation permit may be renewed by submitting an application verifying that the conditions of this section are met. The City or its agent, may conduct inspections and water quality tests or require inspections and water quality tests to be conducted at the applicant's expense to obtain or verify information necessary for consideration of a permit application or renewal. Permit applications and renewals shall be made on forms provided by the City. All initial and renewal applications must be accompanied by a fee as allowed in Ch. 165 Comprehensive Fee Schedule.

Section VI

705.22(c). Penalty for Improper Use or Private Wells *shall be amended to read as follows:*

(c) Private Wells. All private wells which are unused, unsafe, or do not comply with

appropriate Wisconsin Administrative Code must be filled-and-sealed according to the procedures of s. NR 812.26, Wisconsin Administration Code. All filling-and-sealing shall be performed by a Wisconsin licensed well driller or pump installer. Within 30 days of completion, the well filling-and-sealing report form DNR#3300-005 shall be submitted to the Director of Public Works and to the DNR.

Section VII

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

PASSED: March 29, 2022
PUBLISHED: April 5, 2022

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Approve to Accept a Professional Construction Observation Services Proposal from Ayres Associates, Inc. for the Bike and Pedestrian Facility Improvement Project (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Finance Director
Public Works Director

EXHIBITS:

1. Ayres Associates, Inc. Proposal for Construction Observation Services, November 30, 2021
2. City of Ashland Proposed Paved Trail Improvements - Map

EXPENDITURES REQUIRED: \$ 34,000.00 - Fund 453 Waterfront Development

AMOUNT BUDGETED: -\$0-

APPROPRIATION REQUIRED: \$ 34,000.00 - Fund 453 Waterfront Development

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on March 21, 2022, that Ayres Associates, Inc is in compliance with the provisions of Ordinance 923.10 Ashland City Ordinances.

COMPLIANCE WITH ORD. 51: The Mayor and/or Clerk have 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 project conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan.

SUMMARY STATEMENT:

The Bike and Pedestrian Facilities Improvements Project consists of the reconstruction and resurfacing of portions of the City's existing multi-use trail. At the December 11, 2018 meeting, the City Council approved the State Municipal Agreement (SMA) for grant funds under the Wisconsin Department of Transportation's (WiDOT) Transportation Alternatives Program (TAP). TAP funds support the project at the 80 percent level, with the City providing the corresponding 20 percent in matching funds from Fund 453-Waterfront Development.

At the July 14, 2020 meeting, the City Council approved a contract with Ayres Associates, Inc. (Ayres) for engineering design services and administration of TAP funds. The City requested bids for trail improvements in May 2021 but declined to award a contract due to the cost of the bid prices received exceeding the available

budget.

The City and Ayres have worked with WiDOT staff to approve modifications to the scope that are expected to allow the City to proceed with the project in the 2022 construction season. The project will be re-bid in April 2022, with the expectation of recommending awarding the contract in May 2022.

The approved modifications allow for the use of the grant dollars to be focused on the 5th Street Corridor portion of the trail along with the unpaved (gravel) portion east of Mazlowski Beach. Construction is expected to be completed by October 2022.

The scope of the construction observation services provided by Ayres will include surveying for construction layout/staking, contract administration, periodic construction observation and oversight, and the completion of curb ramp compliance reports. Public Works staff will be responsible for day to day construction, observation and oversight.

Due to their familiarity with the project design and the need for outside services to ensure compliance with various requirements associated with the TAP grant funding, the Public Works Department is seeking Council's approval to accept a proposal from Ayres for construction engineering services for the project at a cost of \$34,000. WiDOT staff have advised that the cost of the engineering services is not eligible for cost sharing with the TAP grant funds.

November 30, 2021

John Butler, PE
Director of Public Works
2020 6th Street East
Ashland, WI 54806

Via Email: jbutler@coawi.org

Project ID: 8995-00-004
City of Ashland, Various Locations
Bike & Ped Facility Improvements
Non-Highway, Ashland County

Dear John:

Thank you for the opportunity to submit this proposal for construction observation services. This letter presents our proposed scope of services, time schedule and fee.

Project Description

In general, the project consists of pulverizing and relaying approximately 5 miles of 10-foot wide asphalt bike and pedestrian trail in the City of Ashland. The work includes mill and relay existing 8-foot wide asphalt path, multi-use trail grading, base course dense, asphaltic pavement, retaining wall, safety fencing, signing, pavement marking, pedestrian flashing beacons, and all incidental items necessary to complete the work.

Scope of Services

Construction Phase Services

Construction Phase services are completed based on requirements of the Wisconsin Department of Transportation Sponsor's Guide and Construction and Materials Manual. Tasks included in construction phase services include the following.

Construction Administration

- Pre-Construction Conference
- Contract Administration
- Progress Meetings (Same time as Observation)
- Change Orders/Pay Requests/Subst. Completion
- Final Walk-Through
- Labor certifications/Federal Wages
- Material Acceptance
- Shop drawings
- Quantities

Construction Observation

- Construction site visits (up to three (3) visits)

715.834.3161 | 3433 Oakwood Hills Parkway | Eau Claire, WI 54701-7698

www.AyresAssociates.com



- Construction staking including
 - Centerline and key bid items.
- Stake curb and curb ramps.
- Complete curb ramp compliance reports (35).

Hourly Services as Needed and Requested

- Additional Construction Phase Site Visits: These visits are not included in the scope of services. Site visits will be billed as hourly services.

Services Not Included

- Property boundary survey or easement description work.
- Certified Survey Map or Platting Services.
- All submittal, review, permitting, and public notice fees (by others).

Schedule

Our fees assume that the project will complete construction work within 3 months of starting work in the spring of 2022.

Professional Fees

We will perform the Construction Phase Services for an amount based on a standard hourly rate for each class of employee, plus reimbursable expenses. The estimated cost of services is \$34,000. We will not exceed an amount of \$34,000 without your prior approval.

Construction Phase Services	\$ 34,000	Hourly
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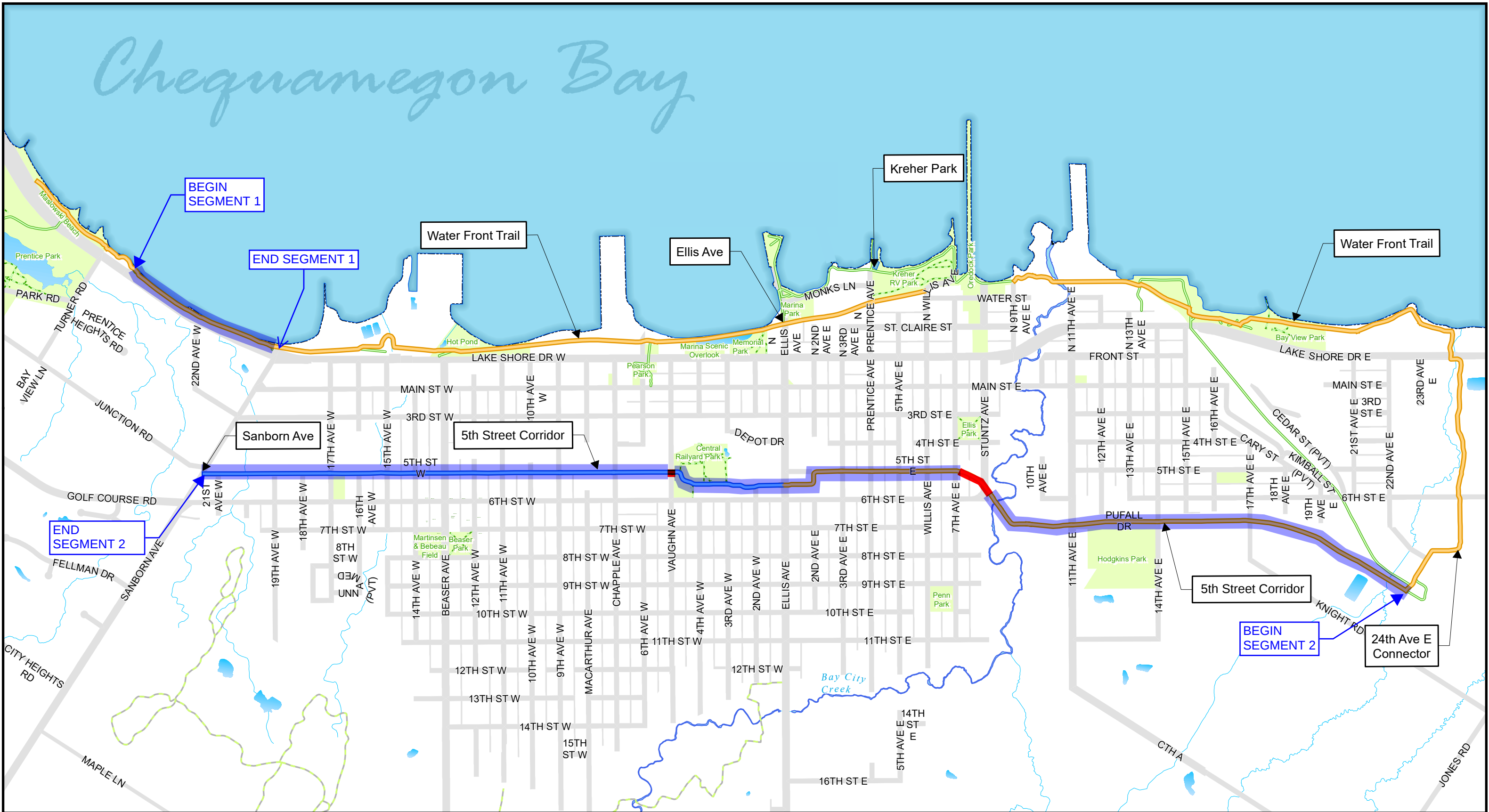
John Butler
November 30, 2021
Page 3 of 3

Attachments: Contract Terms and Conditions

715.834-3161 | 3433 Oakwood Hills Parkway | Eau Claire, WI 54701-7698

www.AyresAssociates.com





Index Map

Legend

Proposed Trail Improvements

City of Ashland Proposed Paved Trail Improvements

0 250 500 1,000 1,500 Feet

1 inch = 1,200 feet

City of Ashland, Dept. of Public Works
Geographic Information Systems Division
Created: May 15, 2019
Map for informational purposes only.

Find yourself next to the water
ASHLAND
City of Ashland, Wisconsin
601 Main Street West Ashland, WI 54806 www.coawi.org

The City of Ashland does not guarantee or warrant the accuracy, currency, completeness, or fitness of information depicted in this map. Information should not be relied upon to establish legal title, boundary lines, and locations of utilities and/or other improvements. No digital data, maps, or copies of maps obtained from the City of Ashland may be sold, reproduced, or distributed in whole or in part, in any form, without explicit written permission from the City of Ashland. The services of a licensed engineer or registered land surveyor should be consulted before this data is used in any manner. By accepting this map, the recipient agrees to these terms and conditions.

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SUBJECT: Approve to Waive the Compliance Requirement Set Forth in Chapter 705.19(f) Water Utility Rules, Rates, and Regulations, Ashland City Ordinances, and Approve a Permit for Private Well Operation at 1120 11th Street East, Ashland (*Public Works*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
City Attorney
Public Works Director
Public Works Committee

EXHIBITS: 1. 1120 11th Street East - Ariel Map

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

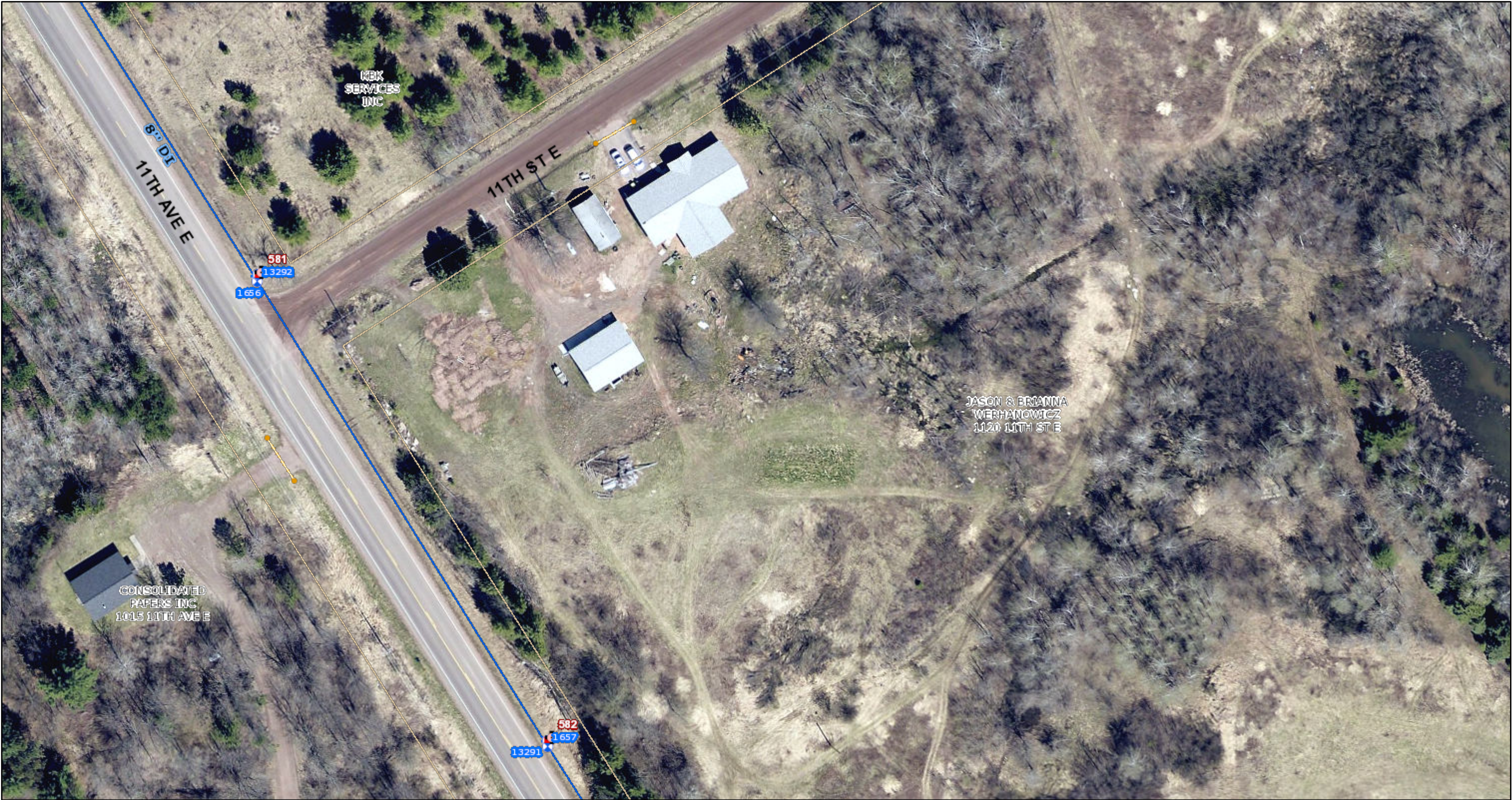
SUMMARY STATEMENT:

In 2017, the property owners of 1120 11th Avenue East were granted a waiver for compliance with Chapter 705 (1415) by the Public Works Director when the new owners were renovating following the purchase of the property. The property has public water supply available and would be required to connect to public water supply per Section 705.19(f) of the above referenced ordinance due to the sale of the property. However, due to the distance of the property to the public water main (240 ft), connection to the public system was deemed to be infeasible.

The current Public Works Director recommends that the Council formally grant a waiver to the property owner due to the poor water pressure that the public supply would provide and due to the cost of private well and pump maintenance incurred by the property owners since 2017.

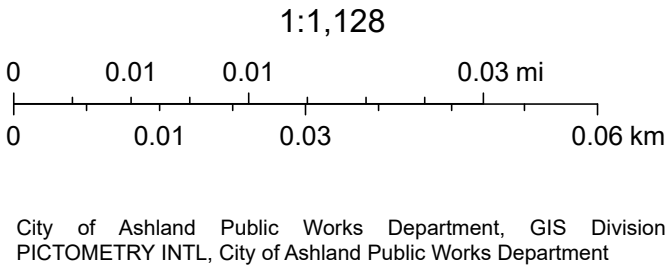
The property would be included in the requirements for permitting of private wells operating in the City limits with public water available.

1120 11th St E



3/20/2022, 2:49:42 PM

BMP	Outlet	Culvert End	Sanitary Flow Direction	Sanitary_Discharge	Water Structures	Water Vaults	Hydrants
StormMain	Outfall	Inlet	Sanitary Main	Sanitary Manholes	<all other values>	Meter Pit	Red 100-499
Collector	Outlet	Grated Catch Basin	Sanitary Lateral	Lift Station Valves	Ashland Water Tower	Pressure Reducing Vault	Orange 500 - 999
Lateral	StormMain Flow	Grated Surf. Drain	Sanitary Structures	Curb Stops	Binsfield Rd Booster Station	Other	Green 1000 - 1350
Culvert	Collector	Open Surf. Drain	Monitoring Wells	Water Laterals	Binsfield Rd Standpipe	Main Valves	Unknown Flow
Open Channel	Lateral	CleanOut	Lift Stations	Water Main	Water Treatment Plant	HydrantValves	Parcel Mapping
Under Drain	Manhole	Sanitary_Forcemain			Junctions		Parcel Labels



SUBJECT: Approve a Resolution to Authorize the Submittal of a Community Development Investment (CDI) Grant Application to Financially Assist with the Former Union Bank Building Redevelopment Project (*Planning*) Roll

RECOMMENDATION: Council approval

DEPARTMENT OF ORIGIN: Planning & Development

CLEARANCES: Main Street Manager
Administrator

EXHIBITS: 1. Proposed Resolution

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

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

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

SUMMARY STATEMENT:

In an effort to support downtown development efforts, the Ashland Main Street Program and the Planning Department would like to assist with an application for a Community Development Investment (CDI) grant for up to \$250,000 on behalf of local business owner and developer, Jeanne Aspensen.

The Wisconsin Economic Development Corporation (WEDC) administers the CDI Grant Program to incentivize downtown community development and redevelopment efforts via catalytic, shovel-ready projects. If awarded, these funds would go directly to the construction costs of the adaptive reuse of the former Union Bank building for the purposes of adding a wedding/event venue on the second floor, and the addition of two short-term rental units for out-of-town event guests. The developer currently owns and successfully operates the Union Boutique on the first floor of this building.

The City is not required to contribute financially to the project if the grant is awarded. City staff time would be required to manage the grant funds and comply with reporting requirements for the grant.

RESOLUTION No. 17675

RESOLUTION TO AUTHORIZE THE SUBMITTAL OF A COMMUNITY DEVELOPMENT INVESTMENT (CDI) GRANT APPLICATION TO FINANCIALLY ASSIST WITH THE FORMER UNION BANK BUILDING REDEVELOPMENT PROJECT

WHEREAS, Jeanne Aspensen, local business owner and developer, is planning on re-developing the former Union Bank building in downtown Ashland for the purposes of establishing a wedding/event venue and two short-term rental units; and

WHEREAS, she has sought the support of the City of Ashland to assist with applying for funds to assist in the development; and

WHEREAS, the Wisconsin Economic Development Corporation (WEDC) has funds available to support small city redevelopment efforts by providing financial incentives for shovel-ready projects with an emphasis on downtown community-driven efforts through their Community Development Investment (CDI) Grant; and

WHEREAS, the City is not obligated to match any grant funds received although Planning and Finance staff will assist by managing the grant funds and complying with reporting requirements.

NOW, THEREFORE, BE IT RESOLVED, the Common Council of the City of Ashland, Wisconsin, authorizes the Department of Planning and Development to submit a WEDC grant application on behalf of Jeanne Aspensen, for CDI grant funds in an amount of up to \$250,000 to be used towards new construction and redevelopment costs for the former Union Bank building in Ashland's City-Center District.

Councilperson

PASSED: March 29, 2022

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler Wickman, City Attorney

SUBJECT: Approve to Appropriate Funds to Purchase Playground Equipment for Prentice Park (*Parks*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Parks & Recreation

CLEARANCES: Administration
Parks and Recreation Committee
Lake Superior Elementary School

EXHIBITS: 1. Proposed Prentice Park Playground
2. Nucleus NU-2982 Playground System

EXPENDITURES REQUIRED: \$50,721.00 Nucleus NU-2982
\$ 1,279.00 Contingency (5%)
\$52,000.00 Total

AMOUNT BUDGETED: \$40,000.00 Fund 481-Parks Capital Improvements

APPROPRIATION REQUIRED: \$12,000.00 Fund 453-Waterfront Development

TREASURER'S CERTIFICATE: The Treasurer's Office has certified on March 25, 2022 that Lee Recreation 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 development conforms to the goals and community values identified in the City of Ashland's Comprehensive Plan, Waterfront Development Plan and Comprehensive Outdoor Recreation Plans.

SUMMARY STATEMENT:

The Parks and Recreation Department is seeking approval to purchase playground equipment from Lee Recreation LLC for Prentice Park, and is asking for approval to appropriate \$12,000 from Fund 453-Waterfront Development to assist in this project.

The playground at Prentice Park is over 25 years old. The average lifespan of a play structure and it needs replacing. If not replaced, the City could be liable for injuries that could happen on the aging and deteriorating playground equipment.

The 2022 Parks Capital Improvements Budget has designated \$40,000 for a new playground. The Parks and

Recreation Director is asking for an additional \$12,000 to purchase the Nucleus play system. The Parks and Recreation Committee and Lake Superior Elementary School participated in a survey to select a new playground and Nucleus won by a large margin.

The Nucleus play system will likely be constructed at Kreher Park. The Gaga Spire system, which was approved by the Council in November 2021, would then go into Prentice Park as the themes of these play systems fit these sites better.

The Parks Director had asked that this request be brought to Council sooner than anticipated in order to have any assembly and finishing work completed early in the season as Prentice Park will be celebrating its Centennial Anniversary this year.



Proposed Prentice Park Playground



Nucleus NU-2982

IMAGES

3D TOUR

TOP VIEW



DOWNLOADS

COLOR GUIDE



Key Features:

- Ages: 5-12
- ASTM Use Zone: 47' x 48'
- Capacity: 115
- Fall Height: 120"
- Play Events: 12
- Sale Price*: \$50,721



Outdoor play isn't just fun, it's an incredible way for kids to get and stay fit! More than 17% of U.S. children are obese and fitness play is one way to combat that trend! Play is so much fun, kids won't realize how much exercise

they are getting. From upper body events to climbers to slides and more, kids will love getting fit in this playspace!

**Specifications and pricing subject to change without notice. Sale only applies to the Early Bird Sale structures. No modifications or changes other than color. Pricing does not include taxes, installation, surfacing or freight. Must order by March 31st, 2022 and ship by June 30th, 2022. Not applicable with any other offer, discount or grant program. Offer only available to customers in the 48 contiguous United States. Contact your local Burke Representative for details.*

[Learn More](#)

Related Products



SUBJECT: Approve to Appropriate Funds to Hire a Part Time Project Manager for the City of Ashland Public Works Department (*City Administrator*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: Public Works Director

EXHIBITS:

EXPENDITURES REQUIRED: Estimate for Wages & Benefits for the remainder of 2022:

\$ 8,901.23 Fund 100-53102 Public Works Engineering Salary
\$17,802.47 Fund 680-92000 Water Utility Administrative & General
Salaries
\$17,802.47 Fund 690-85000 Wastewater Utility Administrative & General
Salaries
\$44,506.17 Total

AMOUNT BUDGETED: \$11,665.67 Fund 100-53102 Public Works Engineering Salary
\$ 9,432.09 Fund 680-92000 Water Utility Administrative & General
Salaries
\$ 9,410.69 Fund 690-85000 Wastewater Utility Administrative & General
Salarie
\$30,498.45 Total

**APPROPRIATION
REQUIRED:** \$ 8,370.38 Fund 680-92000 Water Utility Administrative & General
Salaries
\$ 8,391.78 Fund 690-85000 Wastewater Utility Administrative & General
Salaries
\$16,762.15 Total

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

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

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

SUMMARY STATEMENT:

The City Administrator is requesting approval to hire a permanent part-time (0.5 FTE) Project Manager for the City of Ashland Department of Public Works & Utilities. Benjamin Brost has been working in this capacity as a limited term employee (LTE) since September 2021 in a variety of roles for the Department, mainly focusing on technical design, construction oversight, contract administration, grant writing, and project planning.

Since the loss of the City's longtime Engineering Technician in January 2020, these types of duties have been assigned to a combination of the Public Works Director and engineering consultants. Mr. Brost's availability has allowed the Department to develop and implement additional projects/tasks due to the additional manpower available, while also delivering cost savings by offering an alternative to hiring outside engineering consultants.

The assigned duties and responsibilities of the permanent part time project manager will include the same above-described duties with specific project initiatives, including replacement of the existing drinking water intake, pursuit of funds available via the Bipartisan Infrastructure Law (BIL) and oversight of the City's Lead Service Lateral (LSL) replacement program.

The City Administrator recommends the hire of additional staff in the City's Engineering division in order to maintain timely delivery of critical projects impacting health and safety while also completing the type of project planning that will be necessary for the City to leverage additional funds available for critical infrastructure upgrades as a result of the BIL. His recommendation includes the need to appropriate additional wages from the Water and Wastewater Utility budgets because the position was not included in the 2022 Salary and Wage schedule approved by the Council.

The City Administrator is requesting Council's approval of this appointment of Mr. Brost to a permanent part time position, with pro-rated benefits (0.5 FTE).

The Public Works Department budget includes funding for wages/benefits for an additional full-time engineering position, which will be advertised later in 2022, and funding for both positions will be presented in the 2023 City budget.

SUBJECT: Approve an Ordinance to Amend Chapter 194 (2015-1948) Procurement of Goods and Services and Approval of Change Order for Public Construction Projects, Ashland City Ordinances (*City Administrator*) Roll

RECOMMENDATION: Approval

DEPARTMENT OF ORIGIN: Public Works

CLEARANCES: City Administrator
Finance Director
City Attorney

EXHIBITS: 1. Proposed Ordinance

EXPENDITURES REQUIRED: NA

AMOUNT BUDGETED: NA

**APPROPRIATION
REQUIRED:** NA

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: N/A

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN:

SUMMARY STATEMENT:

The City Administrator collaborated with Department Heads who frequently have the need to procure goods and services on behalf of the City and developed proposed modifications to Chapter 194 (2015-1848) Procurement of Goods and Services and Approval of Change Orders for Public Construction Projects, Ashland City Ordinances.

The proposed changes align the City's procurement practices with provisions of Wisconsin State Statutes, address the general increase in the cost of goods (ie materials) and services since the ordinance was originally adopted in 2015, and provide for efficiency in the review of change order costs.

The specific changes recommended by the City Administrator are summarized below:

Wisconsin Statutes, along with applicable Federal regulations, specifically allow professional services to be procured on the basis of the quality and/or specialization of the services being provided, rather than on the basis of the cost of the services. The types of professional services typically procured by the City are described in

the proposed changes to the ordinance. City Ordinance 194 currently makes no distinction between professional services and construction services or goods. The proposed changes incorporate professional services as an exemption to the ordinance, allowing the City to solicit and procure these services in the manner permitted by Wisconsin statutes and applicable Federal regulations.

Chapter 194 (2015-1848) currently requires staff to *obtain* a minimum of three bids for all costs over \$5,000. Any instance where three bids are not obtained requires a request for a waiver from the City Administrator and/or Mayor. The City Attorney has confirmed that this requirement is overly burdensome as staff does not have control over whether or not vendors respond to the City's request for bids or if at least three vendors are available in the area. The proposed changes require staff to *solicit* a minimum of three bids for all costs over \$10,000. The change from \$5,000 to \$10,000 is supported by a review of the procurement policies of neighboring communities and will provide for more efficient use of staff time in recognition of the rising cost of goods and services since 2015.

Current practice for Council approval of construction contracts includes a request for approval of a contract contingency fund, which is standard practice to address the unknowns frequently associated with construction and the variable nature of contracts that are paid on the basis of quantities of work. The current Chapter 194 (2015-1848) requires staff to bring any change order exceeding \$25,000 to Council for approval, even if funds are available within the approved contract contingency. The City Administrator is authorized to approve change orders for less than \$25,000 if funds are available within the approved contract contingency. The requirement to bring change orders within the contract contingency fund back to Council creates issues with regard to timely and efficient contract administration. The proposed changes authorize the City Administrator to approve any change order within the Council approved contract contingency fund.

The proposed changes have been cleared by both the Finance Director and City Attorney.

Sequential Ordinance No. 2022-1959
Chapter No. 194 (2015-1848)

**ORDINANCE TO AMEND CHAPTER 194 (2015-1848) PROCUREMENT OF GOODS
AND SERVICES AND APPROVAL OF CHANGE ORDERS FOR PUBLIC
CONSTRUCTION PROJECTS, ASHLAND CITY ORDINANCES,**

An ordinance adopted by the Common Council for the City of Ashland at a regular meeting of March 29, 2022, for the purpose of amending Chapter 194 (2015-1848) Procurement of Goods and Services and Approval of Change Orders for Public Construction Projects, Ashland City Ordinances.

Section I:

194.01. Definitions *shall be amended to add subsection (d) as follows:*

(d) “Professional Services” – means services, the value of which are substantially measured by the professional competence of the persons performing them and which are not susceptible to realistic completion by cost alone. Such services include, but shall not be limited to those customarily rendered by architects, engineers, surveyors, real estate appraisers, certified public accounts, attorneys, financial advisors, medical and social service providers, computer software applications, systems development/implementation, management and other consultants, promotional programs such as marketing and advertising, and such other specific services.

Section II:

194.02. *shall be amended to read as follows:*

194.02. Purchases of \$15,000 or less.

Purchases of \$15,000 or less may be authorized by the Department Director if sufficient funds are budgeted, but if the cost is over \$10,000 then a minimum of three bids or proposals must be sought by advertisement or by solicitation, unless the City Administrator waives the advertising or solicitation requirement, or a part thereof. The City Administrator may review a purchase or proposed purchase under this section, and may override the Department Director’s authority under this section if the City Administrator deems such action in the public interest. This section applies to the purchase of tangible personal property and including construction contracts for \$15,000 or less.

Section III:

194.03 *shall be amended to read as follows:*

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

Section IV

194.05(b). Construction contracts *shall be amended to read as follows:*

(b) Construction contracts for projects where the estimated cost is greater than \$5,000 but less than \$25,000 (or such other amount as by future statutory amendment sec. 62.15, Wis. Stats., requires advertisement and contracting with the lowest responsible bidder), must be sought by advertisement or by solicitation, unless the City Administrator or Mayor waive the advertising or solicitation requirement, or a part thereof. If a request for proposals or for bids is not advertised, then proposals or bids shall be sought from at least three contractors. Prior to the letting of any contract under this section, a class 1 notice must be published of the intended construction and contracting, unless the material or labor for the project are donated, or unless the project is for repair and reconstruction due to an emergency. Any contract under this subsection may be authorized by the City Administrator or the Administrator's designee if sufficient funds are budgeted.

Section V

194.06. Exceptions *shall be amended to add subsection (d) as follows:*

(d) Professional Services

Section VI

194.07(a). Change orders *shall be amended to read as follows:*

(a) Change orders on City contracts may be approved by the City Administrator if there is a contract contingency fund sufficient to cover the amount of the change order.

Section VII

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

PASSED: March 29, 2022
PUBLISHED: April 5, 2022

Councilperson

ATTEST: _____
Denise Oliphant, City Clerk

Debra S. Lewis, Mayor

APPROVED AS TO FORM:

Tyler W. Wickman, City Attorney

SUBJECT: Presentation and Approval to Administer Funds of the American Rescue Plan Act (ARPA) (Administrator) Roll

RECOMMENDATION: Approval as Recommended by the City Administrator

DEPARTMENT OF ORIGIN: Administrator

CLEARANCES:

EXHIBITS:

EXPENDITURES REQUIRED:

AMOUNT BUDGETED: \$0

**APPROPRIATION
REQUIRED:**

**TREASURER'S
CERTIFICATE:** NA

COMPLIANCE WITH ORD. 51: NA

STATEMENT OF CONFORMANCE WITH COMPREHENSIVE PLAN: NA

SUMMARY STATEMENT:

At its last meeting, Council approved using the City's American Rescue Plan Act (ARPA) funds as lost revenue due to COVID.

Communities are allowed to declare up to \$10 million in lost revenue under the rules of the act. Per these rules and the Wisconsin Department of Revenue formula, the entire \$820,000 the City received in ARPA funds is eligible for lost revenue. At that same meeting, the Administrator discussed with Council potential uses for these funds and was given direction to formerly propose the following uses for our ARPA funds:

Property at 415 Lake Shore Drive West (Pawn Shop)

\$150,000 to assist with the acquisition of the property on US Highway 2. This site would be ideal for redevelopment as the existing building is obsolete and as a former gas station, there is confirmed soil contamination. The asking price for the property is \$575,000,. However, any offer will be contingent on an appraisal.

The Downtown Façade Program

In 2021 the TID district funded over \$250,000 for facade improvements to downtown businesses. The program proved to be extremely popular to the point that the City was unable to fund all of the received requests. I am proposing \$100,000 in ARPA funds be allocated to continue this successful program.

Small Business Assistance Grants

The pandemic especially hurt small businesses across the country. In order to assist with potential small business retention and expansion in the downtown, I am proposing \$100,000 be dedicated in small business grants to ensure that our commercial district continues to thrive.

Kreher Park Campground Improvements

The campground at Kreher Park is a popular destination for visitors to our region, especially during the summer. Although the campground continues to generate significant revenue, there are a number of needed improvements to the roads, electrical infrastructure, and restroom facilities at the campground. Additionally, there is the potential to expand the number of camp sites which would provide more visitors a place to stay and in turn generate more revenue. I am proposing \$200,000 be used for planning and improvements to the campground.

Undedicated Funds

There will be approximately \$250,000 in undedicated funds after the recommended spending. Although there is no definitive need at this time, some potential uses could include grants to daycare operators and equipment for emergency services. The City has until the end of 2024 to use its funds.